

MARTIN LUTHER SCHOOL 2020-2021 STUDENT HANDBOOK

Made For Purpose **Ephesians 2:8-10**

For by grace you have
been saved through faith
And this is not your own
doing; it is the gift of God,
not a result of works,
so that no one
may boast.



For we are his
workmanship, created
in Christ Jesus for
good works,
which God prepared
beforehand,
that we should
walk in them.

Where do I go for?

Absence	Attendance Office
Blackbaud	Mr. Fredericksen
Career/College Information	Counseling Center
Change of Address	Attendance/Administrative/Admissions Offices
Clubs and Organizations	Advisors or Attendance/Administrative Offices
Detention Information	Attendance Office/Assistant Principal
Early Dismissal	Attendance/Administrative Offices
Improvement of Study Habits	School Counselor/Teachers/ Homework Center
Locker Trouble	Attendance Office/Custodian
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Lunch Card	Administrative Offices or Online
Menu	Cafeteria Posting/Website
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Scheduling	Counseling Center
Sickness and Accidents	Attendance/Administrative Offices
Sign up for Drama	Room 205
Sign up for Sports	Athletic Director/Coaches
Social/Personal Problems	School Counselor/Assistant Principal/Principal
Tardy/Late Pass to School	Attendance Office
Tuition	Administrative Offices
Working Papers	Attendance Office

Please visit www.martinluthernyc.org



Non- Discrimination Notice: Martin Luther School has not discriminated and will not discriminate on the basis of gender, race, color, national and ethnic origin in the administration of student educational policies, admission policies, scholarships, athletic and other school-administered programs for its students. The school admits students of any gender, race, color, national or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school.

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SMALL SCHOOL. SMART CHOICE.

INTRODUCTION

The intent of this handbook is to provide information about the policies of Martin Luther Middle and High School. The following pages will help you, as a student or parents/guardians of a student, to understand the standards that MLS strives to maintain. The faculty and staff are dedicated to the ideals of Christian education and aim to help each student realize his/her full potential. When a student has applied and been accepted to MLS, it is understood that the parents/guardians and the student have read and accepted the regulations outlined in this handbook and agree to abide by these in full support of the school program from the time of acceptance until graduation or until a student terminates their attendance at MLS.

NOTE: the information contained in this handbook is accurate as of September 2020. The requirements, rules, and provisions stated in this handbook and other publications of MLS are subject to change or modification at any time without notice. If changes are made to this handbook prior to its next printing, such changes will be made available in the office.

Mission Statement

OUR MISSION

Martin Luther School embodies Christ's love for a diverse community where our students are encouraged to grow in faith and flourish in academics, the arts, athletics, and life.

WE VALUE

CHRIST

By understanding their value in Christ, our students grow in character and their knowledge of His love for them. This foundation empowers our students to set, evaluate, and achieve their personal goals.

INDIVIDUALIZED INSTRUCTION

By experiencing a tailored learning process, our students discover new passions, and apply skills of critical thinking and expression of ideas needed for their success in the 21st Century.

SELF-DISCOVERY

By participating in a variety of in-class and extra-curricular opportunities, our students explore their talents, interests, passions, and beliefs. Within this process, our students grow to become contributing and fruitful members of society.

DIVERSITY

By exploring and celebrating the diversity in our school community, our students learn how to serve one another with the love and respect everyone deserves. These relationships create a safe and inclusive environment in which to learn and grow.

DIVERSITY-EQUITY-INCLUSION STATEMENT

DIVERSITY

We seek to celebrate a school culture of diverse representation that engages all community members embracing the differences and commonalities among people.

EQUITY

We advocate that all members of the MLS community have opportunities for their voices to be heard, eliminating any barriers. We seek to foster a respectful, curious, and conscious environment for our students, faculty, and administration.

INCLUSION

We are committed to challenging our own biases and ensuring that equal opportunity is given to all within a supportive, learning and working environment

MLS is committed to Christian character development of every individual. All are asked to assume responsibility for refraining from dishonorable conduct. As a member of the MLS family, it is expected that each student strives to:

- + Establish a climate of integrity.
- + Accept responsibility for his or her actions.
- + Live honestly.
- + Respect himself or herself and others.
- + Not to lie, cheat, or steal.
- + Create and cultivate a safe environment.

Regarding spiritual life, MLS seeks to foster the spiritual development of each child as a member of the MLS family. Our goal is for each student to develop an authentic relationship with Jesus Christ. While we have made deliberate attempts to infuse faith formation throughout our curricular and co-curricular programs, we seek to influence spiritual growth through liturgical celebrations. Chapel is typically conducted on Wednesday mornings whereby students come together for time given to Christian instruction and worship which may include a variety of activities of interest and value. This aspect is designed to contribute to the total program of Christian education and correspond to a yearly theme. Additionally, special liturgies and prayer services are held throughout the year. Theology classes meet every other day and are required for every grade.

Attendance at MLS is a privilege, not a right. The Executive Director, or Principal, in his/her or their sole discretion, may discipline, suspend, or expel any student for matters deemed to be detrimental to the good and welfare of the school.

GOVERNANCE AND ASSOCIATIONS

MLS holds accreditation with the following associations:

Association of Lutheran Secondary Schools
Middle States Association
New York State Association of Independent Schools

In addition, MLS holds membership in the following organizations:

Athletic Conference of Independent Schools
National Honor and Junior Honor Societies
New York State Public High Schools Athletic Association
Private Schools Athletic Association
Thespian Troupe Number 980

Cougar Parent Club: this organization meets quarterly to support student school activities and programs.

Martin Luther High School
Maspeth, NY
2020 - 2021 Bell Schedule

	A Regular M,T,Th,F	B Chapel W	C Corporate Worship	D Early Dismissal	E Short Day
Entrance Bell	7:50	7:50	7:50	7:50	7:50
Warning Bell	8:00	8:00	8:00	8:00	8:00
Chapel		8:05 - 8:35	8:05 - 9:05		
Period 1	8:05 - 8:46	8:39 - 9:16	9:10 - 9:45	8:05 - 8:45	8:05 - 8:35
Period 2	8:50 - 9:31	9:20 - 9:57	9:49 - 10:24	8:49 - 9:24	8:39 - 9:09
Period 3	9:35 - 10:16	10:01 - 10:38	10:28 - 11:03	9:28 - 10:03	9:13 - 9:43
Period 4	10:20 - 11:01	10:42 - 11:19	11:07 - 11:42	10:07 - 10:42	9:47 - 10:17
Lunch A	11:05 - 11:30	11:23 - 11:46	11:46 - 12:09	10:46 - 11:09	
Period 5E	11:05 - 11:46	11:23 - 12:00	11:46 - 12:21	10:46 - 11:21	10:21 - 10:51
Period 5L	11:34 - 12:15	11:50 - 12:27	12:13 - 12:48	11:13 - 11:48	
Lunch B	11:50 - 12:15	12:04 - 12:27	12:25 - 12:48	11:25 - 11:48	
Period 6E	11:50 - 12:31	12:04 - 12:41	12:25 - 1:00	11:25 - 12:00	10:55 - 11:25
Period 6L	12:19 - 1:00	12:31 - 1:08	12:52 - 1:27	11:52 - 12:27	
Lunch C	12:35 - 1:00	12:45 - 1:08	1:04 - 1:27	12:04 - 12:27	
Period 7	1:04 - 1:45	1:12 - 1:49	1:31 - 2:06	12:31 - 1:06	11:29 - 11:59
Period 8	1:49 - 2:30	1:53 - 2:30	2:10 - 2:45	1:10 - 1:45	12:03 - 12:33
	41 min. classes	37 min. classes	35 min. classes	35 min. classes	30 min. classes

SECTION 1: ACADEMIC EXPECTATIONS

OVERVIEW:

MLS is a college preparatory school; thus parents/guardians and students must expect its program of studies to be demanding. MLS has developed a wide range of academically rigorous classroom experiences for college – bound students. In addition to “the Basics” students are encouraged to explore the arts, music, other electives, and extracurricular activities offered, giving students the opportunity to further expand their horizons. Honors classes and advanced placement classes are even more rigorous; therefore, they require certain levels of performance and department recommendations for admittance.

Each year the school publishes the Course Catalog which, in addition to giving a description of each course, also provides detailed information on the following: MLS graduation requirements, re-registration instructions, and general requirements for enrollment in honors and advanced placement classes. Further details can be found On-Line and in the Counseling Center.

1. ADMISSIONS: Address any questions to the Director of Recruiting and Admissions.

2. ADVISORY: EXTRA HELP: FACULTY OFFICE HOURS: At MLS it is necessary to keep up with schoolwork. For the majority of students 8th period is an advisory time whereby individuals can go to respective teachers (if they do not have a class at this time) to get extra help or review. If a student is absent from school, assignments may be found on each respective class webpage or by contacting a classmate. If a student is having difficulty a classmate may be able to offer help. Other forms of help are available. Teachers have after school or before school hours to assist students. Students are encouraged to take advantage of these opportunities. Tutoring might be arranged. A student should not hesitate to ask for help if he or she is struggling in a class or exhibiting poor study habits. Teachers will be happy to help students improve in their preparation and increase understanding of the material. Information is communicated in classes and published each semester. National Honor Society Students may be available to tutor.

3. HOMEWORK: Students should expect to receive homework assignments regularly in their classes. Students are expected to ***complete homework on time. School-wide Policy: Homework must be handed in on time and completed to receive 100%. If it is handed in 1 day late the maximum credit possible is 50%. Anything after that will not be accepted for grading, result in a zero, and a demerit. Upon receipt of a third demerit for no homework detention will be served.*** Regardless of what class, these accumulate - the first two missed will result in a verbal warning from the Assistant Principal and demerit from the teacher; the third one missed will result in a demerit and detention; fourth one will result in a demerit and double detention; fifth one a misconduct and Saturday Detention, thereafter misconducts and in school suspension. Communication with parent/guardian will occur. Homework is recognized and encouraged as an extremely valuable activity and as an appropriate extension of classroom instruction. Homework is vital to student success. Homework provides excellent opportunities for developing good study habits, providing for individual differences and abilities, and encouraging initiative on the part of the student. In addition, homework assignments can reinforce skills, add to knowledge or appreciation, and develop a sense of responsibility. This aids in preparation to share/discuss ideas, review materials, become acquainted with different resources, organize thoughts, prepare for upcoming classroom activities, and affords a chance to make up work. ***Students are expected to:***

- Write down all assignments.
- Ensure assignments are understood.
- Bring necessary materials home.
- Allocate a regular time for studying and preparation.
- Select a quiet, well lit, comfortable place to study.
- Complete work.
- Hand in assignments on time to receive full credit.

Parents/Guardians are expected to:

- Help establish a routine, delegate a location, ensure necessary materials available.
- Help your child organize materials.
- Assist and support when your child is discouraged or frustrated.
- Check and review assignments posted with your child.
- Communicate with the instructor as needed.
- Contact the office or guidance to request assignments or check BLACKBAUD when absent.

Failure to complete homework may result in loss of class credit and a failing grade in the class. Students may also experience loss of privileges at school or home, and become ineligible to participate in extracurricular activities. **NOTE:** field trips, extracurricular activities, performances, planned absences and appointments do not merit an extra day to turn in work. Recognizing that the academic challenges of school affect each student differently, and that each student learns differently, we want to provide every opportunity for Martin Luther students to succeed. In addition to each individual teacher's office hours, the library will be open every day after school until 4pm as a Homework Room. This will be a place for students to work on homework, group projects, and/or receive help from peer tutors or teachers.

HOMEWORK ROOM: Here are a few guidelines that will be expected of the students who attend.

STUDENTS MAY

- come later than 2:30 or leave earlier than 4:00
- they must sign in and out
- listen to music, as long as it is from their own device and they use headphones
- work with other students, including peer tutors in attendance when available
- use the library computers and printer, recognizing the same guidelines for in-school use
- use their cell phones or other internet-accessible devices for school work purposes only

STUDENTS MAY NOT

- eat in the library
- come-and-go randomly throughout the time period or wander the building
- leave the room a mess
- come simply to “hang out”
- talk on the phone or text (unless approved by the advisor)

4. STUDY HALL: Students may be assigned a study hall in their schedule. While in study hall, students are expected to conduct themselves as they would in class. Students must bring enough work to occupy them for the entire time. Once in study hall students are not permitted to go to their lockers. Students can expect the following:

- Seats to be assigned.
- No talking unless permission is granted. This is a quiet time to do homework and prepare for tests and quizzes.
- A pass to the bathroom is given at the discretion of the supervisor for emergencies only.
- Lateness will not be tolerated. The first lateness will result in a verbal warning, thereafter demerit and detention.
- Sleeping is not allowed.
- Using the resources of the school library is permitted during study hall. A student is to go straight to the library before the class bell rings. The overuse of computers, except for research, will not be permitted. *If the administration or faculty deems a student's grades unworthy, the student must have study materials in the library and will not be allowed on the computer.*
- The classroom teacher, school counselor, or an administrator may use this time to see a student for class work, make-up work or counseling. The student would have the option to arrange/request to see a teacher, school counselor or an administrator if they are available at this time.
- PASS PRIVILEGES – a pass may be secured for a designated area or permanent aiding to be communicated to the study hall supervisor. The privilege will be taken away if the student is failing a quarter grade, has one or more failures at interims, or a faculty request due to behavior or unacceptable work in the classroom.

5. EARLY DISMISSAL: A Senior (unless assigned) who does not have an eighth period class will be allowed to leave the building early, provided the student is progressing satisfactorily in his/her classes and has no discipline issues. Early dismissal is a privilege, not a right. All other students who do not have eighth period classes will be assigned to advisory. A student with one or more failures at interims or at the end of a quartile will lose his/her early dismissal privilege and be assigned to advisory. The student who has Early Dismissal and no after school obligations is to **leave the building immediately after reporting to advisory to sign out.** Students with after school obligations are to wait in the cafeteria, library, or designated area. Students are not allowed to loiter by the main office, gym area, in stairwells or disrupt eighth (8th) period classes or advisory. No student may leave prior to the conclusion of 7th period. There is no double Early Dismissal.

6. COURSE SELECTION: entering students are counseled into specific classes based upon the results of the entrance examination, placement examinations, previous academic performance, and a personal interview. In the spring the student, along with the school counselor, plans the schedule for next year. This process involves assessment of his/her past academic performance, standardized

test data, recommendations from teachers, and his/her progress towards meeting graduation requirements. For grades 9-11 the selection process is completed in the spring. Most colleges require 3 lab science classes. Students will be registered for lab science classes in order to satisfy this requirement. Some colleges require 4 years of mathematics. Students should check with college/institutions they are considering attending for their requirements.

7. ACADEMIC PROGRESS COMMUNICATION: Every effort is made to keep the student and parents informed about a student's academic progress. There are numerous circumstances when a student may fail a course even though they may have been in good standing at the midpoint of a quarter or semester. A student can receive a failing grade after mid-term or final exams due to failing the exam; not handing in term papers or final projects; or a complete lack of effort during or in the closing weeks of a course. Parents/Guardians and students with concerns are encouraged to contact the instructor. Students, parents/guardians, and teachers can monitor academic progress in the following ways throughout the year:

- **WRITING DOWN ASSIGNMENTS:** Students are encouraged to write all their assignments in their iPad, a planner or notebook. Students and parents/guardians can keep track of upcoming homework, tests, quizzes, projects etc. Accuracy of the planner is the sole responsibility of the student.
- **BLACKBAUD REPORTS:** Each student and parent is issued a BLACKBAUD account at the beginning of the year to carry with him or her throughout his or her time at MLS. BLACKBAUD allows each class to have a web page set up to be used as the teachers see most effective for their classes. Student grade reports will be available through BLACKBAUD as updated by teachers weekly, to provide feedback to parents/ guardians and students between interim and quarter reports.
- **INTERIM REPORTS:** Interim reports will be posted online mid-way through each of the 4 quarters (at approximately 4.5 – 5 week mark). The purpose is to keep parents/guardians notified about their students' progress while there is still time to impact the current quarterly marking period. Interim grades are neither permanent nor are they recorded on student transcripts. A copy may be mailed home upon request.
- **REPORT CARDS:** Report cards are issued after each quarter of the school year (total of 4). They are posted online and mailed home upon request. They are usually available to be viewed within two weeks after the quartile. Final grades for semester classes will be determined by using first and second OR third and fourth quarter report card grades (and semester exam grades where applicable). Final grades for full year classes will be determined by using all 4 report card grades (and the semester exam grades where applicable). Each report card provides space for "Teacher's Comments." Parents who do not receive these regular reports should contact the school.

MLS reserves the right to withhold release of current report cards until satisfaction has been made in other time sensitive areas (e.g. financial obligations are current; attendance or discipline issues resolved; required community service hours completed - regular, grant-in-aid, honor society; library fines have been paid; sports uniforms have been turned in, books, iPad and accessories etc.)

8. ENROLLMENT AND PROMOTION: Re-enrollment in any subsequent year is subject to mutual agreement. That agreement may be withheld with or without cause by either the school or the parents/guardians. Also, each student's attendance, academic record, and disciplinary record will be evaluated during the school year for continuing enrollment during the current school year, and at the end of the school year, whether a student has successfully progressed to be re-enrolled.

Students are re-enrolled as stated above with successful completion of all courses with passing grades (70% or better). Students who fail 3 courses may not be allowed to return the following year. MLS expects students to be diligent in their pursuit of academic excellence. Students are promoted with all classes successfully completed with passing grades (70% or better); and any academic failures having been remediated during the summer so that students are academically prepared for the fall. All failed courses must be made up in summer school. If a course is not offered in summer school, arrangements must be made with the school counselor and Principal approval to complete an independent course of study to satisfy promotional requirements.

NOTE: All freshmen and sophomores are required to attend summer school if they fail any core subject. See also Probation

PROMOTIONAL REQUIREMENTS: Students obtain the following number of credits in order to be promoted and graduate along with a minimum overall GPA of 70%:

Grade 6 to Grade 7	6.5 credits	plus 5 hours community service
Grade 7 to Grade 8	6.5 credits	plus 10 hours community service
Grade 8 to Grade 9	6.5 credits	plus 15 hours community service
Grade 9 to Grade 10	6 credits	plus 8 hours community service
Grade 10 to Grade 11	12 credits	plus 16 hours community service
Grade 11 to Grade 12	18 credits	plus 24 hours community service
Grade 12 to Graduation	24.5 credits	plus 32 hours community service

NOTE: COMMUNITY SERVICE REQUIREMENT – Middle School Students are required to perform **15 hours** (minimum 5 per academic year) High School Students are required to perform **32 hours** (minimum 8 hours per academic year) of Christian service before graduating from Martin Luther School. This service may be accomplished in a variety of ways. Clarification can be obtained from the Dean of Students. ***Students must complete at least half of their yearly requirement by the end of Semester 1***, with the rest to be completed by June 1 (May 1 for 12th and 8th grade). Failure to do so will result in lack of promotion/graduation. Lack of completion before the start of the next year will result in detention upon return and if not completed by end of September will result in one day suspension. Students are encouraged to find opportunities outside of school and not to leave this responsibility to the last minute.

NOTE: ***Grant – in – Aid recipients*** are required to do an additional ***24 hours of service to the school*** and are required to follow the same guidelines as the community service requirements listed above.

Honor Society: Junior Honor Society Members are required to complete an additional ***10 hours of service to the school per year***. National Honor Society Members are required to complete an additional ***15 hours of service to the school per year***. However, students are encouraged to do service all year round.

Although there are some opportunities available to serve MLS during the year, **MLS is not responsible to find or provide this service learning requirement.**

9. GRADING POLICY:

Grades are a measure of student accomplishment. Students will be evaluated fairly and consistently by the teacher upon achievement of specific course objectives. A copy of each course's academic plan, including grading requirements and expected outcomes is shared with students at the beginning of each course. The grades are numerical. Most teachers will base grades on tests, quizzes, final exams, exhibitions, homework, final projects, and effort/class participation. In some instances, letter grades may be assigned.

- ***GRADE REQUIREMENTS*** – The passing grade is 70; however, a grade of 75 is necessary for college recommendation or for advancement to the next level of certain courses. Students with failing grades may be placed on academic probation. Students receiving failing grades for a course must repeat the course. Continued failures may lead to dismissal from the school. For further information please address the Director of Recruiting and Admissions and the School Counselor.
- ***MID-TERM and FINAL EXAMS*** are administered for high school classes/students only (exception any middle school student who is in a high school class). They are required for most courses. Failure to take the examination will result in possible failure of the entire semester/course. Midterm exams are held in January; final exams are held in June (also in January for semester classes) See Calendar for dates. These may also be projects or other types of assignments. This represents twenty percent (20%) of the student's final grade. At the individual teacher's discretion, students may be exempt from mid-terms and finals if they maintain a 90 plus average for the semester. Exception-Freshmen must take mid-term exams but can be exempt from final exams. NOTE: ***Students will be TOLD DIRECTLY if they are exempt. At no time are they to ASSUME they are exempt.*** If a student is absent due to illness it must be supported by a doctor's note in order to be eligible to take the exam upon his/her return. ***Students who are late must arrive within 60 minutes of the start of the exam or they will be assessed a zero.*** If there is a family emergency the Assistant Principal must be contacted. If there is arrearage in tuition a student will not be able to take his or her exam until it is satisfied.

NOTE: AP Exams and Regents: ***Students who are late must arrive within 60 minutes of the start of the exam or they will not be allowed to take it. Students who are absent will have to wait until the next time the test is offered. Anyone who signs up for these exams and decides at the last minute not to take them will be assessed a \$5 charge for Regents and \$13 charge for AP.***

- ***ONE SEMESTER COURSES:*** Final course grades for one semester courses are calculated solely on the basis of that semester and are not combined with any other course grade. A failure in a one semester course requires that the course be repeated to meet the graduation requirement.
- ***MID-QUARTER, QUARTER and SEMESTER GRADES*** are posted electronically. Printed copies may be requested from the main office. Report Cards will be mailed home.
- ***CHRONIC LATENESS/ABSENCE*** See Section 2 –Attendance for consequences
- ***INCOMPLETE GRADES:*** A student may only receive an incomplete for an extended documented medical reason or an extenuating circumstance, which causes the individual to miss enough class time during a marking period to prevent the instructor from issuing a grade. Refer to Section 2 –Attendance for policy on make- up work after an absence. An incomplete grade will be changed to the appropriate grade earned by the student when the time to make up work has expired – regardless of whether the student completes his/her work. ***Students who receive an incomplete in a class must complete the class within 7 days after the start of the next quarter.*** All incomplete grades beyond the 7 day period will revert to F's. Failure to finish an incomplete may result in a failing grade and loss of credit.

10. GRADUATION REQUIREMENTS: Students who are in good standing and who meet the graduation requirements set by MLS Board of Directors are allowed to participate in graduation ceremonies, class activities and receive their diploma. To earn a diploma from Martin Luther School a student must satisfactorily complete a prescribed program which meets the graduation requirements: 19.5 credits for Middle School and 24.5 credits for High School, along with a minimum overall GPA of 70% or above. If a student fails one course necessary for graduation and as long their GPA is 70% or above, he or she may participate in graduation ceremonies. *However, a student who fails TWO or more classes necessary for graduation may not participate.*

11. BACCALAUREATE/COMMENCEMENT PARTICIPATION Students are mandated to attend rehearsal for Baccalaureate and Graduation, and the actual day of the ceremony (unless informed otherwise) adhere to the dress guidelines for the ceremonies, cooperate and follow the directions at all practices and ceremonies. It is possible that students who are serving discipline at the time of graduation or other activities will not be allowed to participate. Students and their parents/guardians must be responsible to keep track of the student's graduation requirements. Students can request their counselor's assistance in determining answers to their graduation questions. Students who do not meet graduation requirements will not graduate or be permitted to participate in ceremonies. The ceremonies combining both Grade 8 and Grade 12 occur the first or second Saturday of June. See calendar for date.

Ceremony Requirements for Baccalaureate/Commencement:

- Students will receive an informational letter with particulars concerning dress code, times and expectations for this event
- Each participating student must attend ceremony practice. Each student who participates will receive a cap and gown (included in fees) as designated by the school administration and class advisors.
- Caps and gowns must be worn in the proper manner as designated by the school administration and class advisors.
- Each student who participates will be expected to cooperate with the class advisors and to participate in all parts of ceremonies.
- Participation in the ceremony is a privilege, not a right. Anyone who has been disruptive in assemblies/activities or has been involved in vandalism/pranks may be denied participation in graduation ceremonies.
- Failure to comply with the above requirements will automatically forfeit a student's privilege to participate in the ceremonies.

12. MARTIN LUTHER SCHOOL ACADEMIC DIPLOMA: HIGH SCHOOL

In order to receive a MLS academic diploma a student must successfully complete the following along with a minimum overall GPA of 70. Course Graduation Requirements:

English	4 units	Health	½ unit
Social Studies	4 units	Art	½ unit
Mathematics	3 units	Music	½ unit
Science	3 units		
World Language	2 units	Electives	3 units
Physical Education	2 units		
Theology	2 units*		
		Total	24 ½ units

*NOTE: One-half unit of theology credit is required for each year a student is in attendance at MLS.

- The class of 2021 and 2022 is required to take the following 5 Regents Exams: Algebra 1, Global History, US History, English and Biology or Earth Science. The class of 2023 must pass all 5 regents and graduate with a regents diploma.. (Looking ahead- The City University of New York (CUNY) requires a minimum of a 75+ on the English Regents and an 75+ on at least one Math Regents Exam). A student that doesn't meet these requirements may meet alternative requirements including the SAT, ACT, and CUNY Assessment Test (CAT). Students admitted into CUNY programs who do not meet these requirements may be required to take non-credit bearing remediation classes.
- Complete 32 hours of Christian service. (It is required that 8 hours be completed per year.)
- Aiding does not count towards the 6 units of credit required per semester
- Transfer/International students must consult with the school counselor. All International students must complete 1 required elective for each year enrolled in MLS. In addition, all are required to enter into an English class after the completion of ESL. If the student reaches English 11, they are required to take the English Regents.

II. MARTIN LUTHER HIGH SCHOOL ADVANCED ACADEMIC DIPLOMA

In addition to section I above:

- Three years of World Language.
- Four years of Mathematics.
- Hold a GPA of 80% or higher. (as of 2021-22 this will be 85%)
- Complete a total of 3 of the following: Advanced Placement exam, SAT II exam, and/or an approved college course.

III. MARTIN LUTHER HIGH SCHOOL ADVANCED ACADEMIC DIPLOMA WITH HONORS

In addition to sections I and II above:

- Hold a GPA of 85% or higher. (as of 2021-22 this will be 90%)
- Complete a total of 5 of the following: Advanced Placement exam, SAT II exam, and/or an approved college course.

IV. NEW YORK REGENTS DIPLOMA

In order to receive a New York State Regents Diploma, students must fulfill the requirements for a MLS Diploma. For a Regents Diploma a student must receive a passing grade of 65% or higher on the following Regents Exams: English, any Math Regents Exam, Global History, United States History and Government, and any Science Regents Exam.

A student may receive an Advanced Regents Diploma if they receive a passing grade of 65% or higher on the following Regents Exams: English, Integrated Algebra (or Algebra Common Core), Geometry, Algebra 2/Trig, Global History, US History, Living Environment, and one Physical Science Regents. Advanced Regents Diploma also requires three years of World Language with a proficiency exam (Checkpoint B). A student may earn Honors designation on the Regents or Advanced Regents Diploma if they achieve a 90+ average on required Regents exams.

MARTIN LUTHER SCHOOL ACADEMIC DIPLOMA: MIDDLE SCHOOL

Middle School Graduation Requirements

I. Martin Luther Middle School Academic Diploma

In order to receive a MLS academic diploma a student must successfully complete the following, along with a minimum overall GPA of 70. Course Graduation Requirements:

Grade 6

English 1 unit
Math 1 unit
Social Studies 1 unit
Science 1 unit
Religion ½ unit
PE ½ unit
World Languages ½ unit
Music ¼ unit
Art ¼ unit
Health ¼ unit
Technology ¼ unit

Grade 7

English 1 unit
Math 1 unit
Social Studies 1 unit
Science 1 unit
Religion ½ unit
PE ½ unit
World Languages ½ unit
Music ¼ unit
Art ¼ unit
Health ¼ unit
Technology ¼ unit

Grade 8

English 1 unit
Math 1 unit
Social Studies 1 unit
Science 1 unit
Religion ½ unit
PE ½ unit
World Languages ½ unit
Music ¼ unit
Art ¼ unit
Health ¼ unit
Technology ¼ unit

- Successfully complete the above listed courses totaling 19.5 units.
- Successfully complete 15 hours of Christian Service. It is required to complete 5 hours per year.

II. Martin Luther School Academic Diploma with Honors

In addition to section I above: Hold a GPA of 85% or higher. (as of 2021-22 this will be 90%)

13. SUMMER SCHOOL POLICY MIDDLE AND HIGH SCHOOL: Students who do not pass a course during the regular school year **ARE EXPECTED TO ATTEND SUMMER SCHOOL** to make up the credit. For this reason, MLS and other **accredited** summer schools are available to the student, including your local public schools. All summer school classes offered at MLS will be held online. All summer courses must be pre-approved by the school counselor. Credit is granted only to summer school courses that are taken due to failure. Enrichment courses are not eligible for credit. ***Students may take no more than 3 classes in summer school.***

Students who have excessive absences may have core classes repeated in summer school. All freshmen and sophomores are required to attend summer school if they fail any core subject.

CREDIT RECOVERY: Students required to take additional courses for Credit Recovery will receive a Pass/Fail for the grade. All credit recovery courses have to be approved by the School Counselor.

NOTE: All students must be available until the end of June to allow for MLS Exams, Regents Exams, and Summer School advisement and registration upon finalization of academic status for the year.

14. COURSE/SCHEDULE CHANGES: Program changes will be made if required by final or summer school grades, or for the additions of courses in previously unassigned time. Course changes will not be made because a student has changed his/her mind.

Schedule Change Policy: to request a schedule change, students must see the School Counselor. It is important that students choose their courses wisely. The master schedule is built around these choices. The priority is to maintain equitable student/teacher ratio and so all requests will be evaluated before any can be honored. Changes will occur during designated time frames. Understand that required courses may not be dropped. The change must fit into the student's schedule. Schedule changes are made through a petition process. Decisions about schedule changes are made with input from the student's instructor. Changes are made for the following reasons only:

- An error was made on the schedule.
- Seniors who need to meet graduation requirements.
- Students who passed a summer school or online course requiring a course change.
- A student who needs a course level change.
- A student failed a prerequisite, which no longer makes him or her eligible for the course.
- Inappropriate placement: a course is not appropriate for a student due to personal ability or skills. Strong evidence from the student, parent, school personnel, and/or cumulative record is required.
- Requests for instructor changes are not considered.

In dropping or adding a course the following conditions must be satisfied:

- Careful review by the counselor to insure a change is both necessary and justified.
- Course changes must be approved by the Principal.
- Courses may only be dropped or added during the first two (2) weeks of the school year.
- Semester courses may only be dropped or added during the first week of each semester.
- The course must be replaced with a suitable alternative.

Changing levels to assure the best conditions for learning, it is sometimes necessary to change the course level in which a student is enrolled. A change should be made after careful consideration.

- A change in level should only be made after contact with the Principal, School Counselor, Parent/ Guardian, Student and Instructor.
- Level changes may be requested by the instructor or student.
- Requests for level changes will only be considered up to one (1) week after the receipt of the first (1st) marking period report card.
- If the course is dropped after the close of the first (1st) marking period, the student's report card will reflect a W.

15. HONOR ROLL: Being listed on the Academic Honor Roll for middle and high school is a privilege. Grade point average is determined by averaging all academic courses. Honor Roll status will be attained by meeting the following standards each quarter:

PRINCIPAL'S LIST - Scholastic Honors for students who have passed all courses with an overall average of 94% or higher.

FIRST HONORS - Scholastic Honors for students who have passed all courses with an overall average of 90-93.99%.

SECOND HONORS - Scholastic Honors for students who have passed all courses with an overall average of 85-89.99%.

Students with incomplete or failing grades are not eligible for honors recognition during that quartile. Students with incomplete grades due to extraordinary circumstances may apply to the Principal for special consideration.

16. FAILING GRADES: Once an assessment has been made that failure is imminent, the instructor will notify the School Counselor. The counselor will then notify the parent/guardian. SENIORS and EIGHTH GRADERS approaching graduation will receive special attention. A written statement of warning will be sent in December to parents of senior's and eighth graders who are in danger of not passing a course, or courses required for graduation. Two weeks before the end of a course, instructors will again inform the school counselor concerning seniors and eighth graders who are in danger of failing. Parents/Guardians are urged to utilize BLACKBAUD to monitor and view their child's grade reports.

NOTIFICATION OF FAILURES: Every effort will be made to monitor the work of failing students, and to offer help and guidance to those in difficulty. Instructors will use BLACKBAUD and the Interim reporting system to communicate student progress to parents. Failures will appear on report cards

17. LATE WORK/ MAKE UP WORK: The policy for make- up work for excused absences is as follows:

- **ACADEMIC WORK:** Tests, assignments, papers etc. must be made up in a timely manner upon return to school from an excused absence. Any previously assigned work is due upon return to school. Homework is also expected to be handed in. Any work assigned during absence will be given the number of days absent plus one to be completed and turned in. If a student is absent during semester exams, it is the student's responsibility to take the exam the next school day. Extracurricular activities, performances, planned absences, or appointments do not earn any additional time to submit work for full credit. In any case, it is always the student's responsibility to find out what was missed in his or her absence by communication with the teacher or another student. It is the student's responsibility to adhere to established guidelines. Failure to do so may result in the loss of eligibility to make-up work. All make up work is to be done outside of your regular class schedule.
- **LATE WORK:** Each teacher will communicate their policy concerning acceptance, no acceptance, and/or grading of late work (note homework policy)

In-school suspension: The student is not allowed to attend classes for the day. The student will spend the day in a supervised room, studying, reading and completing assignments. The student will receive partial credit for assignments. The student may not attend school sponsored activities.

Out of school suspension: The student may not, for a specified period of time, come to school, be within school boundaries or attend any school sponsored activities. Suspension is an unexcused absence and credit will NOT be given for classwork/homework. Students will be able to make up chapter or unit tests and any other work that will have a significant impact on his or her grade for reduced credit. However students are encouraged to stay on track with their assignments. Students who are suspended and return to school grounds, boundaries or school sponsored events may be suspended an additional day and may be referred to the police or other proper authorities for trespassing. The period of suspension ends as of the beginning of the school day on which the student returns.

***It is strongly recommended that all work be done regardless of credit or not.

18. LOST BOOKS/EQUIPMENT: Textbooks and all other school equipment, including team uniforms, are the responsibility of the student to whom they are issued. Textbooks are distributed at the start of each school year during orientation, mid- year for a new semester course, and upon registration of new/transfer students during the year. The student fills out a master assignment sheet with the book number. The student must return the same textbook at the end of the year or pay the replacement cost of the book. Any student changing a subject after books have been issued must return the books already received for the subject being dropped. Textbooks and library books are to be returned on or before the last day of the semester or school year. It is the students' responsibility to write their name in all books and carefully track all materials given. It is the students' responsibility to return any outstanding property issued or pay the corresponding replacement fee. All items are to be returned in good shape. If an item is lost it must be paid for before a replacement is issued. Only students with clear school accounts will receive grade reports, transcripts or diplomas.

19. THE BOOKSTORE: MLS maintains a Student Bookstore for purchase of lost materials such as books or locks. Purchases can be made by cash, check or credit card.

20. NATIONAL HONOR SOCIETY (NHS)/NATIONAL JUNIOR HONOR SOCIETY (NJHS): MLS sponsors a Chapter of the National Honor Society and Junior Honor Society. The NHS and NJHS is a distinguished organization that seeks to recognize students for their dedication to and excellence in scholarship, leadership, character, and community. For high school students (grades 10-12) selected to be members of the NHS, there must be enrollment in 5 major subject classes per year. This can be a combination of English, Science, Math, World Language, and History classes. In addition, each student must complete an additional 15 hours of community service per academic year (must be service to school). For junior high students (grades 7-9) selected to be members of the NJHS, there must be enrollment in 5 major classes per year. In addition, each student must complete an additional 10 hours of community service per academic year (must be service to school). Selection to the NHS and NJHS is a privilege, not a right. Students do not apply for membership; instead they provide information to be used by the selection committee to support their candidacy for membership. Membership is not automatically given because a student has achieved a specified level of academic performance. The potential eligible candidates are presented to a committee that reviews each candidate's eligibility and makes the final decision. Guidelines: Students are selected for membership into the Martin Luther School Chapter of the National Honor Society and Junior National Honor Society by meeting the following criteria:

- **SCHOLARSHIP:** To be eligible for membership, the student must have an average of 90% and above. For NHS the student must be entering sophomore, junior, or senior year; for NJHS the student must be entering grades 7, 8, and 9. Eligible students will receive an information packet (usually at the end of June/beginning of July) which must be completed by the stated deadline. Failure to do so makes the student ineligible. All packets that are returned on time are then given to the NHS Faculty Committee for consideration.
- **LEADERSHIP:** Students must fulfill this requirement through active participation in at least 2 different types of activities including athletics, clubs, and community organizations. At least one activity must be school based. Demonstrated commitment is important. Besides leadership in extra-curricular activities the committee looks for students who lead others in a positive way in the classroom, and in their activities. Positive attitude and academic initiative are as important as assuming leadership roles in activities.
- **SERVICE:** Each candidate must submit evidence of some type of service in the school and/or community within the last twelve months. This service must be documented and signed by an adult advisor. Service outside of school is encouraged. If clarification is needed on whether your chosen service project fulfills NHS and NJHS criteria, please consult with the respective advisor. NHS members are required to do 15 additional hours and NJHS members are required to do 10 additional hours per year above normal grade service.
- **CHARACTER:** A student's character is extremely important! Students may be required to present a letter of recommendation from an adult who can attest to his/her character/leadership. This person should not be a relative of the individual. The committee receives confidential feedback and comments from the entire faculty and staff about each candidate's performance and character to assist in the selection process. The committee looks for those individuals who respond well to criticism and are dependable, trustworthy, sincere, friendly, diligent, and helpful to their peers and teachers.
- **CITIZENSHIP:** Striving daily to make the right choice, showing courtesy and respect for others, following school rules etc. This applies to Junior Honor Society.

APPLICATION PROCEDURES: The student is expected to complete the application thoroughly, neatly, and promptly. All materials submitted are reviewed by the Committee to determine selection of a potential member. Notification will be sent out at the start of the school year. New members are inducted into the chapter at chapel at the end of September. Following acceptance and induction, a member is expected to be actively involved in all NHS meetings/events as well as maintaining the four established criteria. In the event criteria is not met the individual will receive a warning and if not corrected will be dismissed. Any violation of the Academic Policy will result in automatic suspension from the honor society.

21. OPEN HOUSES: A number are held throughout the year for prospective students and their parents to acquaint them with the school and its programs. See calendar for upcoming dates or contact Director of Admissions and Recruitment.

22. ORIENTATION STUDENT/PARENT: Returning/new students are welcomed back to school. Students attend orientation either in late August or early September which is a mandatory attendance day to inform them of any new policies and to remind them of established ones. The school year spiritual theme is shared and prayer is offered for a successful year. Students also receive schedules, locker assignments, textbooks, bus passes, ID Pictures etc. Each September, MLS hosts a back to school night for parents/guardians. A brief overview of school policies and calendared events is presented. In addition, parents/guardians have an

opportunity to meet the teachers and receive information about the courses, specific class requirements and expectations (Students receive this information during the first day of class). See school calendar for date.

23. PARENT-TEACHER-STUDENT CONFERENCES: Are conducted in November and February. See school calendar for dates. Additional conferences may be requested by the teacher or parent. Students are encouraged to attend most conferences. "Drop In" visits are discouraged. Always strive to make an appointment with a teacher or administrator before arriving to ensure preparedness and the full attention of the teacher. Telephone or e-mail contact with a teacher may be initiated by the parent/guardian at any time. Teachers will make a reasonable effort to return contact within 24-48 hrs.

24. PROBATION: May be classified as or a combination of Academic, Attendance or Disciplinary contracts. This will result on the student being placed on **CONDITIONAL ENROLLMENT**. One or more or a combination of these contracts may be assessed to a student if he or she is not honoring his or her responsibility to maintain the required GPA of 70 % or above; absences and lateness issues; or lack of compliance with the Student Code of Conduct. Any of these can impact the student's retention at MLS and may result in expulsion during any time of the school year. Student's status will be monitored and reviewed at interims, end of the quarter, semester, and end of year.

* The School Counselor may also issue contracts but these will not impact conditional enrollment.

25. SCHOLARSHIPS: A reminder to those students who are attending MLS under one of the following categories and requirements needed to maintain status:

- **Grant-in-Aid:** Awardees must complete 24 hours of volunteer service during the school year and it must be service to MLS or eligibility is lost for following year. Students must complete at least half of their yearly requirement by the end of Semester 1, with the rest to be completed by June 1 (May 1 for 12th and 8th grade). *NOTE: this total does not apply to the community service hours needed for each student's minimum to be completed each year for graduation.* Further information is available at the Finance Office.
- **Scholarship Awards:** Students must maintain a minimum 85% or greater to remain eligible.
- **SSP (Student Sponsorship Partnership):** Students are subject to terms and conditions of SSP agreement.

26. STUDENT RECORDS: A record of each student's progress is maintained in the Counseling Center and Assistant Principal's Office until graduation. Thereafter they are preserved and stored in a central location. An individual's file may include mandated and permitted data such as permanent list of subjects completed with all grades obtained, record of attendance and discipline, academic rank, final grade point average, and an official statement of graduation. Only authorized organizations, agencies, or persons defined by law may have access to student records

27. TRANSCRIPTS: The transcript is an official record of all courses taken. It is maintained by the Counseling Center and updated each semester. Semester grades, Pass/Fail, and cumulative grade point averages are included on transcripts. Transcripts are forwarded to other schools, colleges and universities upon request from the parent and student. To expedite transcript requests, please provide the following information in writing: Full name at time of graduation; date of birth; graduation date; mailing address transcript is to be sent to. ACT and SAT scores can be accessed at Collegeboard.com. If this pertains to withdrawing from the school, once initiating a student's transfer, the student and parent must complete and sign transfer request forms and settle all academic, athletic, library, textbook and financial accounts before release of information.

28. TUITION POLICY: Students with tuition accounts more than 30 days delinquent will be withheld from regular classes, withheld from participating in midterm and final exams and blocked from access to grades on BLACKBAUD. However, students are still responsible for their assignments and need to ensure they are completed to prevent loss of credit. Parents/Guardians will be notified in advance of suspension due to overdue tuition. See Finance for further explanation.

29. NOTE -CUSTODY DISPUTES: Both parents have equal rights and access to their children and to participate in their child's education, unless there is a court order requiring something different. MLS will not honor any request from one parent to keep another parent from a child unless they are provided with a court order. The order must clearly state that the other parent is not to have access to the child, or is restricted or limited in some way in exercising parental rights over the child.

SECTION 2: ATTENDANCE EXPECTATIONS

OVERVIEW

MLS requires that students enrolled in the Middle and High School make attendance a top priority. Successful educational advancement (both in terms of academic achievement and general socialization) is related directly to regular school attendance. Regular and punctual school attendance gives students a means to developing habits needed for college, career, and professional life. MLS expects students to be in every class, on time, and come prepared in order to be both active learners and contributors in the educational process, who do not detract from the learning of others.

While the responsibility for regular attendance lies with the students and their parents/guardians, MLS also recognizes an obligation to promote and assure such attendance. This cooperative partnership between the home and the school will foster attendance and an accurate record of it. Working together creates the best environment for student learning and success. The intent is to encourage regular attendance and discourage excessive absenteeism and tardiness of all students. ***Attendance is taken during each class period.*** School begins promptly at 8:05 for all students. The first warning bell rings at 7:50 and the second warning bell at 8:00 am. It is an advantage if students arrive early in order to go to their locker and have the appropriate supplies needed for their classes. Arriving early allows students to spend time with friends.

MLS considers attendance a matter of Christian stewardship. At this time it is the student's occupation. Good attendance helps develop capacities to the fullest. Prospective employers are often interested the student's sense of responsibility. The school is often required to list a student's lateness and/or attendance record on job applications. Just as employees are required to follow specific procedures in the workplace, students are expected to know and follow the MLS attendance/lateness procedures.

Absence and/or lateness are not valid reasons for incomplete work or for failing to hand in an assignment. When an assignment is not handed in for any reason by the due date, the student will receive zero (0) which will be posted in the teacher's grade book. The score will be adjusted once the assignment has been handed in and the teacher has had a chance to grade it. Deductions will be taken according to the syllabus and course requirements provided by individual teachers to their students at the beginning of the school year or semester. These can be found on each teacher's class page and should be reviewed carefully.

1. ATTENDANCE POLICY: Credit for all courses is based on Class Attendance as well as Academic Achievement.

Students are expected to strive for perfect attendance or at least minimal absence.

Once a student has reached 10 absences for the school year, a doctor's note will be required for each subsequent absence, (otherwise the absence will be UNEXCUSED) and a student will be placed on conditional enrollment.

Excessive absence begins with the 6th day missed in a semester. The parents will be notified by phone call and letter informing them of an attendance concern and the attendance policies.

After 14th day missed in a year, the parents will be notified by phone call and letter informing them of ongoing attendance concern. The parents will be informed that they are approaching the 18 day excessive absence rule that may lead to retention and/or summer school attendance.

After 18th day missed in a year, the parents will be notified by phone call and letter reminding them of the attendance policy. The parents will be informed that they have reached the 18 day excessive absence rule. Arrangements may begin to be made for retention, summer school attendance or dismissal.

ACADEMIC CONSEQUENCE: any student who has an UNEXCUSED ABSENCE will receive a ZERO for class assignments and homework for that day. Note: Also refer to Homework and College Course policies. In addition, any student 20 minutes or more late to period 1 (or arrives to school during second or third period) it will be considered an absence. 10 absences due to this type of lateness will result in a 25% reduction of that classes' grade.

CREDIT CONSEQUENCE: chronic absence and/or lateness will result in withdrawing from the class, the student being placed in a study hall and mandatory attendance at summer school.

To obtain credit for the day, the student must be in school for five (5) full periods. Any student who is absent for more than 3 periods may not participate in extracurricular activities nor attend a school sponsored activity for that same day, unless the Principal makes an exception. An authorized doctor's note is required for exemptions to the policy.

In addition, a student who comes late and misses period(s) may not participate in extracurricular activities nor attend a school sponsored activity for that same day. Detention will be served.

STUDENTS WHO ARE ABSENT OR SUSPENDED FROM SCHOOL ARE NOT PERMITTED TO PRACTICE OR PARTICIPATE IN INTERSCHOLASTIC ATHLETICS OR AFTER SCHOOL CLUBS. STUDENTS ARE NOT ALLOWED TO SHOW UP AT THE END OF THE SCHOOL DAY OR LATER TO PARTICIPATE IN OR WATCH EVENTS/CONTESTS.

Pattern of Chronic Lateness is noted as 5 or more times and Pattern of Chronic Absence is noted as 6 or more times- the Assistant Principal will speak to student and parent/guardian if one or both of these occur

ANYONE ABSENT OVER 18 DAYS FOR THE SCHOOL YEAR WILL BE REQUIRED TO GIVE DAYS BACK!

MLS reserves the right to determine whether absences or lateness will be considered excused or unexcused

TRUANCY is defined as deliberately missing school or remaining out of school without the permission of a parent/guardian. Truant students may not make up work missed and will be assessed a class cut for every class missed. Students found truant may be assessed 2 detentions and social suspensions, Saturday detention, or in school or out of school suspensions. A total of 3 cuts in a course will result in loss of credit for the course. Misconduct and contract will be given.

If additional truancy days occur the student will be suspended and the NYS Offices of Children and Family Services will be contacted.

CUTTING CLASS: Cutting is defined as deliberately missing an assigned class and/or any other school assignment. It is an unexcused departure from the school schedule. A student who cuts a class shall receive a "zero" for the day for any test given and will not be allowed to retake the test or receive credit for any other work done during the class. Excessive cutting may be grounds for removal from a class, resulting in the student receiving an "F". The student will not be allowed to have an unassigned period and the "F" will appear on the student's permanent transcript. If a student cuts class or study hall and goes to the library or any other area in the building without authorization, it will be recorded as a class cut. If a student goes to the counseling center without a pass, the student needs to provide documentation to the teacher that the situation needed immediate attention; if a student walks out of a class without permission, it will be recorded as a class cut. Students are subject to disciplinary action as follows: 1st violation = 2 detentions and social suspension; 2nd violation = Saturday detention; 3rd violation = in school and/or out of school suspension. Misconduct will be given

Absenteeism: an absence is recorded for each and every occasion a student is not present in school or class. Under NYS Education Law Section 3205 parents/guardians are responsible for the regular attendance of their children for instruction. MLS is required to code absences (reason) for attendance records.

2.ABSENCES: Illness or a death in the family are the only LEGALLY EXCUSED absences. Students with excused absences are responsible to complete any missed work.

NOTE: The parent/guardian must secure a written doctor's note for any student absence of three (3) or more consecutive days AND for each absence after ten days of the school year otherwise it is UNEXCUSED.

Examples of Excused Absences include:

- Observance of recognized religious holiday (documented note by parent/guardian prior to absence)
- Medical/Dental appointment (documented by original note from doctor on official letterhead and stamped) if cannot be scheduled outside school day, on days off or during vacation.
- Prolonged illness (documented by original note from doctor on official letterhead and stamped).
- Surgery/hospitalization (documented by original note from doctor/hospital on official letterhead and stamped) if cannot be scheduled outside school day or days off/vacation.
- Extenuating family emergency (documented by parent/guardian to Assistant Principal and Principal).
- College Visits: 3 per year (documented by official college note) if cannot be scheduled outside school day or days off or during vacation. (must be cleared in advance via the school counselor and Attendance Office)
- Court Appointment (documented by official court note) if cannot be scheduled outside school day or days off or during vacation.
- School sponsored field trip with valid documentation.
- Absences warranted by unusual circumstances (approved by Dean of Students or Principal).
- Driver's License/and or Permit with proper documentation if cannot be scheduled outside school day, days off or during vacation.

3. UNEXCUSED ABSENCES: When UNEXCUSED absences occur, the student will receive no credit for the work missed, nor an opportunity to make up tests or assignments. These include but are not limited to:

- Lateness
- Any personal business that could not be scheduled when the student was not in school
- Working for an employer
- Babysitting
- Oversleeping
- Not feeling well
- Car problems
- Missing the bus/train
- Shopping trips
- Haircuts, nails, and tanning sessions
- Family related absences that are not emergencies
- Medical, dental, or legal appointments that have not been verified by a doctor or legal note
- Senior pictures of senior cut day; pictures posted on social media during absence
- Cutting school, class or classes
- Concerts
- Staying home during the school day in order to study or prepare major assignments is taking unfair advantage
- Independent rehearsal /practice for drama, music and sports prior to event
- Travel/Vacation/Trips (will result in days given back)

Unexcused absences will be communicated to the parent/guardian. Students who have five (5) or more unexcused absences in any class may be declared a habitual truant. Students who persist in being truant/cutting classes are subject to possible in-house suspension or dismissal and reporting to the NYS Office of Children and Family Services. Efforts will be made to work with the student and family to improve attendance as the student will be in danger of losing credits for their affected classes. Martin Luther may withhold credit from the affected class. Students may be allowed to remain in the affected class (es) on an Attendance Contract and placed on Conditional Enrollment. Unexcused absence will result in a Misconduct and automatic detention.

The following penalties are in effect (misconduct will be given):

- First –Fifth Unexcused Absences: The student will be assigned detention for each absence. Failing to serve the assigned detention will result in double detention. Parents will receive a call concerning this.
- Sixth – Tenth Unexcused Absences: The student will be assigned Saturday detention and Social Suspension for each occurring absence. Parent/student meeting will be scheduled with Administration.
- Eleventh Unexcused Absence and Beyond: Parent/guardian and student conferences will occur with the Administration. Additional consequences may be suspensions or possible expulsion.
- Eighteen days missed will be reported to the NYS Office of Children and Family Services.

4. UNEXCUSED WITH EXPLANATION: (note Attendance Consequence) Families must plan extended travel (trips and vacations) around school days and appointments (on school time should be avoided. If they cannot be, please schedule appointments close to the beginning or end of the school day so that the student may attend as many classes as possible) during school breaks. When students know they will be absent from school in advance they must bring a note from his/her parent/guardian to the Attendance Office as far in advance as possible, but NO LATER THAN THREE SCHOOL DAYS BEFORE the absence occurs. The note should state the dates of absence, reason, for the request, the student name, parent/guardian name and contact information. The student is then required to

- Present the note to the Attendance Office and pick up a slip.
- Get the signatures of the instructors and to be informed of their academic status, and assignments he/she is responsible for. An instructor will not sign the slip if he or she believes the student cannot afford to miss the class
- Secure approval and signature of the Principal and Dean of Students.
- **If approved this entitles the student to make up any work missed. NOTE: failure to complete the slip and follow procedures will result in unexcused absence, no credit for work missed, and detention.**

Permission to miss classes for purposes of representing the school at special activities must be obtained in advance from the Attendance Office upon direction and clearance from their Advisor and Principal. Students that are absent because of a school activity must consult teachers **PRIOR** to the day of absence and are responsible to make up assignments.

If a student is absent from school or cuts a class, he or she is not allowed to attend social or athletic events that take place after the school day. This includes, but is not limited to, practices, Prom, Homecoming etc. The Principal can waive this requirement if unusual circumstances are reported in advance. Planned absences can only be approved by the Principal or designee. An advanced make up slip must be picked up, completed by each instructor, and signed by the Principal at least 24 hrs prior to leaving. Students not complying with this procedure may receive an unexcused absence and detention.

In the case of a weekend activity or event, anyone who is absent on the school day preceding the weekend will not be eligible to participate or attend the activity or event unless excused by the Principal.

Regardless, it is important to note All ABSENCES result in instruction missed and influence the grade received. A reminder upon return from any absence a note must be brought in.

5. ATTENDANCE PROCEDURES AND OBLIGATIONS

THE STUDENT is to attend school each day unless it is impossible to do so. Communication to inform the school about the student's absence MUST be done through a phone call and written note. There must be notification in order for the student to return to school. **Students will not be permitted to go to class until communication has been received from parent/guardian noted on Emergency card.** Failure to receive communication will result in a demerit and detention. Do not have the student call!

A student is not permitted to stay home ill after his or her parent/guardian has left for work. He or she must contact a parent/guardian immediately to inform them he or she did not go to school and then the parent/guardian must inform MLS. PLEASE DO NOT GIVE PERMISSION FOR ANY OTHER RELATIVE TO CALL ON YOUR BEHALF IF YOUR CHILD WILL BE STAYING HOME ILL. All phone calls and notes must be made by the parent/guardian only.

VOICE MAIL POLICY: The school number is 718-894-4000. Parents/guardians are to call the school by 9:30am on the day of the absence or tardy. Voice mail is available to leave a message if it is more convenient to call outside of school hours (night before or before school opens). Please ensure you give the student's name, date(s) of absence, reason, time of call, the name of the caller and relationship to the student and daytime number in case there are questions.

ABSENCE/TARDY NOTES/EMAILS: An absent or tardy note from their parent/guardian, doctor, hospital, college, or court, **must be submitted upon return** to the attendance office so it can be entered in the student's attendance record. The note must include the following:

- Student name and grade.
- Date/reason of absence or tardy.
- Parent/guardian signature.
- Doctor, hospital, college, or court signature on official letterhead and stamped.
- Phone number where parent/guardian can be reached.

Parents/guardians may be contacted to verify the validity of the note or voice mail. If a student forges an attendance note or parent signature or pretends to be the parent communicating, or gets an unauthorized person to call, he or she will receive a misconduct and contract and may serve 2 detentions, Saturday detention, in school or out of school suspensions. If a forgotten note is not submitted within 24 hours, the student will receive a detention.

Upon returning to school following an absence, THE STUDENT is to report to the Attendance Office to sign in and receive a re-admit slip before 8:05 AM. Failure to do so will result in a demerit and DETENTION.

Students who are not in school or in a class at the beginning of 1st period (before 8:05) must sign in at the attendance office and receive a re-admit slip or pass to be admitted into class. A student who arrives late to school or leaves and comes back must sign in or leaves early at the end of the day must sign out. Absence for part or all of the day for medical, dental, or legal appointments must return with an official note with the time of the appointment with signature and stamp/seal.

MLS would very much appreciate phone calls informing us of any deaths in the family and the respective arrangements. All of these are followed up with school prayers, and when appropriate and needed, attendance by school officials and classmates. Kindly call the school with intentions for our daily prayer.

6. TARDINESS/LATENESS TO SCHOOL*: STUDENTS ARE EXPECTED TO BE SEATED IN THEIR FIRST PERIOD CLASS WHEN THE BELL RINGS at 8:05am or they are considered late to school. (Just because you are in the building does not mean you are on time) If a

student arrives late to school, he/she must sign in at the attendance office upon arrival. A pass to class is necessary for all tardiness/lateness – students will not be admitted to class without one. If chronic lateness is demonstrated to school, the student will be referred to the Assistant Principal. At the 5th tardy a parental conference is arranged to determine a solution to the tardiness as it is critical that students arrive on time for their classes. The following is not counted towards late total:

- Medical appointments (documented by doctor on official letterhead and stamped)
- Extenuating family emergency (documented and communicated to Attendance Office)
- Court Appointment (as documented by official court note)
- Returning from a school sponsored trip

MODERATE LATENESS is classified as 10-20 minutes late or more to school. Student will receive a demerit with detention for the 1st and 2nd time; double detention for the 3rd and 4th offense; Saturday detention, for the 5th and 6th offense and then in school suspension thereafter.

EXCESSIVE LATENESS is classified as 21 minutes late or more to school and will be assessed an ABSENCE and a misconduct will be given. First two offenses will result in double detention; 3rd and 4th in Saturday detention; thereafter in school suspension. 21 minutes late or more to class will result in a CUT. ***10 absences due to this type of lateness will result in a 25% reduction of that classes' grade.***

PARENTS/GUARDIANS are responsible by law to see that their children are in school “regularly on time every day” Tardiness to school may affect a student’s ability to obtain credit for a course due to violating the attendance policy.

NOTE: When a student is late to school he/she is missing a scheduled class. Chronic lateness to school may result in affecting the eligibility to attend and participate in extracurricular activities.

7. TARDINESS/LATENESS TO CLASS: Students are expected to be punctual to class. Students are considered TARDY if they are not in the classroom and in some cases seated at the beginning of the class period.

LATENESS is classified as zero (0) to nine (9) minutes and will receive a demerit unless they have a pass from the Attendance Office Guidance Office or another instructor

MODERATE LATENESS is classified as 10-20 minutes late or more to class. Student will receive a demerit with detention for the 1st and 2nd time; double detention for the 3rd and 4th offense; Saturday detention, for the 5th and 6th offense and then in school suspension thereafter unless they have a pass from the Attendance Office, Guidance Office or another instructor

EXCESSIVE LATENESS is classified as 21 minutes late or more to class and will be assessed a CLASS CUT as well as an UNEXCUSED ABSENCE and a misconduct will be given. First two offenses will result in double detention; 3rd and 4th in Saturday detention; thereafter in school suspension unless they have a pass from the Attendance Office, Guidance Office or another instructor.

Students may have a combination of 5 tardies which means either lateness to school and/or class without penalty for the semester (as long as not moderate or excessive). Thereafter students who are late to school and/or late to class will be dealt with in the following manner:

- 1 to 5 tardies will result in detention.
- 6 to 9 tardies will result in ONE HOUR detention.
- 10 tardies or more will result in school/out of school suspension, social suspension- extracurricular.

THE PARENT will call the Attendance Office if there are extenuating circumstances causing the student to be late to school.

Detention may be served*(***Lateness will be monitored and will not necessarily be excused**).

THE STUDENT will report directly to the Attendance Office to obtain the re-admit slip whenever he/she is late to school.

THE STUDENT who is delayed by extreme transportation difficulties will obtain full documentation from the MTA the number of the bus/train and bus driver with explanation; accident verification by pictures/video with evidence of date and time and submit this information to the Attendance Office. Detention may be served*(***Lateness will be monitored and will not necessarily be excused**).

Students who accumulate ten (10) tardies in a quarter whether late to school or class will receive a contract, will be suspended in school for one day and their status at MLS will be reviewed. In addition point deductions or lack of credit may impact the quarter grade of respective class (es) impacted by lateness. Refer to Academic Consequences in above attendance policies.

TEACHER LATENESS – if a teacher has not arrived for class after it is scheduled to begin, a representative from the class is to report to the Principal or Assistant Principal. All students are to remain orderly and await further instruction. Students are never allowed to dismiss themselves. Also if a student “believes” a teacher is absent, the student still must go to class on time and follow any special instructions if teacher is absent. Students cannot presume the class is cancelled

8. EARLY DISMISSAL DUE TO ILLNESS/NOT FEELING WELL: If students are ill, they are to report to the attendance office whereby their parent or guardian will be called before excusing a student to go home. Students who leave campus without signing out at the attendance office will have their absences marked as unexcused and serve detention. Parent/guardian will be informed. Students are not released to anyone other than the parents during the school day who are not listed on their emergency card unless the office has a note signed by the student’s parent/guardian or someone in the office has spoken with the student’s parent/guardian. NOTE: students may be required to do scheduled tests and quizzes before they leave.

EARLY DISMISSAL PROCEDURES: Leaving the school before the normal dismissal time for a valid reason is permitted provided the parent/guardian contacts the attendance office in advance by phone or note before the start of the school day. If a student needs to be dismissed early from school, the following must be done:

- Have a note with the student name and grade.
- Date and time of dismissal.
- Reason for dismissal.
- Parent/guardian signature and if the student has permission to leave on their own or picked up by designated person as listed.
- Phone number where parent/guardian can be reached.
- Student is to bring note to the Attendance office before the start of the school day.
- Secure signatures from teachers and hand in work/ pick up assignments. NOTE: students may be required to do scheduled tests and quizzes before they leave unless the teacher arranges another time.
- Sign out from the attendance office in the dismissal book.
- Sign back in at the attendance office if the student returns to school the same day or the next and receive a pass back to class.

EARLY DISMISSAL FIELD TRIP/ACTIVITIES: Occasionally students have an opportunity to participate in field trips or activities and it is expected that they are in good standing. Students must secure prior instructor approval on the appropriate form(s). If there is no instructor signature, students will not be excused for that period. If the students cannot attend classes for part of the day and they have not received full release, the students are to attend the regular school day. Students are to secure parent signature with a note or permission form before they have secured all instructor signatures prior to attending the field trip. Instructors/advisors/coaches hosting field trip will collect all permission forms and submit a copy to the attendance office. ACTIVITY EARLY DISMISSAL will be excused through the Principal.

Note: periods missed impact attendance – see academic consequences

Students must sign out before they leave. Failure to do so will result in a demerit and detention. THE STUDENT IS CLASSIFIED AS LEAVING THE BUILDING WITHOUT PERMISSION AND WILL HAVE HIS OR HER ABSENCE MARKED AS UNEXCUSED WITH ZERO CREDIT FOR ASSIGNMENTS AND PARENT/GUARDIAN WILL BE INFORMED.

9. CLOSING OF SCHOOL – Generally, MLS will follow the action of the New York City public schools during bad weather. Information about school closings will be posted on the website, BLACKBAUD, the school’s answering machine and social media. Additionally, information on closings can be heard on WCBS-TV, NBC Channel 4, WCBS News radio 88 (AM 880), and on Fox TV Channel 5.

EMERGENCY CLOSINGS: The safety of your child is of utmost importance to the administration. In the event of delayed openings, unplanned closing, early dismissals please check the school website and BLACKBAUD. Students will be given permission to call parents/guardians.

SCHOOL CALENDAR: Please check school calendar for holidays/ vacations/ short days. It is subject to change. Watch for notifications on the school’s website as well as mailings sent home. **Please note, the standard school calendar does not necessarily reflect those of other schools.**

SECTION 3: STUDENT LIFE, CAMPUS LIFE AND TRADITION

SCHOOL COLORS: Red, White, Black

SCHOOL MASCOT: Cougar

SCHOOL SYMBOL: Cross

1. ACTIVITY ELIGIBILITY: Students are encouraged to participate in the variety of extracurricular activities the school offers. All students are eligible to participate until such time as they might cause themselves to become ineligible due to academic deficiencies, misconduct, or illness/injury. An extracurricular activity is one which is not part of the regular credit class in school and one that the student makes a choice of whether or not to participate. These are not part of MLS's curriculum. There are also voluntary activities available. Students are considered ambassadors of the school whether home or away from school. Students wishing to participate must conduct themselves in accordance of school and activity regulations. Students are to refrain from behaviors that are illegal, immoral, unhealthy, or inappropriate. Participation is a privilege and contingent upon meeting eligibility criteria.

2. ACTIVITY PARTICIPATION: The student is making a commitment to the school and to all others involved in the activity. If the student feels he or she must drop the activity for legitimate reasons then the student must have a private conversation with the activity supervisor; Failure to comply with this can result in the student being dropped from all other activities. Any student who has an absence will not be allowed to participate in practice, rehearsals, performances, games, fitness center, or other meetings. An exception ruling will be made by the Principal on a case by case basis. Any suspended student may not participate for the duration of the suspension. ***All students participating in after school activities of ANY kind must provide their own transportation home.*** Students may not participate unless they are under the direct supervision an advisor/coach/teacher. All students must leave the school grounds immediately upon completion of activity. Failure to do so may result in disciplinary action.

3. ALUMNI REUNION: Periodic events will occur during the year.

4. ANNOUNCEMENTS: Students are responsible for knowing the content of daily announcements. They are published every day in the Daily Informer; BLACKBAUD, and may be made over the PA system and occur after Chapel. Students must also check their school e-mail and MLS website for important information and deadlines. Any student wishing to make an announcement must have permission from their advisor or Principal.

5. ANTIDRUG POLICY: Students may not use, possess, or be under the influence of tobacco, alcohol, drugs, marijuana, non-prescription controlled substances at any time including evenings, weekends or holidays. Students may not possess drug paraphernalia and are expected to dissociate themselves from situations where substances are being illegally used. Refer to Section 5 Student Code of Conduct number 4.

6. ASSEMBLIES: Throughout the year school assemblies will be conducted when there is a need or reason for the program. They provide a variety of experiences for students. Whatever the purpose (educational, information sharing, entertainment, honoring student achievement, showcasing student talent or celebrating traditions), students are expected to attend all programs and conduct themselves in an appropriate manner, showing courtesy and respect for others. In the gym students are required to sit by class or grade. Attendance at these is a privilege. On days when assemblies occur, the schedule of classes may change. Schedule changes will be announced in classes and communicated on BLACKBAUD. Some may be already listed on the school calendar and referenced with interims and report card notices. Lack of cooperation, disruption, or inappropriate behavior will result in disciplinary action.

7. ATHLETIC ELIGIBILITY: All information about eligibility requirements, physicals may be obtained by calling the Athletic Director and referring to Section Appendix 1: Athletics.

COLLEGE ELIGIBILITY FOR ATHLETICS: students interested in participating in college Division 1 or 2 sport programs must register with the NCAA Clearinghouse. It is the student's responsibility to make sure he or she is eligible for participation. It is recommended that registration occur at the end of junior year or the fall of senior year. To ensure eligibility and obtain more detailed information and online registration visit ncaa.clearinghouse.net.

8. ATHLETIC SEASONS: Check the school's website, posted notices and announcements made for tryout schedules for each sport season. The Martin Luther Athletic Schedule and directions to athletic events can be downloaded from the school website. Refer to Section 7 Appendix 1- Athletics for more information.

9. ATTENDANCE: In order to practice or participate in any school activity or athletic event, a student must be in attendance a full day. Events occurring on non- school days will require attendance for a full day on the last school day prior to the event. Exceptions may be granted by the Principal or Athletic Director on a case by case basis for doctor's appointments, funerals, or emergencies and excused absences.

PRACTICE: All participants must abide by the activity guidelines and in the case of athletics NYSAIS requirements.

10. AUDIENCE ETIQUETTE: Observe performance and audience etiquette during any school performance and rehearsal. Audience members are asked to enter on time for performances and not leave until intermission, or until a performer has completed any monologues, ensemble, or solo work. No flash pictures are permitted during performances. Applaud to show your appreciation at the end of a performance. Screaming, whistling, howling, unnecessary applause, and entering/exiting during a performance are strongly discouraged. All cell phones and electronic devices are to be turned off before the performance begins. No recording of any kind is permissible.

CODE OF CONDUCT FOR SPECTATORS

The mission of **New York State Interscholastic Athletic Programs** and the **Martin Luther School** is to foster the quest for excellence by creating an educational and competitive experience within an atmosphere of sportsmanship. Successful programs develop individual and team potential by promoting high standards of competence, character, civility, and citizenship.

NYSAISAA and **The Martin Luther School** promote standards of fair play and ethical behavior. We encourage all athletes, coaches, parents, and spectators to support teams and game personnel in a positive manner at all times. We ask that you show your support for all involved in athletic competition by cheering for your respective teams, in a positive manner and by abiding by the following Code of Conduct.

- I understand that the ultimate goal of interscholastic athletics is to provide an enjoyable experience for all.
- I will be a positive role model by encouraging good sportsmanship.
- I will respect the game officials by refraining from addressing them or questioning their decisions.
- I will support the coaches by trusting their judgment and integrity.
- I will respect the rules and the etiquette of the venue of the athletic contest.
- I understand that I may be asked to leave the athletic contest if I do not adhere to the Code of Conduct.

After exclusion from event misconduct will be given, detention and/ or Saturday detention may follow. A meeting will occur with the Athletic Director and other disciplinary measures may be assessed.

11.AWARDS/HONORS: The following ceremonies are conducted to distribute awards:

- Middle/High School Academic Awards for grades 12 and 8 are given at graduation.
- High School Academic Awards for Grades 9-11 and Middle School Academic Awards for Grades 6-7 are acknowledged at a combined ceremony with spring athletics held at the end of May.
- Athletics: the fall, winter and spring seasons are recognized in November, March, and May.
- Drama: a Friday evening in June is when they are given out.
- Principal's List Breakfast occurs after 1st, 2nd and 3rd quarters for those students who have a 94 plus average.

Other awards may be acknowledged following chapel services during the year.

12. BUS PASS/METROCARD REGULATIONS: Many students are eligible for Reduced Fare or Free Ride Metro Cards for transportation to and from school. These passes are issued on the first day of school in September and again in February. Reduced fare transportation is a privilege and the Metro Card is not transferable. If a student is found in possession of a bus pass other than his or her own, the student will, by Transit Authority regulation, lose the privilege of his or her own bus pass for a period of time. Report a lost Metro Card to the Attendance Office immediately. There may be a waiting period of approximately a week before Metro Card can be replaced. The Metro Card that students receive is issued by New York City. It is the New York City Department of Transportation that determines what kind of Metro Card that a student receives Not Martin Luther School. Please visit mta.info for information. Giving or selling to another student is prohibited. Detention will be assigned. Demerit will be given and subject to MTA penalties.

13. BUS/SCHOOL VAN RULES: Students being transported are under the authority of the Bus Driver and/or Advisor/Coach just as they are under the authority of the teachers while in school. In addition, the Administration continues to have authority over consequences for misbehavior while on a school bus. Students shall consider the bus as an extension of the classroom and shall observe established and appropriate standards while on and riding the bus. It is expected that students will adhere to the following:

- Follow directions immediately when asked.
- Remain seated until the bus stops.
- Keep all parts of your body inside the bus and to yourself.
- Talk quietly and use appropriate language.
- Keep the aisle clear.
- Food and drink are allowed disposed of correctly when done.
- Items brought on the bus must comply with school/legal rules.
- Keep all personal property under control at all times.
- Do not tamper with bus equipment.
- Music is appropriate.
- No pictures.
- No public displays of affection.
- Seat belts will be worn at all times.
- Students must keep a picture ID with them at all times.

14. CHAPEL/ LITURGICAL CELEBRATIONS/WORSHIP: Chapel on Wednesdays; other special liturgies and prayer services are held throughout the year. Chapel services are important in building proper school spirit and character, responsibility, and holistic development. Chapel attendance is required of all students. Books, notebooks, and other materials for studying or reading are not allowed in chapel. Courtesy, attention, and appreciation should be shown to all speakers, performers, and program participants. No student will be exempt from attending chapel. Though not all students will share the same faith, all students are expected to respect the worship of God by others by displaying reverential behavior during those times. Disrespect shown to God and others during these times will have consequences. Students are required to sit with their first period class in their designated area. Students are invited and encouraged to participate in the planning of chapel services. Sleeping is not permitted during Chapel.

CHAPEL SERVANTS

“Blessed is the one who reads aloud the words of this prophecy, and blessed are those who hear, and who keep what is written in it, for the time is near.” (Rev. 1:3)

Jesus blesses us through His Word. He serves us. The Holy Spirit moves us to respond by serving Him and others. One way to do both is as a Chapel Servant. Speak to a member of the Chapel Committee to learn about the service of crucifers, torchbearers, sound crew, stewardship presenters, musicians, and readers in chapel at Martin Luther School

15. CELL PHONES/ELECTRONIC DEVICES/TRANSLATORS: Mobile phones and digital devices are an integral part of our students’ way of life and can have considerable value, especially in relation to individual safety. These technological tools play a significant part in the educational system of the 21st century. It is important to note that cell phones and smart watches can never be used as calculators for class or to look up answers since the Board of Regents and College Board ban them as it can result in a cancellation of scores. Also, it has a disruptive effect on classroom teaching and learning. **SCHOOLWIDE POLICY:** *The use of cell phones, cell phone cameras, cell phone voice recorders, and iPad/Chromebook (that are not school issued) voice recorders, cameras, speakers, portable music and entertainment systems, google watches are not permitted to be used anywhere in the building during the school day and at NO TIME before, during or after school in the BATHROOMS AND LOCKERROOMS. In addition, they may not be used during any fire and emergency drills.* Middle school student’s phones will be collected before period 1 and returned at the end of the day. High school students may have their phones collected in some classes. Every device must be turned off and put away before the start of period 1 class and are not to be seen, heard or used until dismissal. Any phone that goes off will be confiscated by the teacher. It is expected that the student take responsibility if it is their device that has gone off. In the event no one admits it was theirs then everyone in the class will receive a verbal warning. Making or receiving calls during class, in the hallways or at lunch time is strictly forbidden as is displaying it to others, the taking, sending, or receiving of audio and/or video recordings or text messages, posting on social media sites, making noises, playing games, charging or use of phone for any other purpose. Students are not permitted to use electronic translators during the school day. Phones may be used before the school day in the cafeteria or hallway

A warning will be assessed for the confiscation of any of the above the first time. The item will be returned at the end of the day. The student will be required to hand the item in to the Assistant Principal the next day. The second time a demerit and detention will be served. Third offense will result in double detention, fourth offense Saturday detention and continued lack of compliance results in prolonged holding of item, a parent/guardian meeting and pick up of item and possible suspension or expulsion.

In the exceptional case of a class or activity (example- yearbook) that may require phone use, permission must be obtained from the Administration ahead of time, teacher will discuss responsibility with students and monitor closely.

PARENTS PLEASE NOTE: Parents should not call or text students on their cell phones during school hours. In case of emergency, please call the school office. In response to a school page or phone call, students are allowed to use the office phone. Students may come to the office during their lunch time to ask permission to call or text their parent.

MLS discourages the bringing of any devices to school. MLS is not responsible for breakage, theft, or loss, of such items.

- a. **OFF LIMITS** – The school reserves the right to declare locations near the school campus as off limits to MLS students for their safety and well-being and as advised by local authorities.
- b. **BOUNDARY OF SCHOOL AUTHORITY** – The school assumes responsibility for supervising a student's conduct within the area outlined on the map as regards the regular school day. Off- campus misconduct or illegal action may result in suspension or dismissal from MLS. For off-campus school-sponsored activities, the school's authority includes any areas of supervision of the activity's sponsor. Off-campus behavior does not come under the school's authority unless the behavior concretely and tangibly interferes with the orderly running of the school. Our Christian concern and caring is not limited by this boundary.

17. CLUBS AND ACTIVITIES: A current list of clubs and extracurricular activities, including descriptions and advisors for Middle and High School is available from the Club Advisor. At the beginning of each semester, information is shared to recruit new participants and to introduce them to what is available to the school community. The variety of clubs and extracurricular activities offered is dependent on the availability of funds and advisors. During the school year, advertisement of meetings and special events must be cleared and approved by the Student Council Advisor and Assistant Principal.

NOTE: Students can be denied participation in clubs or extracurricular activities due to academic and behavior issues as well as if there are outstanding textbooks, class supplies, athletic uniforms and equipment, library books or other school issued materials.

1. Activity/Class and school sponsored organization functions must adhere to the following:

- All meeting and functions must be placed on the Master Calendar with the Principal and Student Council Advisor.
- At least one class or activity sponsor must be present at all class or activity functions and meetings.
- If no sponsors are present, the meeting is cancelled.

Participation in a school sponsored student organization is a privilege. Individual sponsors or coaches may impose additional rules. The privilege of participation may be suspended or canceled for violating an individual coach or sponsor's rules as well as violation of school policies, rules or regulations.

2. Forming a club/organization: Students may establish clubs, organizations, or teams which keep with the philosophy of the school. The procedure to do so is as follows:

- Interested students meet with the Principal, Assistant Principal and Athletic Director, if necessary, to discuss their proposals.
- Students formulate a written proposal, needs/cost, constitution and bylaws for proposed club/activity.
- Students circulate a questionnaire to gather signatures to determine interest.
- Students seek approval from Student Government and the Administration for provisional status.
- If approved and subject to the availability of a faculty moderator, upon completion of a successful provisional year, the club may be given permanent status.

18. DAILY ROUTINE/SCHOOL HOURS/END OF DAY: For both Middle and High School the day begins at 8:05 and runs until 2:30 (2:45 on Tuesdays). Students will be attending 8 periods a day with a lunch scheduled. Time schedules may change with/out lunch. These will be communicated to the student body ahead of time as well as on BLACKBAUD. Some may already be found on the school calendar but some may be added as the year progresses. The front entrance to the building is open at 7:15am. In the morning, the only point of entry into the building is the front door – main entrance. At the 8:05 bell the door is locked. The back door is a no entry point throughout the day until 4pm. Weather permitting students may wait outside until the entrance bell. In the case of bad weather students are required to wait in the cafeteria until the 7:50am bell.

Drop off: Parents may drop off students in the front (Maspeth Ave) or back (57th Rd.) of the school. Please ensure your child does not have to cross the street and be mindful of blocking traffic. There is no entry into the main parking lot.

Dismissal: Unless students are involved in extracurricular activities or staying for extra help is under the supervision of a staff member, students should leave the building and be off school grounds within 15 minutes. There is no pick-up in the parking lot. No student is permitted to wander the building. Students refusing to leave the building or reentering the building without a valid reason may be subject to disciplinary action. At dismissal, students may use either the front or back doors to leave the building. After 4pm the back door may be opened and used for activities or events that are occurring in the gym.

19. DANCES: The MLS Community strives to build a social environment where people demonstrate tolerance and respect and feel they are respected. School dances provide students with an opportunity to have an enjoyable social experience in a safe setting. Recognizing that dance forms and styles change with time, the MLS Community encourages students to express themselves but to do so in ways that maintain the physical safety of all involved. Dances may occur intermittently during the year. They are usually held in the gym but may be in the cafeteria. If a student is absent or suspended from school he/she is not allowed to attend. During dances all MLS discipline policies apply. Once students leave the building during the dance they will not be re-admitted. Former students asked to leave MLS must be approved by the administration to attend. Dances may be cancelled before or during at any time.

Guidelines & Procedures: School dances are permitted to provide a healthy, safe, respectful and enjoyable environment for students to socialize. It is the responsibility of each student to read, understand and abide by the school dance guidelines and procedures. All MLS students are subject to disciplinary measures as listed in MLS Student Code of Conduct. Any MLS student with significant

discipline issues may be denied the right to attend prom. Former students of MLS and any guest must be approved by the administration to attend prom. The administration reserves the right to deny a request. It is important for parents/ guardians and students to understand that participation is a privilege, not an entitlement.

- Dances are restricted to MLS students and approved invited guests.
- Guests must present a valid picture ID, with date of birth, to gain entrance to the dance. Guests cannot be older than 19 years old. Students from other schools must present a letter from their current school attending indicating they are a student and in good standing.
- A list of students and guests attending must be provided to the respective Class Advisor or designated School Administrator, by 12noon on the day of the dance.
- Tickets are to be sold prior to the dance. No cash will be collected at the door.
- Attendees are only admitted into the dance during the first hour and a half of the stated hours of the dance.
- Once a student or guest leaves the building, he/she will not be re-admitted.
- All school policies pertaining to conduct will be in effect at the dance and must be followed by all attendees.
- If an attendee is asked to leave the dance due to inappropriate conduct or dancing, he/she will not be allowed to attend the next dance.
- Dance styles that involve the touching of other attendee's body parts are considered inappropriate.
- If a student is absent from MLS due to illness on the day of the event, he or she is not permitted to attend the dance. No student with an unexcused absence on the day of the dance can attend the dance.
- No food or drink shall be allowed on the dance floor.
- Coats, caps or any outer garments shall not be worn during the dance- they must be checked in.
- Attendees should be encouraged not to bring valuables to the dance.
- There must be at least six chaperones in attendance, three must be staff members. There must be a mixture of male and female chaperones. Chaperones must be at least 25 years of age.
- DJ must be present 30 minutes prior to the start of the event.
- Attendees must vacate the building and outside school premises within 15 minutes of the conclusion of the dance.
- Dances will not run past 10pm.
- Fifty percent lighting will be in effect during the dance.

20. DETENTION: it is in the best interest of the student to avoid violating any school policy to ensure that their after school time is available for their own use. However, detention will be assigned when violations of rules has occurred. Students who receive them must serve them in the designated location, time given, and day assigned. It is held Monday, Wednesday, and Thursday afternoons from 2:35 – 3:05; extended time of 30 or more minutes may be assessed, and Saturday/holiday/vacation days from 9-2 (Tuesday/Friday or morning detention may occur at the availability and discretion of the Dean of Students). Names may be announced over the PA system; are posted at the attendance office, and if possible informed by the Assistant Principal. ***It is the student's responsibility to listen and check the list*** posted at the Attendance Office before the end of the day. NOTE: work, athletic events, or other activities are not excused to miss detentions.

Detention Cut Policy: If a student is a no show or cuts detention, additional detentions or suspensions will be assigned. Misconduct will be given. 1st violation = 2 detentions, 2nd violation = Saturday detention, 3rd violation = 1 day in school suspension

Saturday/Vacation/Holiday Cut: failing to attend will result in 2 Saturday detentions, 2nd occurrence = 1 day in school suspension, 3rd = 2 days in/or out of school suspension. Misconduct will be given. Transportation to and from Saturday detention will be the responsibility of the parent/guardian/student.

RULES are as follows as soon as the 2:35 pm/ 7:30am bell rings:

- **YOU ARE IN APPROVED DRESS CODE**
- **NO COMMUNICATION AT ALL:** No talking, no notes, no questions, etc. – even to the teacher
- **NO ELECTRONIC EQUIPMENT:** No MP3 players, phones, ear buds, video games, calculator games, web, etc.
Turn them off and keep them away
- **NO FOOD/GUM/BEVERAGES ALLOWED**
- **NO SLEEPING**
- **BRING WORK TO DO**
- **LATE (even 1 second) = NO ENTRY**

Detention ends when the 3:05 PM/ 8:00 AM bell rings. **IF YOU BEHAVE INAPPROPRIATELY IN ANY WAY, YOU WILL BE REMOVED.**

NOTE: Failure to show/cut will result in Saturday Detention and/or Suspension!

21. DIGNITY ACT/Title IX: If any student believes that he or she is a victim of bullying, discrimination or harassment, he/she should report such concerns immediately to a staff member who in turn will notify the Dignity Act or Title IX Coordinator. See Section 7 - Appendix 2 for more information. MLS does not tolerate harassment.

22. DRAMA CLUB & TROUPE 980, INTERNATIONAL THESPIAN SOCIETY: MLS sponsors a variety of productions each year, which may include a straight comedy or drama, a children's play, a festival of one act plays, reader's theater, or a musical. The drama department gives students a chance to experience all aspects of a theatrical production, from working on sets to performing on stage. Students may also contribute to the production by playing in the pit band or by working on make-up, costumes, and choreography.

The drama club also sponsors field trips and drama enrichment activities.

23. DRESS CODE: Students must adhere to the rules and regulations of the uniform as prescribed by MLS. The school uniform and ONLY the school uniform may be worn in school. The uniform is to be worn properly at all times. MLS expects the dress code policy will support a positive school culture by identifying attire that promotes school safety and student health. All students and parents/guardians are expected to follow the written policy. ***The Dress Code is in effect to and from school as well as in school.*** The Administration reserves the right to determine the acceptability of a student's appearance. Students shall adhere to the following:

- **Outerwear items are not allowed** (coats, jackets, hats/caps/bandanas/headbands/du rags or any other gear that may be considered in the hat category, scarves, gloves, non-school sweatshirts/fleeces etc) **must be secured in student's locker before the start of period 1 and remain there until dismissal.**
- Articles of clothing purchased from Flynn & O'Hara are to be from the approved list in order to meet dress code guidelines. Items that are not listed are not part of MLS uniform choices and will result in Dress Code Infractions. Stating or showing that it is a Flynn & O'Hara product does not mean it is part of the MLS acceptable attire.
 - Physical Education uniforms are distributed through the Physical Education department and are not through Flynn & O'Hara.
- **All students must have the school logo on the polo shirts, sweaters, and outerwear.**
 - **Cougar Gear and Other School Spirit Items-** Sweatshirts, fleeces, and hoodies (not permitted overhead inside school building) that promote Martin Luther team spirit may be worn, however, **Martin Luther polo must be worn underneath.**
 - No part of a team uniform, practice gear, warm-ups, or t-shirts may be worn.
- Consider marking all articles of clothing with the student's name.
- It is an expectation that all clothing will be the correct size. Coordinates must be properly sized for each student. Please do not buy them 2-4 times bigger than the students or sized too small for the students.
- Boys pants and shorts must have a belt and be pulled up to the waist. The belt should function to hold up the pants.
- Girls' skirts, skorts, and shorts are to be uniform regulation. They must not be too tight or too short. Skirts, skorts, and shorts should set at the top of the knee.
- **Black jeans** (plain no patterns/designs, not ripped/torn/frayed, no studs/tags, string/ties, draped legs or elastic ankle) must be of appropriate fit/length. Drooping or excessively tight clothing will not be tolerated. The following are not substitutes for coordinates: denim or jeans of any color except black; pants with 5-pocket/utility styling that may not be made of denim material but resemble jeans; joggers/ jogging style; athletic/sport; stretch; corduroy; cargo; pajama bottoms; spandex; leggings or jeggings; patch pockets; slit hems; outside stitching; side zippers; studs; elastic/draped ankles etc.
- Wearing long sleeve shirts beneath the school polo is not permitted. Students should purchase a Flynn & O'Hara long sleeve coordinate shirt polo or sweater or appropriate cougar gear.
- **SHOES AND FOOTWEAR: Black loafers/ black tie shoes/ black sneakers with black laces/straps, may be worn ONLY - must be ALL BLACK including sole with no other colors, logos or adornments.** They must be closed toe and closed heels/back. They must also be secure and under pant leg.

Note: students may wear other footwear to and from school but MUST change into school shoe before start of period 1 (otherwise late to period 1) and wear until dismissal.

- **NO** other athletic shoes/ sneakers/slides/boots of any type; boat shoes; work boots Timberland; Uggs/ Ugg style boots; boot lookalikes; hiking shoes/boots; rain boots; moccasins; shoes/sneakers that come above the bottom of the ankle; clogs; crocs; sandals; flip-flops; slippers; canvas; backless or sling back footwear; casual walking shoe
- **HATS/Du Rags** are not permitted in the building. They must be removed before entering.

- No denim jackets or denim attire is allowed except black denim pants.

NOTES WILL NOT BE ACCEPTED FOR STUDENTS OUT OF UNIFORM, unless there is an extenuating circumstance (blue jeans or sweatpants are not permitted). Student must report to the Attendance office for a pass.

The student in violation of the Dress Code will be directed to self-correct the violation (corrected dress code) immediately and will receive a warning and demerit. (If this continues then detention will be served). If this is not possible the student's parent/guardian will be called for a change of dress/footwear. The student will receive a dress code violation and serve detention. Continued lack of compliance will result in additional disciplinary measures.

Please note that dress code violations will remain in effect for the school year and students will not be allowed to participate in future dress down and pep rally days. In matters of dress, the decision of the Administration will be final.

Note: Students who register after September 1 will be given a 10 day grace period to comply with MLS Mandatory uniform policy.

24. DRESS DOWN DAYS: These allotted days are often fundraisers and/or adapted to an event of the day (pep rally, college day, spirit week). All clothing should uphold the principal of modesty. If an instructor or administrator feels a student is in violation of the dress code, he/she will inform the student they are in violation and send them to the office. Students will be given the opportunity to correct the violation and return immediately to class. Parents/Guardians may be called to bring in a change of clothing or the student may be sent home to change. Student will lose the right to participate in the next scheduled Dress Down Day. Specifics are given for the respective day. Those guidelines are to be followed with regard to footwear and pants. **The following is not allowed:**

- attire or jewelry/accessories that are libelous, portray disruptive and or obscene writing or pictures or insignias, contain sexually explicit slogans or messages
- depict logos or emblems that encourage and/or condone the use of violence, prejudice, illegal drugs, tobacco products, alcohol, marijuana etc.
- bare mid riffs, plunging necklines or waistlines, halter tops, tube tops, low cut tops, spaghetti straps, sleeveless/muscle tops for males
- see through garments, display of undergarments, short shorts, mini- skirts
- discrimination/degradation or slurs of others based on race, color, creed, religion, national origin, gender, sexual orientation or disability etc.
- Heavy jewelry or jewelry with spikes.

Jeans, cargo, sweat pants (not torn or ripped), sneakers, and boots are allowed. No shorts or leggings/jeggings. Camouflage attire not permitted.

Specifics are given for the respective day. Those guidelines are to be followed with regard to footwear and pants.

PEP RALLIES: Pep Rally Day is Red and White Day. Students may choose to stay in the MLS dress code.

"Pep Rally Days": clothing is required to be of appropriate length and fitting.

- No blue jeans, sweatpants (other than red, white, or black), leggings/jeggings, boots, shorts, pajamas.
- Black, red, white jeans, pants, sweatpants, or swishy pants are permitted – no cut offs or torn.
- Dresses/skirts are allowed.
- Shirts are predominately red and white!
- Sneakers are allowed.
- Regulation footwear only
- No ragged, torn, tight fitting, or excessively short or oversized clothing.
- No bare midriffs, tank tops.
- T-shirts or clothing with any inappropriate type of logo or message.
- Nothing with violence, sex, drugs, alcohol, tobacco.

25. DRILLS PROCEDURES: Fire and emergency drills are held throughout the year in accordance with the law. These drills are part of an overall plan which includes regular inspection by the NYC Fire Department as well as information updates and in-service for faculty and staff regarding emergency procedures. At orientation explanations will be given regarding the various types of drill and potential emergencies that may arise and the expected protocols to be followed. At the beginning of each semester, instructors will notify and remind students again of the procedures to follow in the event of a drill. Emergency procedures and exit routes are posted in each room. Students must follow the instructor's directions and move as quickly, quietly, and orderly as possible. Students are to remain with their class at the assigned position so that attendance may be checked. Failure to comply with this will result in

disciplinary action. **FAILURE TO FOLLOW SAFETY PROCEDURES** on campus or during any off campus school activity will result in detention and Misconduct will be given. During other forms of emergency, staff will guide students to areas of greatest safety until an “all clear” can be given. Anyone caught tampering with the alarm system, or calling in a false alarm, will be prosecuted to the fullest extent of the law. Unauthorized use of fire extinguishers, incendiary devices, or participating in arson disrupts the school day and places undue burdens on the fire and police departments. Any student who is involved in the aforementioned will be subject up to 10 days suspension and referral to the proper authorities. Misconduct and contract will be given. Students violating Code of Conduct during a drill will be charged with willfully endangering the safety of self and others as well as the actual code infraction. In the event of any serious disaster or weather emergency, students will be released from school in a safe and accountable fashion in accordance with school policy as expressed on the Emergency Information Form. Students will be released to authorized adults only. Please discuss with your child the importance of knowing and understanding the need to comply with procedures and the need to be informed about what to do and to allay any fears they may have.

A STATEMENT ON SCHOOL SAFETY & EMERGENCY PROCEDURES

A school’s first priority at all times is the safety of the individuals inside of the building. Therefore, in the morning from 7:15 to 8:05 the only entrance to the building that will be open will be the front door – main entrance. At dismissal, all individuals may use either the front or back doors to leave the building. Emergency methods of egress will remain available at all times, and will be practiced by staff and students.

Students are not permitted to open a locked door for other students or adults during the day.

All students, staff, and visitors must wear ID, visible at all times. Students and staff are issued ID cards with lanyards. Students must wear their IDs when traveling with a school group, including using bus or van transportation.

Martin Luther School has a safety plan in place with developed procedures for emergencies in the event of a crisis allowing us to respond to both internal and external emergency situations. During any emergency situation it is expected that students will follow the explicit directions of the administration, faculty, and staff. **At no time are students permitted to use or respond to cell phones until permission is given.**

During most external crisis situations, school is the safest place to be. We have a lockdown process that will keep students in school until local authorities indicate an all clear. Should need arise, we have an evacuation plan that, depending on the situation, allows us to move to a safe location either on campus or at a pre-arranged alternate site.

In responding to any emergency created by outside sources, we will follow directions of authoritative appointed agencies. Students will not be released unless the agencies have deemed it is safe to do so and areas students may go to are safe.

If it is established that Reunification (Defined: Parent/Guardian MUST pick up and sign-out student) is needed, the student will ONLY be released to parent/guardian OR designated person ALREADY listed on the Emergency Card as an Emergency Contact. Photo ID and signature will be required for student to be released to the Emergency Contact. Students will not be released to anyone not an Emergency Contact.

In event of a crisis, you can check the website www.MartinLutherNYC.org or call the Main Office (718) 894-4000. Please do not come to school right away as that may hinder the efforts or response of officials.

28. FIELD TRIP POLICY: the school recognizes field trips are important opportunities for learning and experience by students. Field trips are a school sponsored and organized off campus experience that brings a new meaning or perspective to a curricular or extracurricular area. They can also bring the school community closer together. A field trip is any school sponsored activity carried on during the regular school day or as an extension of the regular school day. Field trips must be approved by MLS administration. Students participating in a field trip are responsible for obtaining and completing all assignments missed. Students may be denied the chance to participate due to serious or numerous discipline issues, excessive absences or lateness or missing/incomplete work or poor grades. Participation in more than one trip within a five day period may be denied. Students are guests and considered ambassadors and representatives of the school. Students must treat employees, chaperones, and guides with respect and courtesy. Unless a grade trip, all students are required to get a signature from each instructor whose class they will miss signifying that they have turned in any homework due and that they have received any assignments that will be given the day of the absence(s). Each student will also need a signed field permission form from their parent/guardian which must be submitted before the trip. A copy of permission forms and itinerary is given to the Attendance office. Depending upon timing of trip students may be required to attend

some classes. Dress Code for the trip is approved by the Principal and Assistant Principal. All MLS discipline policies apply when students are in attendance on a school sponsored trip. If a student is absent or suspended from school he/she may not participate. All overnight and out of state trips and excursions, except those required for student participation in tournament competition, contests, or workshops, must have advance approval from the administration. A student can be denied participation in school sponsored field trips if he or she has outstanding textbooks, class supplies, athletic uniforms or equipment, library books, or other school issued materials. A student is eligible to participate only if the student and his/her parent/guardian have completed, signed, and returned the consent form. Phone calls are not acceptable.

TRAVEL REQUIREMENTS: Students who travel as part of an organized activity or athletic event are viewed as representatives of MLS and must conduct themselves accordingly. School rules shall apply to all students at all times while traveling. Students will be subject to disciplinary action for violation for travel guidelines as stated for each event. Disciplinary action may include a student being sent home at the parent's expense and restriction from further participation in organizational activities for the rest of the quarter, term, season, or another period of time appropriate to the nature, severity, and timing of the offense. Students wishing to visit with anyone while on the trip must have written permission from their parent/guardian prior to leaving. Students are required to travel both to and from events with the group or team. Exceptions will be made on a case by case basis with prior written approval from the parent/guardian and consultation with the advisor/coach, Principal or Athletic Director.

29. FIRST AID/ILLNESS/ACCIDENTS: If the student is ill he or she is to report to the main office with a pass from their teacher (escorted by another student or staff member) whereby their parent/guardian will be contacted before excusing a student to go home. Students who are ill are not allowed to make their own arrangements to leave. In cases of illness/emergency the school will follow procedures authorized by the parent on the "Emergency Procedure Information" card. This card is essential to the school. PLEASE COMPLETE AND RETURN IT ON THE FIRST DAY OF CLASSES.

A number of MLS staff is certified in First Aid / CPR. In the event of a medical emergency or injury, on site first responders will be called to the location and determine the necessary action. At no time is a student to call their respective parent or guardian without the permission of the adult in charge. The school does not dispense any medication. In the event of an ongoing medical condition necessitating medication during school hours, documentation from the medical provider and parental permission must be on file for medication to be stored at the main office or in the physical education office for self administration under supervision. See Section 4 Student Services-2 Health Services. Health conditions should be communicated at the start of the year and notification should occur if a student's status changes during the year.

30. FOOD SERVICES: The cafeteria is open before school for breakfast and, during school at lunch time. Hot meals, hot/cold beverages, sandwiches, and snack foods are available. Purchases may occur before school and at the student's designated lunch time only and not in between classes. There are vending machines for drinks and snacks. Students must eat inside the cafeteria. The student may pay cash or use their prepaid account.

A clean campus is to be maintained at all times. The cooperation of all students is asked in keeping all areas clean and in good condition. No food or beverages are allowed elsewhere in the building (except in designated area during snack time for middle school or in the case of an emergency as deemed by the School Counselor or Assistant Principal). Gum chewing is not allowed at any time.

31. FUND RAISING: MLS recognizes the value of fund raising to help offset the cost of certain student activities. All fund raising activities must be approved by the Student Council and administration. Approval must also be received by the administration to spend the money raised. Classes that wish to donate a gift to the school should discuss potential gifts with the Principal and Class Advisor before selecting a gift. Any sales, fund raising, or promotional activities by a student for personal gain or for an outside agency are not permitted on campus unless authorized by the Principal.

32. INSURANCE: If the student is injured during a school sponsored and supervised activity or due to participation in physical education, intramurals, interscholastic contests or practice, or transportation to and from such activities the school will provide coverage after the following criteria have been met. The school has selected a non-duplicating Excess Plan of benefits for all students, which requires that all medical/dental bills must be simultaneously submitted to any other group insurance that the parents may have.

- Fully completed claim form
- Itemized medical bills
- Explanation of benefits from the parent's primary group insurance company.

33. INTRAMURALS: Intramural sports competitions between grades are held numerous times throughout the year under the supervision of the Intramural Coordinator. The schedule of events is posted at the start of the year but is subject to change. They may be conducted before, during or after school. See Section 7 Appendix 1 Athletics for Listing of events.

34. LOCKER ASSIGNMENTS: Are assigned at orientation at the start of the school year. Lockers are the property of MLS. Lockers are subject to administrative search in the interests of school safety, sanitation, discipline and enforcement of school regulations at any time and to search by law enforcement officials as warranted. The school does not recognize any right to privacy which a student may wish to claim with regard to the locker. A student's person and possessions may be searched by a school official provided that the official has reasonable grounds to suspect that a search will turn up evidence that the student has violated or is violating either the law or the rules of the school. The extent and scope of the search shall be reasonable and related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

- **Every student is responsible for the contents of his/her own locker and may not permit any other student to use the locker.** Anything found in the locker will be the responsibility of the student to whom the locker is assigned.
- Under no circumstances shall any illegal item be kept by the locker's assignee.
- No lock other than a school issued lock may be used. Any other locking device is subject to removal without notice. New students receive locks. Any that are lost or broken must be replaced. A used or new lock can be purchased from the Attendance office or Bookstore.
- The student's main locker will be assigned by the Assistant Principal. Physical Education lockers will be assigned by the instructor. Students are not authorized to change lockers without permission. Doing so may result in loss of locker privileges.
- Students are not permitted to share lockers. Doing so may result in loss of locker privileges.
- Violation of this policy may result in demerit, loss of property, detentions, restitution, suspension, expulsion or other penalty. The school will turn over any evidence of criminal activity to the Police Department.
- The school is not responsible for damaged, lost or stolen property.
- Students will report any problems with their lockers or locks to the Assistant Principal or PE instructor. Students will be assessed the cost of repair for any unreported or self-inflicted damage.

Students may go to their lockers before/after school or between classes, provided they are on time for their next class. Lockers may not be used during classes unless a pass has been obtained from a teacher. **Students must treat lockers with care. KEEP YOUR LOCKERS LOCKED!** Abuse often enables others to gain access to lockers. Students will be responsible for schoolbooks and personal belongings, which are placed in the locker. Students who give their locker combinations to others or who do not properly secure their lockers jeopardize the safety of their belongings. **DO NOT BRING VALUABLES TO SCHOOL.** Should you need to bring something valuable to school do not put it in your locker. Take the item to the administrative offices for safe keeping. If a student has trouble with their locker or combination is forgotten he/she may go to the Attendance/Main office for assistance. **MLS is not responsible for lost or stolen articles.**

35. LOST/FOUND: The school cannot be responsible for lost items or personal property left behind by anyone in the building or on campus grounds during or after school hours. Lost items are to be turned into the attendance, main or PE offices where the owners may claim their property by identifying it. Items that are clearly marked will be returned to the owner. Unclaimed items are donated to charities, or thrown away at the end of the quarter, semester, or school year.

36. MANDATED REPORTING: All school officials must abide by NYS Mandated Reporter Laws. They must report suspicions of child abuse and maltreatment when they have a reasonable cause to suspect that a parent or legal guardian (caretaker, other person 18 or older who is responsible for the child) of a child coming before them in their official or professional capacity has abused or maltreated (can also include neglect) the child.

CHILD ABUSE OF STUDENTS BY SCHOOL EMPLOYEES AND OTHER ADULTS – is not tolerated. Any student, employee or other adults who have actual knowledge of or have reasonable cause to suspect an incident of abuse must report it regardless of who the offender may be.

Retaliation will not be tolerated in either case and individual involved (s) shall be subject to discipline.

36. MUSIC ARTS: See course listings for participation. MLS recognizes the importance of appreciation and participation in musical activities, not only to build skills, but also self expression and cultural awareness. Students and sometimes staff will participate in 3 performances a year: Christmas, Sacred and spring concerts. In addition, the choirs/band may participate in other events on or off campus during the year (Chapel, Christmas tree lighting; Anthem at Citifield, Competitions etc.) Students may be given equipment or materials for their Fine or Performing Arts classes (including, but not limited to, mouthpieces, drumsticks, and method books). The cost of these items is already included in yearly fees. They may be used throughout the student's academic years at Martin Luther

School, and they must be kept in a safe location and brought back to school each year. If these items are lost or broken, students must pay for a replacement.

37. OUTSIDE EMPLOYMENT: Should not interfere with school obligations and students should carefully weigh the decision before getting a part-time job whether they can balance the time demands of school and work.

WORKING PAPERS

New York State Labor Laws require that every student 17 years of age and under must apply for a work permit in order to work. Application forms for Employment certification can be procured from the Attendance office. It is necessary for the student to supply the following before the issuance of Employment Certificates:

- An original copy of a birth certificate or passport (will be returned).
- A current physical exam report from the doctor stating must be physically able to work.
- Parental signature on the application form.

38. PARENT/STUDENT PORTAL: both will have access to the BLACKBAUD. This allows you to check grades, discipline, and attendance. If you did not receive this at processing day then you will receive your access ID and Password on the first day of school and "Parents go to School Night" in September (this may also be communicated from the Director of Recruiting and Admissions). A staff member will be on hand to answer your questions. It is important that this be set up so that you receive important communications from the school as well as the opportunity to email.

38. PARKING/MOTOR VEHICLES: Reckless driving that creates a serious risk of harm to a person or to property will be reported to the police. There is NO PARKING on the campus. Students may only park on the street or in a designated area upon arrival to school, and during and after school and not in the parking lot. Violations of the policy will result in parent communication and disciplinary action. The first violation will result in a verbal warning from the Assistant Principal; thereafter 2 or more detentions and Saturday detention. Illegally parked vehicles will be towed at the owner's expense. Student's whose vehicle is towed, may come to the main office and receive the name and location of the towing company to arrange for vehicle recovery and payment. MLS does not assume any responsibility for damage done to a vehicle by the towing company or any expenses incurred for the towing. Misconduct will be given

39. PEP RALLIES: Are conducted 3 times a year in accordance with the fall, winter, and spring seasons. Drama and other events may also be acknowledged at the rallies. They are a positive way of bringing the school body together. They are designed to promote school spirit, team spirit, and class spirit. Pep Rally Day is Red and White Day and modified dress down day. Athletes are instructed by their coaches as to what to wear that day. Students may choose to stay in the MLS dress code. Violations will result in a dress code. See Dress Code guidelines.

40. PERSONAL PROPERTY AND VALUABLES: It is the student's responsibility to keep track of his/her possessions during the school day. **LOCK YOUR LOCKER!** Write or inscribe your name on all personal property. NEVER leave your personal property unattended – especially in the locker room. Lock all your personal property in your GYM LOCKER before leaving for class. Do not bring more than what fits in the locker. Do not put valuables in an unattended book bag! Do not leave belongings out on benches, floor, or in unlocked lockers! Do not keep large sums of money or other valuables in lockers. Students are strongly encouraged to leave MP3 players (iPods, speakers etc), valuable jewelry, or any other non-school related personal items that have monetary or intrinsic value at home. THE SCHOOL IS NOT RESPONSIBLE FOR ANY ELECTRONIC DEVICES BROUGHT TO SCHOOL BY THE STUDENT. **MLS is not responsible for lost or stolen articles.** MLS assumes no responsibility for the damage, theft, or loss of personal property on school grounds. Students are cautioned not to bring large sums of money or other valuables to school. Do not leave items, including backpacks, clothing or books unattended.

41. POSTERS/FLYERS/NOTICES: All poster, flyers, and notices should be school related and will be subject to administrative approval prior to being placed or distributed in the school. Posters, flyers, and notices are expected to be in good taste and exhibit accurate spelling and grammar. They are to be hung in designated areas only. There is to be no writing, pictures, crossings-out, emphasis, or graffiti placed on posters, Daily Informers, monthly calendars or other notices. Bulletin Boards are to be respected.

42. PROM: This is a formal dance held in May for the senior class. It is normally a catered event held off campus. Formal photos are available during the prom to provide a lasting memory of this event (cost of photos is usually provided prior to event). A prom King and Queen may be crowned. Cost per person for this event is communicated ahead of time. Students are asked to make an initial deposit in the fall and complete payments by April (as per payment schedule set up by advisor). All students and parents/guardians of students attending MLS proms must sign the prom contract. Seniors may invite as their guests fellow high school students and

graduates up to and including the age of 19. Students from other high schools may be invited guests. Students not from MLS are required to secure a formal letter from their school/college indicating that they indeed are a current student in good standing. Any senior (responsible for outside guest) violating the substance abuse policy at the prom will be excluded from participation in the graduation ceremony and subject to suspension from school. Any MLS underclassmen, attending prom, that violates the contract will be suspended. All MLS students are subject to disciplinary measures as listed in MLS Student Code of Conduct. Former students of MLS and any guest must be approved by the administration to attend prom. The administration reserves the right to deny a request.

It is important for parents/ guardians and students to understand that participation is a privilege, not an entitlement.

NOTE: Seniors must attend full day of school the day before the prom or they will be denied the right to participate in this event. Underclassmen must attend half day of school the day of the prom and then will be dismissed early or they will be denied participation in this event. In addition they are expected to attend school the next day (if in session). Underclassmen must also bring a parental note in at the beginning of the week and have the slip signed by their teachers or they will not be released. If they are absent from school on the day of the prom the student is NOT ALLOWED TO ATTEND. Any MLS student with significant discipline issues may be denied the right to attend prom.

43. PUBLICATIONS POLICY: On occasion, the school may wish to publish or display student projects or academic work as well as photographs and sound recordings of students engaged in school-related activities. It is the parent/guardians responsibility to notify the Principal, in writing, by the end of the first week of their child's attendance at MLS, if they do not wish to have their child's images, work, or participation in school related activities displayed or published on the Internet or in any of the school's publications, including marketing materials. If such written notification is not received by the Principal, it is presumed that the parents/guardians have given authorization to the school to publish images and work and thereby release MLS from any liability arising out of such use.

44. RING CEREMONY: Information and cost is shared by the advisor. Orders are taken by the representative (consult class advisor as to when). In a traditional ceremony the juniors are presented with their class rings in May at a special breakfast held in the cafeteria. The juniors are encouraged to dress up for this event. Parents are welcome to attend.

45. SECURITY: The front door- main entrance is open at 7:15 am. After 8:05am the door is locked. Students or adults who arrive after that time are to report to the front door to gain entry. Students who have early dismissal and leave during 8th period and wish to gain entry back into the building are to go to the front entrance. At no time should a student open any door during the day for strangers, visitors, or alumni. All visitors are to report to the front entrance. The back doors are locked. They may be unlocked or open after 4pm for activities or events. All students, staff and visitors must wear ID at all times.

46. SCIENCE FAIR/SOCIAL STUDIES FAIR: Held for Middle School in March and November. See school calendar for dates. High school students may be involved with judging these events.

47. STUDENT GOVERNMENT: Is a student group that represents the entire student body. They meet regularly with the Student Government Advisor to discuss fundraising events, class activities and ideas they have for the school administration to consider. The group is composed of officers (President, Vice-President, Treasurer and Secretary) from middle school and high school. Students must meet a number of eligibility requirements in order to be considered for an officer position. Elections are generally done in October. Eligibility form must be completed and signed.

A student wishing to be a Class Officer must:

- Have an 80% GPA and be in good disciplinary standing. (as of 2021-22 will be 85%)
- Obtain approval from the Assistant Principal
- Obtain approval from the Student Government Advisor
- Obtain approval from the Principal
- Obtain approval from the Class Advisor

While serving as a Class Officer, students are expected to meet the following standards:

- In the area of academics, quartile GPA will be reviewed with actions as follows:

GPA: 80% or above - to continue in office

79.99%-75% - (5) week probation, if unimproved recommendations for removal

74.99% or below - removal from office

- In the area of discipline, students not in good standing will be removed.

Class Officers will be elected by their peers. Each student has one vote. Voting will occur when more than one student is seeking the same officer position. Paper ballots will be used. The student, who receives the most votes, will obtain the position. In instances where only one person is seeking a position, he/ she will be appointed to the position if all eligibility requirements have been met.

48. STUDENT ID: All students will be issued a Student Identification Card at the beginning of the school year. Their picture will be taken at orientation and generally within 48 hours will receive an ID card. New students entering after orientation will be processed accordingly. **ID CARDS ARE REQUIRED TO BE WORN AT ALL TIMES.** THIS ID CARD ALSO DOUBLES AS THE PAYMENT CARD FOR STUDENTS WHO ARE ON THE MEAL PLAN IN THE CAFETERIA. This is the property of Martin Luther School and becomes void upon the student leaving the school. A replacement fee of \$5.00 will be charged if card is lost. ID cards are necessary for a number of reasons particularly for admission for the SAT regardless of where you are taking the exam. Lost or stolen IDs should be reported immediately to the main office. Students will not be permitted to come to the office for a pass once classes have begun. Failure to wear/have ID will result in a demerit the first 2 times. Thereafter detention will be served.

49. STUDENT OF THE MONTH: Each month one student from each Middle School Grade and one student from each High School Grade are selected by staff. Students are selected based on the following:

- Who puts forth the best effort in all classes that month
- Who makes the best effort to get along with others
- Who volunteers to help out when needed
- Who represents MLS in a positive manner
- Who does not have any discipline issue that month

50. TEACHER/OFFICE AID: Only 10th, 11th, and 12th grade students are eligible to be aides. Opportunities may be available during study hall or advisory. Only 1 aide will be permitted per period. Students must complete a student aide form available from the counseling center, which is signed by the staff member who is requesting the aide. Attendance is a major part of the student's grade. A pass/fail grade will be assigned but does not count towards GPA. The aide may request community service hours instead of a grade. That is to be clearly established before aiding begins. The aide is assigned for the whole semester. The teacher, school counselor and/or Principal may remove an aide at any time.

51. USE MAIN OFFICE PHONES: Since the main office phones are business lines, students and parents/guardians need to be aware that only attendance or emergency calls should be transmitted. During school hours, students may use the main office telephone with permission. Parents are encouraged to contact students via the main office during instructional hours. Generally students receiving phone calls during school hours will not be called to the office. The office will take a message and forward it to the student. Only in emergency situations are students removed from class or another school activity to receive a phone call.

52. TRANSPORTATION: Students who take public transportation must ensure enough time is allotted to travel. Early is better than late. Students and parents/guardians must stay informed about any problems as communicated by the MTA or road authorities. If parents/guardians drive their child to school likewise enough time must be allocated to get to MLS on time. If a student drives to school with parental permission as a school we would ask that parents/guardians make sure their child has a license. Students are only allowed to park in the end lot not the main lot. They can park on the side streets. *Please be sure to inform your child that he/she does not have the right and/or permission from the parents of other students to chauffeur them around. Driving other minors to and from school without the permission of their parents is not a good idea from an insurance and safety point of view.*

53. VENDING MACHINES: Machines dispensing snacks and drinks are available in the cafeteria but **may not be used during passing periods or class time.** They can be used at lunch time or after school. Use these machines at your own risk. Students caught misusing the machines are subject to disciplinary measures.

54. VISITORS/GUEST PASS: All visitors, upon entering the building, are required to report to the Main Office and indicate the purpose of their visit, sign in, show ID and receive a visitor's pass which must be returned upon departure. At no time are visitors allowed to roam the halls, cafeteria, classrooms, or any part of the school. When special programs are presented, visitors must acquire a pass and are only allowed in designated areas. Former Students are not exempt from this policy. Failure to comply with this may result in prosecution for trespassing or temporary/permanent ban to enter school premise. Students from other schools, friends, or siblings are not allowed to visit during school hours. MLS requests that a parent/guardian call for an appointment before visiting school. Graduates wishing to see staff members are required to check with the main office and also sign in. The preference is for visits to occur at the end of the school day. Potential new students and community representatives are welcome and encouraged to visit and meet with the Admissions, Guidance, and Principal Personnel. In our effort to provide a safe and secure

environment while school is in session, MLS is open to those persons who are registered students, staff or authorized personnel from outside the MLS community. MLS will be a closed, locked down building during school hours. All visitors should enter the main entrance located in the front of the school. They will be buzzed in and then required to register at the Attendance or Main Office. The back entrance is locked. Students should not open the back door at any time during the school day for visitors. Students should report unauthorized people in the building immediately to the nearest staff member.

Students wishing to bring a student visitor to school must get permission from the Director of Recruiting and Admissions and Principal. This must be done at least 24 hours in advance. Only Middle and High School students are eligible to visit. The administration reserves the right to deny a request for a visitor.

55. WALKATHON: A yearly fundraiser that is conducted in October. The student body is encouraged to participate to raise monies for the delegated selection that will benefit all.

56. WALL MURAL: This is a design that is submitted to the Art Department by the Grade 12 class member(s) before graduation and voted upon by their class members.

57. YEARBOOK: MLS students, under the direction from an advisor, produce the school yearbook. Grade 8 and Grade 12 are responsible to take their graduation portraits by the announced deadline. All others are responsible to meet requested deadlines as reported by the advisor. Pictures are taken for the yearbook. Students may purchase a packet of photos. Dress code will be explained ahead of time.

SECTION 4: STUDENT SERVICES

1. GUIDANCE AND COUNSELING

OVERVIEW: The purpose of the Counseling Center is to offer assistance with the various problems students may face in school and promote and enhance student learning through 3 broad and interrelated areas of student development: academics, career, and personal or social. Students are encouraged to go to their counselor for help. Parents and teachers are encouraged to direct students to the counselor for individualized attention whenever, in their judgment, a student can benefit from counseling. Also, they are encouraged to seek the counselor on a consultant basis to obtain information on how to best meet the needs of their child or student. Information on various occupations, the armed services, college, and summer jobs is also available.

The School Counselor uses a variety of methods:

- Individual Counseling: working with the student privately on a problem or topic of interest or personal concerns. Provision is given for maximum privacy to freely explore ideas, feelings, and behaviors. Counselors are obligated by legal and ethical standards to report and refer a case when a person's welfare is in danger.
- Small Group Counseling: working with 2 or more students. Group discussions may be problem centered and/or discussions can be growth centered where general topics are related to personal and academic development.
- Consultation: working with a consultant to help teachers and students to work better with others. May be individual or small/large groups.
- Coordination: serves as a liaison between teachers, parents, school psychologists, support personnel, and community resources to help successful student development.
- Case Management: provides necessary monitoring of individual student's progress towards achieving success in academic, career, and personal/social issues.
- Classroom Guidance: develops and presents special guidance units that give attention to particular developmental issues or areas of concern. The counselor may partner with teachers and other members of the community to deliver part of the guidance curriculum.

A. APPOINTMENTS: Students are required to make an appointment at the Counseling Center before the start of the school day. As much as possible appointments will be scheduled during the advisory period. An appointment slip will be presented to the instructor during whose class the appointment has been scheduled. The instructor will countersign, and then the student will report promptly to the Counseling Center with slip in hand. At the conclusion of the appointment, the counselor will return the slip back to the student indicating the time he or she left the office. The student will be responsible for retaining the slip and presenting it to the instructor affected. In an emergency the previously stated information will not apply. An emergency is serious personal problems, immediate instructor referral, or referrals by Administration. When college representatives plan to make scheduled visits, notification will be made to the students the week before. Visits are usually scheduled during lunch times. If that does not happen students must clear in advance with their instructor for that period, permission to attend.

B. COLLEGE/SCHOOL VISITS: The school does not sponsor any specific visitation day. Students are encouraged to visit schools/colleges when school is not in session. Excellent times are during the summer and Christmas and Easter breaks. If it is absolutely necessary to visit on a school day, NO MORE THAN THREE days will be excused per year. In order for the absence to be excused a parental note or official letter from the College must be turned in to the office PRIOR to the visitation in order to be given the slip to be signed by teachers to be excused. Following the visit, an official letter from the college must be returned to the office as proof. FAILURE TO DO SO WILL RESULT IN AN UNEXCUSED ABSENCE.

The Department coordinates visits from various colleges during the year who send representatives to speak to interested students often done at lunch time. ***A College Fair is also conducted during a Tuesday Club hour in October. See school calendar for dates.***

C. COLLEGE PREPARATION/ADMISSIONS

I. PRELIMINARY SAT (PSAT – Preliminary Scholastic Assessment Test): This test is given to all students in Grades 9, 10, and 11 in October. It is a 2 and ½ hour multiple choice test of verbal, mathematical reasoning and writing ability. This serves as a practice exam for the SAT. It helps in determining strengths and weaknesses. For Junior's it determines the winners of the National Merit Scholarship Competition. There is no cost for this test.

II. SAT: Four year institutions require the SAT Reasoning Test for all applicants. This test measures developed critical reading, writing, and mathematical abilities that are necessary for academic success in college. Students may register for the test online at collegeboard.org. Students are encouraged to take the test at least twice, beginning in the spring semester of their junior year and in the fall of their senior year. Martin Luther School is a testing center for the November and March SAT. It is necessary to register

several months prior to the exam date you wish to take the test to ensure a seat. This test is also during the school day offered on the PSAT testing day during October for Grade 12 only.

III. SAT II SUBJECT TESTS: Competitive universities and colleges and some scholastic programs require these subject area tests. Check with your college or speak to your school counselor to determine if you should take them. This is a one hour multiple choice test designed to measure knowledge and skills in a particular subject area as well as the ability to apply that knowledge. Information is available at www.collegeboard.com.

IV. ADVANCED PLACEMENT COURSES/EXAMINATIONS: Students may secure college credit through Advanced Placement exams. Students who qualify may be awarded college credit based on their performance on the Advanced Placement Examination given in May. Students enrolled in AP courses will have the opportunity to take the Advanced Placement Exam. Currently, Advanced Placement courses are offered in Biology, Calculus, English Literature and Composition, Chemistry, German, Spanish and U.S. History on a rotating basis. Additional exams may be taken upon approval. Interested students should speak to Guidance for further information. **ADVANCED PLACEMENT TESTS:** Advanced Placement courses are offered through the College Entrance Examination Board. All AP courses conclude with a 3 hour exam in May. Students registered in an AP course are exempt from exam fee and are required to take the test. Students must make an effort on the exam consistent with their previous performance in the course. ***Students who register and fail to take the test will be assessed a \$13 charge.***

V. ACT: The ACT (American College Test) is a measurement of aptitude and achievement in one single test. The test consists of 4 subject areas: English, Math, Reading, and Science Reasoning with an optional writing section. Most colleges will now accept either the ACT or SAT Reasoning Test and often accept the ACT in place of the SAT Subject tests. To obtain registration for the ACT and ACT Plus Writing tests go online to www.actstudent.org. This test is now offered during a school day in April at Martin Luther for Grade 11.

VI. REGENTS EXAMS: the Class of 2021 and 2022 is required to take the following 5 Regents Exams: Algebra 1, Global History, US History, English and Biology or Earth Science. The class of 2023 must pass the 5 regents. Students must register online/guidance to take Regents by October (for January testing period) or March (for the June testing period). Transfer students entering MLS must indicate if Regents exams have been taken. ***Students who register and fail to take the exam will be assessed a \$5 charge.***

All of the above dates for testing are available in the Counseling Center.

VII. TOEFL Test: International Students are to take test on Saturdays, not on school time. Failure to do so will result in unexcused absence and detention.

VIII. STANDARDIZED TESTING: Middle School students take the state exams in ELA and Math. These tests are given in the spring and specific dates are determined by the state. See school calendar for dates. Refer to above I – VII for High School Students testing requirements.

VIV. COLLEGE CREDIT COURSES

MLS offers college level courses in the junior and senior year of high school. College credit is awarded for all courses successfully completed in the program. ***All students enrolled in a college level course may have no more than 5 absences. After 5 absences, the student will no longer earn college credit. In addition, if the student does not pass the class with a 70%, the student will be held responsible for the fee of the class.*** Information is sent home to the parent/guardian with fees prior to the start of class.

- These dual credit courses will also be applied toward the high school diploma.
- Official university transcripts will be issued to all students participating in the program. These transcripts may be used by students seeking transfer credit.
- Tuition fees will vary based on which college/university is offering the course.

D. STUDENT DISABILITIES: Students with disabilities who require special accommodations for test taking must complete an eligibility form prior to registering for the SAT or ACT or Regents. More information is available in the counseling center.

2. HEALTH SERVICES

OVERVIEW: Staff members possess First Aid/CPR/AED certification. Any serious health problems, health changes, or other health needs of the student must be communicated on the emergency contact card and notification given to the Principal. The initial care given is primarily for illnesses and injuries that occur during the school day. No medical diagnosis, prescription of medications or treatments, or administration of prescription medications without a doctor's orders is allowed to be done. A student must have signed consent forms for supervised self administration or prescription and non-prescription medication on file.

A student who becomes ill or is injured at school must notify his or her instructor or another staff member as soon as possible. The employee will then send the student to the main office or MLS First Responders will be called to determine the appropriate course of action. In the case of a serious illness or injury, the school shall attempt to notify the parents according to the information on the emergency information card. If the student is too ill to remain in school, the student will be released to the student's parents or, with parental permission, to another person directed by the parents. In a major medical emergency an ambulance will be called and an attempt to notify the parents where the student has been transported for treatment will be made. A staff member will accompany the student to the hospital and remain until the student's parent arrives.

A. EMERGENCY CARDS: At the beginning of each school year, parents must fill out and return an emergency card to the main office. It must provide the emergency telephone numbers of the parents as well as alternate persons to contact in the event the school is unable to locate the parents. Anyone not listed on the card will not be spoken to. The emergency card also includes a statement that gives the school permission to release the student to the alternate person in the event the parents cannot be reached. Information regarding medical conditions is also to be listed. Parents must notify the main office if the information on the emergency card changes during the year. Students will not be released to anyone not listed on the card.

B. HOME LANGUAGE SURVEY: Is required to be completed by all students/parents and to be returned along with the emergency cards.

C. IMMUNIZATION: All students are required by law to have updated immunizations in order to attend school. Prior to starting the school year or transferring into MLS, students must present an approved immunization form signed and stamped by a health care provider stating the student has received the immunizations required. Students without proper documentation are not allowed to attend school until they receive the proper immunizations. Only for specific medical purposes are students exempted from the requirements upon approval from the health department. Students may also be required to pass a TB test before attending school. Information is available at the NYC Department of Health website nycdoh.org

Communicable and Infectious Diseases: students who have an infectious or communicable disease are allowed to attend school as long as they are able to do so and their presence does not pose an unreasonable risk of harm to themselves or does not create a substantial risk of illness or transmission to other students or staff. If there is a question about their status they will need to have doctor's approval.

D. MEDICATION POLICY: Students needing medication (including over the counter products) during the school day must have written doctor's order and/or written parental consent on file. All medication will be kept at the Attendance Office or Physical Education Department Office, who will dispense the medication where no reasonable alternative exists according to the printed directions and permission from the parent, unless the student has received prior authorization to possess and personally administer the medication from Administration. Students with unauthorized medication found on their person or in their belongings are subject to disciplinary action. Students should note that their unauthorized possession of prescription medication may result in suspension and/or expulsion as prescription medication is considered to be a controlled substance. (form found on resource page in BLACKBAUD and on school website)

MEDICATION ADMINISTRATION: Students may need to take prescription or nonprescription medication during school hours. The following is in effect:

- Students may carry medication only with the permission of the Administration and parents.
- The school must know the medications the student is taking in case the student has a reaction or illness.
- Written instructions must be provided for administration of the medication as well as parental authorization to administer the medication.

Medication must be in the original container with the following information either on the container, in the instruction sheet, or in the parental authorization:

- Name of student.
- Name of medication.
- Direction for usage including dosage, times and duration.
- Name, number, and address of pharmacy (if applicable).
- Date of the prescription (if applicable).
- Name of the doctor (if applicable).
- Potential side effects.
- Emergency numbers for parents.

A student requiring medication at school must bring an authorization form signed by his/her parent/guardian verifying the name of the medication and its prescribed use. Prescription medications, with the exception of inhalers for asthma, must be stored in the attendance office upon arrival to school. School personnel may not dispense medication of any kind, including aspirin.

E. SELF ADMINISTRATION OF ASTHMA MEDICATION AND/OR AUTO-INJECTABLE EPINEPHRINE: (form's found on resource page in BLACKBAUD and on school website)

A student with a diagnosis of asthma or anaphylaxis, or both, is permitted to possess and self administer inhaled asthma medications or auto-injectable epinephrine during the school day, at school sponsored activities, or while on the bus or campus under conditions including but not limited to:

- Written parental consent on file with the school.
- Written notice from the primary care provider on file with the school.

F. PHYSICAL EXAMS: Note that annual physical exams are required for grades 7, 9, and 11. Any students new or that transfer to Martin Luther are required to have an updated physical. Parents are encouraged to have their children receive yearly physical exams. A physician will conduct examinations and certify students for participation in athletics or fit to work for working papers.

G. RESPIRATORY SENSITIVITY: Use of perfume, fragrances, colognes, and sprays can cause problems for those who suffer from respiratory illnesses, especially asthma. Students should limit usage and be considerate of others when there is a need to use them especially in the locker rooms and bathrooms.

H. SCHOOL DOCTOR: The NYC Department of Health may provide a doctor to MLS to conduct physicals and working papers.

3. MEDIA SERVICES

OVERVIEW: MLS library location provides support to the students and staff in many ways and has a wide variety of curriculum materials available to borrow. Students are welcome in the library with their class, with a pass from an instructor, during study hall, or on their own time during lunch or after school (students must sign in upon arrival). The computers in the library are for students and staff who need to perform internet research, for word processing assignments, or to access BLACKBAUD. Computer games and social media sites such as Facebook, Instagram etc. are off limits during school time. The library staff is available to work with individual students. Students may work, study, and read in the library but not socialize. Quiet is maintained at all times for the convenience of those who wish to study. The library provides access to a number of websites and students can ask staff for web address list. Students must have an ID number to check out materials. Periodicals are for reference use only.

A. MEDIA CENTER: The media center is available to students during school hours. The media center is a place for study and research. It is not a place to socialize. Students are expected to conduct themselves as if they were in class while in the media center.

B. CHECK OUT PROCEDURES FOR THE LIBRARY:

- Books may be checked out for 3 weeks, and they can be renewed if there are no fees due and if the book has not been put on "reserve". Selected materials, placed on reserve by instructors, may be checked out as requested by the instructor.
- Fines are charged for overdue books. Materials are considered overdue the first day following the due date. Each student will be charged 10 cents a day for each school day the material is overdue. All lost or damaged material fees will be assessed at replacement cost. Failure to comply will result in retention of the student's report card until the situation is rectified. Students will not graduate if there are outstanding books or fees. Library privileges may be suspended or revoked.
- Students may use the library during their assigned study hall. They must sign in at the start and be on time. At other times the student must have a pass from an instructor or administrator. No student may leave the library without obtaining a pass from the teacher in charge. Students may be removed from the library and returned to study hall or sent to the office if necessary.
- Students removed from the library are not allowed to return until their parent/guardian has called and spoken to the library staff.
- Photo copies may be requested for 15 cents a copy.
- Computer and printers are available for student use.

C. INTERNET ACCESS: MLS may provide internet access for students during school hours. The purpose is to facilitate communications in support of research and education. To remain eligible students must honor rules and regulations put forth by MLS.

D. STUDENT BEHAVIOR: Students coming to use the library or media center individually or with a class are expected to be considerate of others, to make productive use of their time and be respectful of staff, facility, and materials. The locations are for inquiry and productivity. To that end, students are reminded that homework and assignments that do not require Media Center resources are to be completed in study hall. Food, drink, and game playing are prohibited.

E. USE OF COMPUTERS: MLS is committed to the goal of having electronic network facilities used in a responsible, efficient, ethical, and legal manner in accordance with the mission of the school. Users must acknowledge their understanding of the acceptable technology use policy. Technology use is a privilege not a right. While MLS can control and monitor information we place on the system, MLS is not responsible for information available from other parties, such as those on the internet. MLS has the right to inspect folders and files to ensure compliance with this policy. Failure to comply will result in loss of privileges.

F. MISUSE OF TECHNOLOGY: Students' use of technology provided by MLS must comply with all applicable rules for such use. Technology may not be used in a manner that violates the law, disrupts the educational program or schools operations, or invades the rights of others. Use of computer technology must comply with the standards set forth by MLS. Violations of rules concerning technology use will subject students to discipline appropriate to the degree and severity of the violation, may result in termination of the students' right to use the technology, fines and restitution costs, detention, suspension, expulsion, and criminal prosecution. Discipline policies regarding forgery of materials, the use of profanity and theft of technology equipment will apply for computer use in school. A misconduct and contract will be given

G.COMPUTER LABS/TECHNOLOGY/OTHER DIGITAL TECHNOLOGY USE: All students must read and sign a Technology Use Agreement before they can use their assigned computer account. Students must understand the regulations concerning the proper use of computers and digital technology and promise always to use technology at MLS in accordance with the highest ethical standards of good citizenship. The use of computers and other digital technology at Martin Luther School is an integral part of a student's education. Computer technology allows one to access resources, conduct searches, gather information, evaluate ideas, locate materials, and learn new concepts. Along with these technological benefits to education comes added responsibility. Each user is expected to comply with the ethical standards of Internet and computer use. Technology must be used with the same responsibility that a good citizen would use any tool. Misuse or abuse of technology at MLS may result in loss of technology privileges as well as disciplinary action in accordance with the Disciplinary Policy of MLS.

H. MLS STUDENT ACCEPTABLE USE POLICY FOR TECHNOLOGY

Every student at MLS must agree to abide by the following policy. Any violation of this policy may result in disciplinary/legal action. This policy covers use by students while on school property and at school sponsored activities and while accessing the internet via the school's wireless network using their own personal devices.

EDUCATIONAL PURPOSE:

- Use of the school's technology systems, which includes networks, access to the Internet from on campus, or using campus resources, computers, laptops, and all related technologies, is restricted to educational purposes only.
- Access to multimedia content or games is prohibited with the exception of access for a school or class assignment or by specific staff authorization.
- School email accounts should be used for educational purposes only. Excessive or inappropriate use of email is not allowed. Students should be aware that email sent using MLS accounts is not private and subject to review.
- Students are not allowed to use cell phones during school hours.
- Students who use any personal devices to connect to the internet via their own personal connection should use caution since their connection is not filtered by the school.
- Students should follow the guidelines of acceptable behaviors when using any online communications or electronic media.
- Do not visit websites which are contrary to the Christian beliefs of MLS such as "adult only" sites, pornographic sites, and x-rated sites.

PERSONAL SAFETY AND PRIVACY:

- Students must not post online the school's name, faculty or staff names, school initials, abbreviations, logos, and/or emblems without prior permission of the Administration.
- Students must never post any libelous or harmful comments about other students or members of the school community. This includes but is not limited to, the use of email, chat-rooms, online communities such as social networking sites, blogs, and web sites.
- Students must use caution when posting or sending out information via the Internet about themselves or about members of the school community. Students may never post images or video without the permission of those appearing in the image or the video. Students may not post images or video of any MLS employees without express written permission from that person and Administration.
- Students should be aware that email sent using MLS accounts is not private and is subject to review at any time.
- Though the school provides an Internet filter to protect students from inappropriate materials, we cannot always guarantee the effectiveness of that filter. Caution should always be used when using the Internet.
- Students may participate in class blogs with the teacher's permission; however, personal information, such as student's full name, address, school location or other identifying information may never be posted.
- Any multimedia project that students post online (podcasts, electronic presentations etc) may not include any personal information, such as student's last name, address, school location or other identifying information.
- Students must not harm other people by sending degrading, threatening, and demeaning messages; using files and email to spread rumors about someone, posting messages without the original author's consent, and sending junk mail (spam)
- Students must not use computer viruses or other means to corrupt, degrade, disrupt, alter, vandalize, or damage the normal hardware or software including disrupting the classroom environment.
- Students must not snoop in the work of another person ie HACKING into sites or files that are protected. It also includes accessing or viewing unprotected messages, files, or documents of a teacher or any other person. This is an invasion of privacy.
- If students receive any threatening or unwelcome communications electronically, they should tell a teacher, administrator, or staff member immediately.

- Students have no expectation of privacy for work saved on the school network or on school computers, searches conducted using school resources, for any use of the Internet, email, or for any electronic communication sent via school computers or networks.

USE OF CAMPUS RESOURCES:

- Students must use care when using school equipment
- Students must exercise moderation when printing from the web and should download or copy resources needed to a file saved on the Network, Google Apps, or to a removable storage device. Students are advised printing charges may be incurred.
- Students agree to use the school's media resources to create appropriate content for school classroom purposes only.
- Students will show respect and consideration for other users.

SYSTEM SECURITY:

- Students must not attempt to use another person's username or password nor share their password with others.
- Students will login under their personally assigned account and cannot use school computers when not logged into their own account. Students may not use any computer while a staff member is logged in without permission and without the staff member being present.
- Students may not download and or install software on any campus computer.
- Students may not copy computer software from the school's computers.
- Students must understand that there is no expectation to privacy regarding any information or email that becomes a part of the MLS network or system.

GOOGLE APPS ACCOUNTS:

- If a user receives an email from an unknown person that is offensive or upsetting, an appropriate staff member should be contacted. The email should not be deleted until the matter has been investigated.
- Students should not send or forward chain emails.
- Students should not open attachments from a sender they do not recognize.
- Students should periodically delete unwanted sent and received emails.

PLAGIARISM AND COPYRIGHT INFRINGEMENTS:

- Students will respect and comply with all laws and standards applicable to trademarks, copyrights, patents, images, video clips, sound files, graphics, web sites, text, licenses for software and other online information.
- Students will properly credit and/or cite the work of others and not claim the work of others as their own.
- Students will adhere to the citation guidelines established by the English Department (MLA Format).
- Students agree not to violate any US or State regulations concerning threatening or obscene material.
- Students understand that there is no guarantee as to the accuracy of information obtained from the Internet.
- Students will create media within the guidelines of the Fair Use Act for Education. All students should also adhere to the Creative Commons License rules giving credit to the author/artist for media that is shared, remixed, or reused or not copyrighted.

VIOLATION OF TECHNOLOGY POLICY:

- Disciplinary action may range from detention, misconduct, suspension of technology use privileges or even to expulsion depending on the severity of the violation.
- If a student posts libelous statements, with or without a parent's knowledge, the parent may be held legally responsible for damages.
- If a student posts threats of any kind electronically, he/she may be subject to criminal prosecution.

Also refer to iPad contract signed.

Due to the evolving nature of technology, MLS reserves the right to amend or add to this acceptable use policy at any time without prior notice.

SECTION FIVE: STUDENT CODE OF CONDUCT

OVERVIEW: These rules and regulations have been set down by those entrusted with the care and running of MLS. They are intended to help students know the policies of Martin Luther School, and to guide students in fulfilling their obligations as a member of the student body. Read these rules carefully, and refer to them periodically.

The disciplinary policies included in this Student Code of Conduct meet the intent that requires each school have a set of rules and regulations designed to maintain order and mutual respect and maximize the potential use of students and the school. MLS has adopted rules for student conduct in order to promote safety and to protect the learning environment. Students are expected to exhibit acceptable and courteous behavior at all times while in school, on school property, traveling to or from school or activities, and at all school activities. MLS's primary concern is that students who wish to learn can do so in an environment conducive to learning and that both prescriptive and disciplinary means be employed to deter those who would disrupt such an environment. Students who fail to respect the rights of others or who interfere with or disrupt the educational process will face disciplinary measures. Discipline is treated as a teaching and learning experience for students. These policies and their provisions shall apply during regularly scheduled school hours on school grounds, within school boundaries, as well as other times and places including but not limited to school sponsored events; field trips; and athletic and club activities where appropriate school staff have jurisdiction over students. This includes any activities in which MLS students participate as individuals or as groups that have in any way been facilitated by staff or where students may be identified as representing MLS. A student's behavior outside of school and school activities is also a concern for MLS when that behavior has a substantial effect on the school community. In some cases, students may be disciplined for out of school conduct. All of the provisions of the Student Code of Conduct apply in all applicable situations, even if those situations are not explicitly cited in a section of the code.

The assignment of consequences begins with a faculty or staff member. Students may be given a verbal or written warning or reminder; have a conference with the teacher, staff member, School Counselor, Assistant Principal, Principal, or Executive Director; receive a demerit or misconduct slip for an infraction; detention (s), Saturday detention, Social, In-School or Out- of -School Suspension or Expulsion. Disciplinary consequences will be based upon the severity of the infraction, and administrative discretion may be used in the final adjudication of the disciplinary consequences.

MLS recognizes that explicitly listing all possible unacceptable behaviors and their disciplinary consequences are not practicable. Therefore the absence of a specifically listed behavior will not prevent the administration from imposing consequences for behaviors deemed inappropriate including expulsion if warranted. The Administration has the direction to suspend student privileges including a student's participation in co-curricular activities and/or athletics. Examples include, but are not limited to athletic events, practices, meetings, theater productions, concerts, field trips, assemblies, class meetings, lunch, prom etc. in addition students may be excluded from school programs, including graduation exercises. It is important for parents/ guardians and students to understand that participation is a privilege, not an entitlement.

RESPONSIBILITIES:

- **STUDENTS:** Will be held responsible for their conduct while they are on school grounds, in attendance at all school sponsored activities, and in all situations where the school code of conduct applies. All students are expected to remember that their actions reflect who they are and what they value. It is important to contribute to the school community in a positive manner and demonstrate respect for those around them. Students are expected to abide by the policies as set forth in the Student Code of Conduct and respect the authority of all staff.
- **PARENTS/GUARDIANS:** MLS expects that parents/guardians assume primary responsibility of discipline of their child and recognize that school personnel are here to teach. MLS encourages the cooperation and participation of all parents/guardians in conference regarding their child's academic progress, behavior, attendance, health and personal well being.
- **STAFF:** Have the primary responsibility for assuring that behavioral expectations set forth in this handbook are met and for disciplining infractions when rules are violated. The Student Code of Conduct will be applied consistently and in a manner that is respectful of student rights.
- **DISCIPLINE:** will be dealt with by the Assistant Principal and Principal. Copies of a student's major discipline infractions are mailed home. Student violations are also posted on BLACKBAUD and are updated weekly.

MLS's guide in matters of conduct is based on II Corinthians 5:14, "For the love of Christ constrains us." MLS expects cooperation with school rules in the spirit of Christian love. This means that students and teachers cooperate and help one another in every way

possible. The outline below, articulates unacceptable behavior which occurs frequently enough to warrant a standardized procedure for dealing with offending students.

Attendance at MLS is a privilege, not a right. The Administrators, according to their sole discretion, may discipline, suspend, or expel any student for matters deemed to be detrimental to the good and welfare of the school.

1. ACADEMIC HONOR CODE/INTEGRITY: To help students achieve their maximum academic potential, MLS promotes an environment which fosters integrity and honorable conduct. All share the responsibility for maintaining an atmosphere in which personal accountability is valued. Academic Honesty is expected of all students. Each student is encouraged to strive for excellence, to take pride in his or her work, to stretch his/her mind, and to feel that something worth doing is worth doing well. Despite one's limitation's, it is important to understand that honest effort and struggle are commendable. Each student is expected to do their own schoolwork and when presenting other individual's ideas and thoughts credit the author appropriately.

2. ACADEMIC DISHONESTY/CHEATING: Is any action intended to obtain or assist in obtaining credit for work which is not one's own. It is not tolerated. Cheating demonstrates a lack of integrity and character that is inconsistent with Christian values and the goals of our school. Cheating robs students of the opportunity to become competent learners and in the end is self-destructive.

Examples include but are not limited to

- Giving or taking information during a test/quiz by any means including talking, sign language, secret codes/noises, crib notes on paper or body parts or electronic transmissions' passing answers to others (cell phone/texting).
- Making use of cheat sheets, notes or other memory aids during testing except those notes an instructor specifically allows.
- Looking at or allowing another student to copy from a test/quiz/homework/lab work/assigned work.
- Obtaining materials already submitted, evaluated, and returned; providing old or current tests and term papers to other students.
- Inventing information for the purpose of completing a lab experiment or case study.
- Changing answers on a previously corrected test, assignment or study.
- Taking credit for group work that has not been earned.
- Obtaining, possessing, using, or distributing tests/quizzes, answer keys, teacher manuals/textbooks and similar materials without instructors knowledge.
- Allowing family members or friends to do projects for the student.
- Disclosing contents of tests/quizzes to students who have not yet taken them.
- Theft, sale, pictures, distribution of any evaluation materials.
- Submitting a paper/project which is not the student's work in an attempt to represent as one's own work whether the materials are plagiarized from another student, a published work or some other source, such as the Internet (cut and paste).
- Unlawful absences or lateness to avoid tests or quizzes, deadlines or other academic responsibilities.
- Attempting to tamper with or alter a teacher's record or grades.
- Copying (especially homework), faxing, e-mailing or in any way duplicating assignments that are turned in, wholly or in part, as original work.
- Using summaries/commentaries or television/movie renditions in lieu of reading the assigned material

PLAGARISM: Is a form of cheating and is the act of taking and using as one's own work another's published or unpublished thoughts, ideas, and/or writing without giving the appropriate credit to that person through lack of quotation marks, accurate references, footnotes or citations. This also includes computer programs, drawings, and artwork. In addition use of Internet Foreign Language Translators for help (unless specified by the instructor to be acceptable). The student should seek assistance from his/her instructor if they are unsure of presentation.

The academic penalty for all parties involved is a ZERO or failing grade for any copied or plagiarized assignment. Students will not be allowed to make up the work. Also the Disciplinary penalty will be detention. Repeat offenses can result in loss of credit for an entire course and referral to the Principal. The above instances may result in academic probation for up to one year and/or suspension, removal from school sponsored activities/organizations. More serious or repeat incidents may result in notification to Guidance and any staff writing letters of recommendation; no end of year awards. Misconduct is given and the following penalties:

1st offense – zero for the assignment, 2 detentions, meeting with the Assistant Principal

2nd offense – zero for the assignment, Saturday detention, meeting with Principal

3rd offense – loss of credit for the course (3rd time in same course), In School Suspension

In accordance with the National Honor Society and Junior Honor Society Contract any case of cheating and plagiarism will result in automatic suspension from the Honor Society. Cheating and plagiarism are offenses that can jeopardize eligibility for scholarships and negatively impact letters of recommendation for colleges.

3. AIDING/ENCOURAGING VIOLATIONS: Aiding or encouraging other students in misconduct is not allowed. Disciplinary actions range from detention to recommendation for expulsion depending on the progression and severity of act(s) committed. Misconduct is given. Some examples include:

- Knowingly withholding information that endangers the health, safety, or welfare of others, withholding information resulting from the commission of a crime, or withholding information beforehand that may prevent a criminal act from taking place.
- Refusing to cooperate in an investigation, attempting to block or hinder a school official from carrying out his/her responsibilities, attempting to improperly influence an investigation, and attempting to divert attention to others to avoid detection.
- Knowingly making a false report that another student has engaged in misconduct.
- Acting as an accomplice, instigating, inciting, encouraging, or otherwise participating in unacceptable behavior.
- Passively participating as an onlooker in a fight, an act of hazing, initiation, harassment, or any form of misconduct that involves harm or the threat of harm to another person or property.

4. ALCOHOL/DRUGS/MARIJUANA/TOBACCO/SUBSTANCE ABUSE POLICY: MLS is concerned about the health and safety of our community. We seek to enroll and support those who aim for a chemical free life style. Student welfare is promoted by teaching about the dangers of substance abuse; counseling students involved in substance abuse; and disciplining those who endanger themselves and others through substance abuse. Students are NOT permitted to possess and/or use alcohol, tobacco (including e-cigs & vaping/juul), drugs, marijuana or any potentially harmful substance on or around the campus of MLS before, during, or after school. Nor are they allowed within MLS boundaries. Those substances are not allowed at any school functions. Use of non-prescribed medication is not allowed on or around campus. Improper use of non-illegal substances (sniffing agents and other chemicals) is prohibited.

It is the general policy of the school to communicate with parents of any student whose actions reasonably suggest a possible connection with drugs, either in the use or selling thereof. Common ways that substance abuse is handled but not all inclusive, nor limit the possibilities of ways MLS may choose to react in an effort to diminish the use of substances

- If a student or parent voluntarily seeks help before he or she has been implicated by school personnel or arrested, he or she will be referred for appropriate help. If satisfactory progress is made, the student will not be dismissed for this incident.
- The school reserves the right to require any student to submit to a specified drug test(s) and a medical exam suspected to be under the influence of drugs or alcohol. All findings and recommendations must be made available to MLS. Failure to fully cooperate will result in dismissal.
- If a student is observed in possession of, actual or attempted selling, giving, distributing, using or under the influence of substances, has drug paraphernalia or counterfeit drugs, he/she will be subject to dismissal. If a student is observed on campus, within school boundaries, or while attending any school activity, on or off campus, in possession of, or under the influence of substances, he/she will be suspended from school and subject to dismissal with possible reporting to the appropriate law enforcement agencies for possible legal action. Student and parent will meet with the Principal. In both situations the student's school history and behavioral record will bear weight relative to the dismissal decision.

Examples include but are not limited to the following:

- "Showing evidence of" includes any behavior observed by an adult that might be indicative of the use of substances
- "In possession of" includes participation in the use of or the storage of substances. This includes but is not limited to storage of substances in lockers, personal belongings, backpacks, purses, and anywhere else on campus.
- "Drugs" includes all that is commonly understood in the context of the problem- illegal substances, narcotics, cocaine, hallucinogens, amphetamines, barbiturates, marijuana, inhalants, steroids, federally controlled substances, look-a-like, imitation drugs etc, as well as over the counter items used intentionally and inappropriately in a dangerous manner.
- "While under the influence" means any time a student is on school campus for whatever reason or in its immediate vicinity (within school boundaries), and whenever he/she is attending, participating in or being transported to/from a school sponsored function. Dances, plays, social events, competitions, athletic events etc held at or sponsored by other schools are considered school sponsored functions.
- Cumulative nature of violations: violations of the substance abuse apply school wide. Prior offenses carry over from year to year, subjecting the student to progressively more severe discipline for later violations.

Any student showing evidence of having consumed or having been in possession of the above mentioned substances at any time while under the authority of the school is subject to suspension/expulsion. Misconduct and contract is given, confiscation of materials, and testing/counseling may be mandated.

If school administration has a reasonable suspicion that a student is in possession of a controlled substance, a student and his/her personal belongings may be subject to a search. The search can include the student's clothing, locker and personal belongings.

As stated before in Section 4 Health Services d, students should note that their unauthorized possession of prescription medication may result in suspension and/or expulsion as prescription medication is considered to be a controlled substance.

Possession or distribution of substances will result in 1-10 days suspension and/or expulsion. Parents will be contacted and it will be reported to the relevant authorities. Student athletes will also be subject to athletic department policy.

5. ARSON: Commit, attempt to commit, assist in the committing of, or conceal the committing of arson on or around school campus, students will be subject to 5-10 days In School and/or Out of School suspension or expulsion, restitution, confiscation of materials, and reporting to relevant authorities. Misconduct and contract is given.

6. ASSAULT: Intentionally or recklessly causing or threatening physical injury to another person or placing another person in fear of immediate injury. Touching another without permission, sexual assault, and injuring with/out an instrument, device, weapon, or other object; mob – injuring with the aid of one or more person's; any type of weapon used; or maliciously wounding with the intent to maim, disfigure, permanently injure a person. Depending on the severity of the offense, assault may result in detentions, Saturday detention, suspension or recommendation for expulsion and possible police notification. Misconduct and contract is given with counseling directive.

THREATENING BEHAVIOR: That cause physical injury to others is a form of assault. A student who threatens to harm others is subject to 2 days detention, Saturday detention, and/or suspension/expulsion dependent upon the circumstances and on the students overall discipline record. Misconduct and contract is given.

8. BOMB/BIOLOGICAL/CHEMICAL SCARE/THREAT: Any student who communicates a false scare will be subject up to 10 days suspension and referral to proper authorities. Likewise, any student shall not make, attempt to make, or assist in making of a bomb/chemical or biological threat against the school. A student shall not conceal, or assist in the concealing of a school threat. If a student has a direct knowledge of such a threat against a school and fails to report it, then the student has assisted in the making or concealing of a school threat. Subject up to 10 days suspension and/or dismissal, and referral to proper authorities Misconduct and contract is given.

9. BREAKING AND ENTERING/BURGULARY: Breaking and entering of a locked, closed, or concealed location not open to students or the public for any purpose. Students shall not commit, attempt, to commit, assist in the committing of, or the concealment of these behaviors. Students are subject up to 10 days suspension or expulsion, referral to proper authorities, restitution and search. Misconduct and contract is given.

12. CAFETERIA/FOOD/GUM/DRINK: Students should take only their lunch and/or spending money with them to the cafeteria. Students should bring eating utensils for canned or prepared foods brought from home. A student may only leave the cafeteria with the knowledge and permission of one of the supervising teachers. Students are to wait until their table is specifically dismissed by the teacher before they leave the table. All food and drink must be consumed in the cafeteria. To ensure all students have a clean place at which to eat, all students are responsible for the cleanliness of the table and floor area after lunch. Students are expected to assume the dual responsibility of cleaning up after themselves, as well as conducting themselves in a proper manner.

The following rules apply when using the cafeteria:

- Only one person to a chair. Chairs are not to be taken from other tables.
- No sitting on tables.
- No throwing of food, drinks, or paper products.
- Orderly lines are to be formed to make purchases. No one is allowed to skip the line nor have anyone else purchase for him or her.
- Each person is responsible for cleaning up their own area and cooperating with supervisors to help clean up even if the trash is not theirs.
- Students must stay in the cafeteria for lunch. They are not permitted to go their lockers during this time.
- Students may not loiter in the hallways or bathrooms.
- All trash should be disposed of in the bins and respective recycling bins.
- All staff is to be treated with respect and it is expected all students will follow directives.
- Gambling and other games of chance are prohibited.
- Sitting on the windowsills is against the NYC Health Code and is not permitted at any time.

- Keeping the noise down due to classes being in session at this time.
- All food and drink is to be consumed in the cafeteria. There is no eating or drinking in the classrooms, library, gym, bathrooms, computer room, etc.
- Students who steal any food or drink items from the cafeteria will be expected to make full restitution and may have double detention, Saturday detention, and/or suspension. Misconduct and contract will be given.
- NO FOOD MAY BE DELIVERED/ORDERED from outside vendors.
- Food fights will result in clean up, restitution, suspension. Misconduct will be given.
- No gum is allowed.

Failure to follow cafeteria policy will result in disciplinary action ranging from assignment of clean up duty, social suspension, detentions, suspensions or loss of cafeteria privileges. Attendance at lunch is required. Students are to inform the lunch room supervisor if they are going to the bathroom, library or other location. Verbal warning by the Assistant Principal may occur demerit will be given for minor disturbances and lack of clean up. Detention will be given for 1st offense, 3 days social suspension for 2nd and Saturday detention for 3rd.

NO EATING AND DRINKING IN CLASS OR SCHOOL BUILDING/ food/drink/gum: Eating and drinking in class or hallways is not allowed. Eating and drinking is allowed in the cafeteria before school begins and at lunch time. Exceptions may be approved by the Principal upon request from a teacher. OPEN DRINKS AND FOOD CONTAINERS ARE NOT TO BE PLACED IN LOCKERS. Other than during their assigned lunch period, students shall only consume water from water fountains located on every floor. Water bottles will be permitted on excessive heat days or by special permission. Beverages other than water or food products are not to be consumed in the hallways or school building during the day. Teachers, in consultation with school administration, may have cultural events in their classrooms which include food and drink. Confiscation of materials can occur; unopened can be put away in bag/locker. Confiscation/Disposal and Verbal warning from the Assistant Principal will happen first then demerit which will result in detentions and Saturday detention. NO GUM ALLOWED

16. CORRIDOR/HALLWAY/STAIRWELL CONDUCT: At all times students shall:

- Refrain from running in the hallways.
- Keep an open pathway in the halls.
- Use garbage cans to dispose of waste.
- Refrain from loud and boisterous behavior.
- Place no open containers in the hallways, stairs, or lockers before, during, or after school.
- Not sit or lounge in a way that obstructs the halls/stairs before, during or after school
- Not sit on windowsills.

A verbal warning from the Assistant Principal will be given first. Thereafter a demerit will be issued. Repeated offenses of this policy will result in detention(s) being assigned and possible in school suspension. Students are expected to carry PASSES from their teacher and their school ID whenever they are in the halls during instructional time.

17. DEATH THREAT: Will result in 1-10 days suspension and/or expulsion and possible referral to outside authorities and counseling. Misconduct and contract will be given.

19. DELIVERIES: To prevent disruption to learning, no balloons, flowers, food or similar items are to be delivered to a student on campus during the academic day without special administrative permission. No food may be ordered or delivered – subject to confiscation.

24. DISORDERLY CONDUCT/ DISRUPTION OF SCHOOL/CLASS/DISRESPECT/DEFIANCE/ DISOBEDIENCE/ INSUBORDINATION/REFUSE

TO COOPERATE: Any conduct that is or is intended to be disruptive of any school activity, function, or process. Both students and staff expect to attend school and classes without disruptions. Students who willfully create disruptions within the building, on school grounds, or at school sponsored events, field trips, and athletic events and behaviors that disrupts school programs, activities, educational process, or the lawful activities of others is not permitted. It may include but is not limited to walking away; talking back, refusing reasonable requests of staff, interfering with the correction or instruction of another student, making inappropriate noises, instigating a fight verbally or physically, talking too loudly and excessively; moving around the area; making inappropriate gestures; use of obscene or profane language and/or gestures, unlawful assembly. Shoving, horseplay, spitting, running and screaming, noises/sound effects, continued, willful. Any action that jeopardizes the safety or welfare of others is prohibited. Student's who engage in these behaviors may be removed from class, will be subject to multiple detentions, Saturday detentions, and suspensions appropriate to the offense or expulsion. Demerit, misconduct and/or contract may be given and counseling may be recommended.

- 27. ENDANGERMENT TO SELF AND OTHERS:** May result in double detentions, Saturday detention and suspension and/or dismissal, counseling and notification to relevant authorities. Misconduct, contract and counseling may be given.
- 28. EXPULSION/REMOVAL FROM CLASS:** In the event a student is removed from class it will be noted on BLACKBAUD, detentions, Saturday detention, and/or in school/out of school suspension, social suspension may be assigned as well as a meeting with the respective teacher, School Counselor, Assistant Principal, or Principal. Misconduct may be given.
- 30. FAILURE TO RETURN TO SCHOOL:** after cutting or leaving school without permission. Will result in double detention, Saturday detention, and/or suspension. Misconduct will be given.
- 33. FIGHTING:** Students are not allowed to make physical or verbal threats, start fights, or use physical force against another person on campus, within boundaries or at school activities. Mutual combat/fighting – the voluntary participation in a one on one fight is not allowed. If two students are involved in an altercation, both students may face disciplinary action, regardless of who started the fight. SELF DEFENSE IS NOT A VALID EXCUSE FOR FIGHTING. If more than 1 person fights a single person it is considered assault by mob. Students who encourage or otherwise passively participate in fights are also subject to disciplinary action. Discipline may include multiple detentions, in school and/or out of school suspension for 1-5 days or expulsion. Students will also meet with School Counselor and Assistant Principal. Police notification may occur. Misconduct and contract will be given.
- 34. FORGERY/FALSE REPORTING:** Knowingly making a false report to a staff member regarding student misconduct or any other topic relating to school programs or operations; claiming to be someone else with the intent to deceive staff, students, or other members of the school community; making, altering, or possessing parental or official authorizations or documents relating to school or school activities that a student knows to be forged or false may be given 2 detentions, Saturday detention, or In School and Out of School suspensions and/or dismissal. Misconduct and contract will be given.
- 35. GAMBLING:** Playing cards, dice, or any game of chance for money or other items of value, making, placing or receipt of any bet or wager (sport sheets, pools, pyramid schemes, chain letters, poker etc) is prohibited on school campus and grounds, within school boundaries, and at any school activity. Confiscation of cards, games, electronic devices will result along with detention, Saturday detention and/or in school/out of school suspensions and/or possible counseling, and referral to relevant authorities. Misconduct and contract will be given.
- 36. GANG ACTIVITY:** Any group of 2 or more persons who associate in whole or part for the purposes of committing violent, illegal, threatening, or intimidating acts is considered a gang. Any student engaged in gang activities is subject to suspension and/or expulsion and police notification. Misconduct and contract will be given.
- 37. GRAFFITI/DEFACING OF PROPERTY:** Drawing, marking, scratching, marring etc. will result in double detention, Saturday detention, and/or in school/out of school suspension as well as restitution and confiscation of items and possible police notification. Misconduct and contract will be given. Student is subject to search, confiscation of materials and counseling.
- 38. GUM CHEWING:** Gum chewing creates a serious cleaning and maintenance problem in the school. Therefore, the chewing of gum anywhere in the school building is forbidden at all times. The first violation will result in a verbal warning from the Assistant Principal to remove it and demerit; thereafter will result in detention and demerit. Ongoing problems with this will result in misconduct and Saturday detention.
- 43. INAPPROPRIATE LANGUAGE/GESTURES:** Students are to use discretion in their choice of language. Profane, inappropriate language and gestures will not be tolerated. Obscenities include spoken/written/visual profanities and obscene or sexual messages (implicit/explicit). First offense will result in 2 detentions and social suspension, second offense = Saturday detention, third will result in an in school or out of school suspension. Misconduct will be given.
- 44. INSUBORDINATION/DEFIANCE/FAILURE TO COMPLY:** Refusal or failure to comply with a staff member's reasonable directive or request is prohibited, and will result in detentions being given and/or Saturday detention, suspension/expulsion. Misconduct will be given.
- 45. LITTERING:** In the classrooms, bathrooms, cafeteria, school premises etc. will not be tolerated. A verbal warning from the Assistant Principal will be given as well as instruction to clean up. Thereafter detentions/Saturday detentions will be given. Demerit will be given.

47. LOITERING IN HALL/EATING IN BATHROOM: Will result in verbal warning from the Assistant Principal, then detention, Saturday detention and/or in school suspension. Demerit will be given and food disposed of.

48. OBJECT THROWING: Paper, pens/pencils, bottle caps etc are not to be thrown. Verbal warnings and/or demerits detentions or suspension may be given dependent on the nature and severity of the behavior. In order to prevent injury to individuals and destruction of property, no rocks, snowballs etc. will be thrown on school property. There is no ball playing outside. Violation of this will result in detentions and/or suspension as well as restitution if damage has occurred to property. Police notification may occur. Demerit or misconduct and contract may be given.

49. OFF LIMIT LOCATIONS/RESTRICTED AREAS: certain areas are off limits to students. These areas include but are not limited to:

- Parking lot.
- Empty classrooms and teacher offices/work spaces (unless under teacher supervision/with specific or written teacher permission).
- The gym, stage, or fitness center without adult supervision.
- The locker rooms unless in Physical Education class.
- The cafeteria when it is not lunch time.
- Any unsupervised area at any time.
- Stairwells and doors to the roof.
- The boiler room.
- The main offices unless under supervision from staff.

STUDENTS are not allowed on the third floor nor permitted to use the bathrooms on this floor – will result in MISCONDUCT.

Detentions, Saturday detention, and/or suspension may be given for violating these limits. Verbal warning from the Assistant Principal, demerit or misconduct may be given.

50. OUTDOOR BEHAVIOR: Before or after school there should be no disruptions for the safety of all. Students are subject to disciplinary action.

52. PASSES: Students must be in class during class time. Whenever a student, including a teacher's aide, is out of a classroom during a class period he/she must have a valid hall pass. It is the student's responsibility to obtain a hall pass from the instructor or staff before leaving the classroom. Students in the halls should expect the administration and other staff members to check their passes or ID and should comply with these checks in a polite manner.

MISUSE OF PASS/NO PASS: Will result in detention to suspension. Demerit or misconduct will be given.

53. PETS: For both health and safety reasons, no one is permitted to bring pets into the building, or on the grounds of MLS during the school day and/or for any school sponsored event or activity. Verbal warning from the Assistant Principal and removal of pet will be assessed.

54. PUBLIC DISPLAYS OF AFFECTION: As a matter of mutual respect, students will refrain from such activity anywhere on campus and at school sponsored events. It is simply not the proper time or place for personal level touching. Intimate contact and other displays (prolonged hugs, embraces, kissing) are inappropriate in an educational environment. A verbal warning from the Assistant Principal will be given the first time, the second will result in detention and communication with parent/guardian; third will result in Saturday detention, thereafter 1-5 days suspensions or expulsion. Demerit or misconduct will be given and recommendation for possible counseling. Contract may also be given.

55. SEXUAL BEHAVIOR/Misconduct: Inappropriate behavior includes but is not limited to de-panting, touching, attempting to de-pant a student, indecent exposure of private body parts, entering opposite sex bathroom or locker room, possession/transmission of lewd or sexually explicit material, and excessive public displays of affection. Severe offenses include sexual contact, lewd touching of a person's private body parts, lewd exposure of a person's body parts, and "SEXTING"- the transmission of pornographic or lewd images via a cell phone, email, or any other means of electronic data transfer. The taking, possession, or transmission of pornographic or lewd images at school, school activities, or through use of MLS equipment or technology is prohibited, regardless of the medium used for creation, storage, or transmission of the image and may also constitute a crime. Any student engaged in behavior prohibited by this rule may be subject to double detention, Saturday detention, in or out of school suspensions, counseling, expulsion from school, and in some cases may be subject to criminal prosecution. A misconduct and contract will be given. Parents/Guardians will be notified.

57. SLEEPING: in chapel, classes, library, or study hall is not permitted. Verbal warning first time from the Assistant Principal thereafter demerit and detention given.

60. STEALING/ROBBERY/THEFT: Equals larceny which is defined as taking, without permission or prior consent, the personal property of another person with the intent to steal with/out force and/or intimidation. Theft, attempted theft, and possession of stolen property is prohibited. Obtaining money, property, or any other benefit or privilege by means of force, a threat or fraudulent act is prohibited. Stealing personal or school property may result in 2 detentions, Saturday detention and/or suspension or expulsion. Students are subject to search, expected to make full restitution and Police notification may occur. Misconduct and contract will be given.

62. TRESPASSING: a student is considered trespassing if he/she is absent, dismissed, withdrawn, suspended, expelled, or excluded and is seen on school property, within school boundaries, or at a school sponsored event. The individual will be given a verbal warning and will be asked to leave the school and/or grounds immediately. If the individual does not comply the police will be called. If the individual needs to come into school for any reason a note must be brought from parent/guardian explaining the circumstances and must report to the office to gain approval from an administrator. Lack of compliance will result in 2 days detention, Saturday detention, suspension in or out of school or expulsion and may face truancy guidelines. A misconduct and contract will be given. Students are also to respect and not violate property in the immediate community (steps, stoops, driveways etc). Students are subject to disciplinary action and police notification.

63. UNPREPARED FOR CLASS: Students are required to come to class with all required materials. Students who are not prepared for class (iPad, notebooks, textbooks etc) regardless of what class will be subject to the following consequences: the first two will result in a verbal warning from the Assistant Principal and demerit from the teacher; the third one will result in a demerit and detention; fourth one will result in a demerit and double detention; fifth one a misconduct and Saturday Detention, thereafter misconducts and in school suspension. Communication with parent/guardian will occur.

65. VANDALISM/PRANKS: All members of the school community have a responsibility to report acts which include but are not limited to intentionally removing, misusing, destroying, defacing, or mutilating objects or materials belonging to the school, school personnel, or other persons. Pranks may be defined as a trick, or practical joke that creates a substantial disruption. Anyone who willfully damages or destroys personal or school property will be held financially responsible for repairs/replacement. Students engaging in these behaviors are subject to disciplinary action appropriate to the nature and severity of offense which may have up to 2 detentions, Saturday detention and suspension or expulsion. Seniors/8th graders engaging in these acts may be denied participation in graduation as well as other disciplinary measures. Demerit, misconduct and contract may be given. Counseling may be recommended and referral to authorities may occur.

CARE OF PROPERTY: Replacement or repair of school property damaged by a student will be charged to the student's parents. Students are also to respect public and private property while traveling to and from school or attending activities elsewhere. The school reserves the right to assess students for defacement or damage of property, including graffiti.

66. WEAPONS/DANGEROUS OBJECTS/UNSAFE MATERIALS: Creation or possession of unsafe materials, such as lighters/matches/lasers is prohibited. Use of unsafe materials is also prohibited. Students bringing weapons or replicas of weapons of any sort to school or on school grounds or school sponsored activity will be suspended or expelled. Prohibited items include: guns, bombs, explosives, firearms and/or muffler/silencer, axes, clubs, bludgeons, bats, BB gun, bombs, box cutters, knives, dagger, dirk, stiletto knife, pocket knife, switch blade, iron bar, leathermans, artificial/brass knuckles, starter gun, slingshots, firecrackers or similar devices, mace, pepper spray, poisonous gas device, stun guns, air guns, pellet guns, "lookalike" weapon or instrument (starter pistol, rubber knives, comb switchblades, souvenir or collectable weapons, toy guns, etc) and any item the purpose of which is to inflict bodily harm or to cause serious physical discomfort (laser pointers, bullets etc) ; tools (including but not limited to screwdriver, hammer, nails, pliers), chemicals, poisons, toxins, hazardous materials. A weapon free school zone means school property or property used to sponsor a school event or a vehicle used by a school to transport students to or from school property. These are a danger to others. The weapon will be confiscated and depending on the severity of the threat to safety will dictate disciplinary action ranging from confiscation, detentions to expulsion. School officials are required to contact parent/guardian and the local police agency when a student is found in possession of any weapon. Misconduct and contract will be given.

MISCELLANEOUS: Spiked bracelets, belts or necklaces, magic markers, felt tip pens, water pistols, sharp instruments, etc. will be confiscated. Confiscated items will not be returned. There will be no rollerblading/skateboarding in the building. Skates must be removed before entering the building. Skateboards must be carried and then stored in locker. Roller-skates, scooters, heeles, etc are not permitted on campus. Bikes are permitted on campus with the permission of the Principal.

SECTION 6: DISCIPLINE PROCEDURES

OVERVIEW

Each violation/infraction is written up as either a demerit or misconduct and is submitted to the Attendance Office. It is recorded on the student's record which can be found on BLACKBAUD.

If a student accumulates 10 or more detentions in a quarter, an in school suspension will be assessed; and/or receives In School or Out of School Suspension for other violations/infractions, a disciplinary contract will be issued.

A student who breaks contract is thereafter required to abide by the terms of the contract.

Demerits or other penalties may be assigned by the Assistant Principal or Principal in individual cases not covered.

Misconduct slips are copied and sent home. They can be withdrawn only by the issuing teacher in consultation with the Assistant Principal. A student who receives a misconduct must serve the penalty assigned as directed by the Attendance Office, Assistant Principal or Principal. **A student who receives 3 misconducts will receive a contract.**

A student suspended from class/school will be readmitted upon permission of the Assistant Principal/Principal following a parental conference.

A student who wishes to appeal an infraction should sign the slip, write "appeal" on the back of the slip and then schedule an appointment with the teacher within 24 hours. Failure to do so will result in detention.

A student who receives 3 contracts is placed on Conditional Enrollment

1. WHAT A STUDENT IS TO DO WHEN RECEIVING A DEMERIT SLIP

- a. Sign the slip to acknowledge receipt of the infraction/violation. Signing is NOT an admission of guilt. **Refusing to sign disallows any further appeal.** Students are not permitted to take the demerit – the instructor will keep and hand in at the attendance office
- b. If a student wishes to discuss the matter, he/she should speak to the teacher at the end of the period and set up an appointment for when both he/she and the teacher are free.

WHAT A STUDENT IS TO DO WHEN RECEIVING A MISCONDUCT SLIP

- a. Sign the slip to acknowledge receipt of the misconduct. Signing is NOT an admission of guilt. **Refusing to sign disallows further appeal.** Students are not permitted to take the misconduct – the instructor will keep and hand in at the attendance office
- b. Students are expected to meet with the teacher after school or during a free period to discuss/resolve the problem. This must happen within 24 hours of the infraction/violation.
- c. If the student and teacher cannot resolve the matter to the satisfaction of both, either may request a meeting with the Assistant Principal, School Counselor and/or Principal.

2. CONDITIONAL ENROLLMENT: A student who receives an academic, attendance, and/or discipline contract will be placed on Conditional Enrollment. This means that the student must improve in the respective area in order to continue studying at MLS.

3. CONTRACT: A contract is an agreement between the student and the Assistant Principal or Principal. It is written for academic, attendance, or disciplinary reasons. It is signed by the student and the Assistant Principal or Principal. More than one violation/infraction may be included on the contract. A student who refuses to sign a contract will be suspended until a parental conference has been held. If the matter remains unresolved, it may be necessary to terminate the student's enrollment at MLS.

4. DETENTION: Is assigned to provide consequences and to deter violations of school rules/policies or class rules. The goal is for the student not to incur any infractions/violations. However, in the event infractions/violations do occur the student can expect one or multiple detentions. If a student gets 10 detentions within a quarter parents/guardians will be notified. A letter is sent that if a 10th detention is issued to the student, then he or she will have In School Suspension and be placed on discipline contract. Any detentions incurred during the disciplinary probation are subject to review and additional consequences may be imposed.

5. DISMISSAL/ EXPULSION: Termination of enrollment at MLS. This is a permanent exclusion from school. Student's whose conduct is deemed seriously disruptive to the educational process or is evaluated as endangering persons or property, can be expelled. Consideration of expulsion for any violation is warranted, depending on the frequency and severity of the violation. Students who are expelled and return to school grounds or school sponsored events may be referred to the police or other proper authorities for trespassing. Students dismissed must have permission from the Administration to visit MLS and any events. Former Students must also have permission from the administration to visit MLS or attend any events.

6.SUSPENSION: Is a temporary exclusion from the activities of the regular classroom, or from school and its related activities/functions. Students shall not be eligible to participate in any school functions for the duration of such disciplinary action. A student and/or parent meeting/conference is required before a student is readmitted to classes or school. It may be one of the following:

a. Social suspension: The student may be denied the opportunity to socialize/attend lunch; may not be allowed to participate in any extracurricular activities or school sponsored events for a minimum of one day up to one month

b. In-school suspension: The student is not allowed to attend classes for the day. The student will spend the day in a supervised room, studying, reading and completing assignments. The student will receive partial credit for assignments. The student may not attend school sponsored activities.

c. Out of school suspension: The student may not, for a specified period of time, come to school, be within school boundaries or attend any school sponsored activities. Suspension is an unexcused absence and credit will NOT be given for classwork/homework. Students will be able to make up chapter or unit tests and any other work that will have a significant impact on his or her grade for reduced credit. However students are encouraged to stay on track with their assignments. Students who are suspended and return to school grounds, boundaries or school sponsored events may be suspended an additional day and may be referred to the police or other proper authorities for trespassing, The period of suspension ends as of the beginning of the school day on which the student returns.

****It is strongly recommended that all work be done regardless of credit or not.

Quick Reference Guide: Infractions and Possible Discipline Responses

SUMMARY OF CONSEQUENCES FOR VIOLATIONS OF MLS STUDENT CODE OF CONDUCT

Detailed explanations can be found in the Student Handbook and note the following:

- Discipline issues are recorded on BLACKBAUD – verbal warning, demerit, misconduct with penalty (detention, double detention, Saturday detention, in or out of school suspension, expulsion)
- Some violations result in an automatic contract.
- All misconducts and contracts are sent home.
- 3 misconducts will result in a CONTRACT.
- 3 contracts will result in CONDITIONAL ENROLLMENT
- 10 or more detentions in a quarter will result in a 1 day in school suspension.
- 10 days late in a quarter will result in a 1 day in school suspension
- The 11th absence and everyone thereafter for the school year requires a doctor's note or is unexcused (no credit for work)
- Academic Consequence/ Credit Consequence - *any student who has an UNEXCUSED ABSENCE will receive a ZERO for class assignments and homework for that day. Note: Also refer to Homework and College Course policies. In addition, any student 20 minutes or more late to period 1 (or arrives to school during second or third period) it will be considered an absence. 10 absences due to this type of lateness will result in a 25% reduction of that classes' grade.*
- Chronic absence/lateness will result in withdrawal from class, assignment to study hall, and mandatory attendance at summer school
- Moderate/excessive lateness to school/classes will result in no after school practices, activities, events or games

NOTE: Admin Hearing involves administrative team meeting to determine suspension and/or expulsion

VIOLATION	PENALTY	1 ST OFFENSE	2 ND OFFENSE	3 RD OFFENSE	SUSPENSION and/or EXPULSION
Absence: No call/note upon return	Demerit No admittance to class	Detention			
Absence: Failure to sign in	Demerit	Detention			
Absence: Failure to sign out	Demerit	Detention			
	Unexcused absence Zero credit for assignments				
Absence: Unexcused	Zero credit for assignments	1-5 times = detention No show will = double detention	6-10 times = Saturday detention	In school, and/or out of school suspension	Admin Hearing
Absence: Unexcused with explanation	Failure to follow procedures and get slip signed .Zero credit for assignments	Detention			
Academic Dishonesty Cheating/Plagiarism	Misconduct Zero credit for assignments	Double Detention	Saturday detention Meeting with Principal	Loss of credit for course	In school suspension
Aiding/Encouraging/Escalating Instigating/Provoking	Misconduct	May result in detention	May result in Saturday detention	Or 1-10 days in school or out of school suspension	Or expulsion Admin Hearing
Alcohol/Drugs/Tobacco*	Misconduct Contract Confiscation Drug Testing Counseling Search				1-10 days in or out of school suspension or expulsion Admin Hearing
Arson*	Misconduct Contract Confiscation Restitution Search				5-10 days in school or out of school suspension or expulsion Admin Hearing
Assault*	Misconduct Contract Counseling	May result in detention	May result in double detention	May result in Saturday detention	2-10 days in school or out of school suspension or expulsion Admin Hearing
Threatening/Intimidating Behavior*	As above	May result in double detention	May result in Saturday detention		1-10 days in school or out of school suspension or expulsion Admin Hearing

						Admin Hearing
Bomb/Biological/Chemical Scare/Threat*	Misconduct	Contract				1-10 days out of school suspension or expulsion Admin Hearing
Breaking and Entering/Burglary *	Misconduct Restitution	Contract Search				1-10 days out of school suspension or expulsion Admin Hearing
Bus Misconduct*	Misconduct		Detention	Saturday detention	1-3 days bus suspension And/or loss of riding privileges for quarter	
Bus Pass - misuse	Demerit Pass revoked Subject to MTA penalties		Detention			
Cafeteria Disturbance Lack of clean up	Demerit		Verbal warning Detention	Double detention	Saturday detention	
Food Fight/Riot*	Misconduct Clean up duties Restitution					1-5 days in school or out of school suspension
Cell Phones Electronic devices (including handheld translators) Head Phones/Earpieces	Demerit Confiscation Retained on day and day after or weeks/month Parental pickup		Detention	Double detention	Saturday detention	
Texting/Posting Social Media During School Corridor/Hallway Stairwell Conduct	Misconduct Demerit		Detention Verbal warning	Saturday detention Detention		1 day in school suspension or expulsion Admin Hearing
Cutting Class Library/ Study Hall	Misconduct Zero Credit for assignments		Double detention	Saturday detention	1-10 days in school suspension	
Cutting Detention	Misconduct		Double detention	Saturday detention	1 day in school suspension	10 or more detentions in a quarter will result in a 1 day in school suspension
Cutting Saturday detention	Misconduct		2 Saturday detentions	1 day in school suspension	2 days in school suspension Thereafter 1 day out of school suspension	
Death threat*	Misconduct Counseling	Contract				1-10 days out of school suspension or expulsion Admin Hearing
Deliveries Disorderly Conduct*	Subject to confiscation Misconduct Counseling	Contract	Double detention	Saturday detention	1-5 days in school or out of school suspension	Or expulsion Admin Hearing
Disrespect/defiance Disobedience/insubordination Refuse to cooperate	Misconduct		Detention	As above	As above	
Horseplay/roughhousing Unsafe behavior	Demerit or misconduct		Detention	As above	As above	
Dress code Corrected Dress Code No participation in next dress down or pep rally Noncompliance may be insubordination	Demerit Misconduct Parents bring change of clothes /Sent home 4 th time is contract		Verbal warning Detention	Detention Saturday detention	Saturday detention 1 day in school suspension	
Endangerment (self/others)*	Misconduct Counseling	Contract	May result in Double detention	May result in Saturday detention		1-10 days in school or out of school suspension or expulsion

						Admin Hearing
Expulsion/removal from class Noted on BLACKBAUD	Misconduct		May result in detention	May result in Saturday detention	1-5 days social, in school or out of school suspension	
Failure to return to school	Misconduct Contract		Double detention	Saturday detention	1 day in school suspension	
Failure to follow safety procedures	Misconduct		Detention	Saturday detention	1 day in school suspension	
False Alarms*- Fire, bomb threats, 911 calls, tampering, equipment	Misconduct Contract					1-10 days out of school suspension or expulsion Admin Hearing
Fighting*	Misconduct Contract Counseling		May result in double detention	May result in Saturday detention		1-5 days social, in school or out of school suspension or expulsion Admin Hearing
Fireworks*/stink bombs etc	Misconduct Contract Confiscation Search		May result in double detention	May result in Saturday detention		1-10 days in school or out of school suspension or expulsion Admin Hearing
Forgery/Falsification*	Misconduct Contract Referral to authorities		May result in double detention	May result in Saturday detention		1-5 days in school or out of school suspension or expulsion Admin Hearing
Food/Drink/Gum	Demerit Confiscation Disposal		Verbal warning	Detention	Double detention	
Gambling*	Misconduct Contract Confiscation Counseling Search		Detention	Saturday detention	1 day in house or out of school suspension	
Gang activity*	Misconduct Contract					1-10 days out of school suspension or expulsion Admin Hearing
Graffiti/deface of property*	Misconduct Contract Confiscation Cleaning Restitution Search		Double detention	Saturday detention	1 day in school suspension	
Harassment * Dignity Act/Title IX Bullying/Cyberbullying/Defamation Ability/Discrimination/Extortion/Hate Crime/Hazing/Sexting/Sex Assault/Sex Harassment/Stalking Homework	Misconduct Contract Counseling		May result in multiple detentions	May result in Saturday detention		1-10 days in school or out of school suspension or expulsion Admin Hearing
	Demerit Misconduct -on 5 th missing homework		Verbal warning 1 st & 2 nd	3 rd = Detention 4 th = Double detention	5 th =Saturday detention 1 day in house suspension	
Inappropriate language	Misconduct		Detention and double detention	Saturday detention	1 day in school or out of school suspension	
Inappropriate Touching*	Misconduct Contract Counseling		May result in Double detention	May result in Saturday detention		1-10 days in school or out of school suspension or expulsion Admin Hearing
Leaving Campus Without permission but returning Without permission not returning	Misconduct Contract		Detention Double detention	Saturday detention 2 Saturday detention	1 day in school or out of school suspension	
Leaving class without permission	Demerit/misconduct		Detention or Double detention	Saturday detention	1 day in school or out of school suspension	
Littering	Demerit Clean up		Verbal warning	Detention	Saturday detention	
Locker misuse*	Demerit Loss of privilege Loss of property		May result in Detention	May result in Saturday detention		1-10 days in school or out of school detention or expulsion

	Restitution Search				Admin Hearing
Loitering in hall/eating in bathroom	Demerit Disposal of food	Verbal warning	Detention	Saturday detention	
Object throwing/snowballs etc *	Demerit or misconduct Contract Restitution	Verbal warning or detention	Detention or double detention	Saturday detention or 1 day in school suspension	
Off campus violation	Subject to penalty for infraction				Or expulsion Admin Hearing
Off Limits on campus restricted areas Unauthorized presence	Demerit or misconduct	Verbal Warning Detention or Double detention	Double detention or Saturday detention	1-5 days in school or out of school suspension	
Misuse of pass/no pass	Demerit	Detention	Saturday detention	1 day in school suspension	
Parking	Misconduct Towing of car Cost of car recovery	Verbal warning	Double detention	Saturday detention	
Public displays of affection	Demerit/Misconduct Counseling	Verbal warning	Detention		1-5 days in school or out of school suspension
Excessive inappropriate touching	Contract		Double detention		Admin Hearing
Sexual behavior*	Misconduct Contract Counseling Search	May result in double detention	May result in Saturday detention		1-10 days in school or out of school detention or expulsion Admin Hearing
Sleeping Spectator code Exclusion from future events	Demerit Misconduct	Verbal Warning Detention	Detention Double detention	Saturday detention	
Stealing/theft/robbery*	Misconduct Contract Restitution Search	May result in double detention	May result in Saturday detention		1-10 days in school or out of school suspension or expulsion Admin Hearing
Talking in class/study hall Tardy/late (0-9 minutes) chapel, class, lunch, school, study hall combined	Demerit Demerit 1-5 no penalty = warning Contract Includes moderate and excessive listed below also	Detention 6-10 = detention	Double detention	Saturday detention	
Tardy/late (10 -19 minutes) Moderate - result in no after school practices, activities, events or games	Demerit Possible Absence	6 th lateness results in parent conference Detention 1 st & 2 nd	Double detention 3 rd & 4 th	Saturday detention 5 th & 6 th	10 days per quarter = 1 day in school suspension 1 day in school suspension
Tardy/late (20 plus minutes) Excessive - result in no after school practices, activities, events or games	Misconduct Unexcused absence	Double detention 1 st & 2 nd	Saturday detention 3 rd & 4 th	1 day in school suspension	10 lateness' will result in 25% reduction of class grade Continuance will result in withdrawal and summer school Admin Hearing
Technology misuse/ computer tampering*	Misconduct Contract Loss of privileges Restitution	May result in Detention	May result in Saturday detention		1-5 days in school or out of school suspension or expulsion Admin Hearing
Trespassing/loitering*	Misconduct Contract	Double detention	Saturday detention	1-10 days in school or out of school suspension	Or expulsion Admin Hearing
Trespassing while absent/suspended					
Truancy*	Misconduct Contract Cut recorded for class(es) Counseling 3 cuts = failure of course	May result in double detention and social suspension	May result in Saturday detention		1-10 days in school or out of school suspension or expulsion Admin Hearing
Unprepared for class Ipad, books etc.	Demerit Misconduct -on 5 th time unprepared	Verbal warning 1 st & 2 nd	3 rd = Detention 4 th = Double detention	5 th =Saturday detention 1 day in house suspension	
Vandalism/destruction property*	Misconduct Contract Counseling Restitution	May result in Double detention	May result in Saturday detention		1-10 days in school or out of school

Pranks	Demerit or misconduct			1 day in school	suspension or expulsion
	Graduation/Promotion	Detention	Double detention	suspension	Admin Hearing
Weapons*	Misconduct Contract	May result in	May result in	May result in	1-10 days out of school
	Confiscation Counseling	detention or double	double detention	Saturday detention	suspension or expulsion
	Search	detention	or Saturday detention	or in school suspension	Admin Hearing

****Indicates that a Police Report may be FILED – if behavior results in violations of Federal, State, Local laws as appropriate depending on the individual case.***

ADDITIONAL ACTIONS/RESPONSES: please NOTE in appropriate circumstances the following actions may be required in addition to, or in lieu of, other consequences listed above:

- **Admin Hearing involves administrative team meeting to determine suspension and/or expulsion**
- Restitution/relevant community service
- Psychological evaluation or referral to an outside agency
- Review of appropriate placement program
- Adoption or review of a behavior plan
- Participation in an educational or behavior intervention program (anger management, drug rehabilitation etc)
- Exclusion from participation in activities; removal or suspension from an activity/team
- Police referral/consultation for infractions that may constitute violations of law

DISCLAIMER: Rules published in this handbook are subject to change as needed to ensure the effective operation of MLS and compliance with the law. Changes made during the school year will be communicated. Not all rules of behavior can be written and inserted in a handbook; however, it is expected that students will reasonably follow the rules and not violate the rights of others.

SECTION SEVEN: APPENDICES

APPENDIX 1

ATHLETICS: OFFERINGS AND POLICIES – further information can be obtained from the Athletic Director

SCOPE OF THE PROGRAM

All student-athletes are governed by the school regulations formulated by Martin Luther School, the Athletic Department Handbook, NYSAIS and the PSAA. This ensures standardized and fair competition for students at Martin Luther School.

Martin Luther School holds membership in the NYSPHSAA and NYSAIS for all sports. Martin Luther School also holds membership in the PSAA for boys' and girls' interscholastic program.

INTERSCHOLASTIC TEAMS

BOYS

Basketball – V & JV
Baseball – V & JV
Cross Country
Track & Field
Soccer
Tennis
Wrestling

GIRLS

Basketball – V & JV
Softball
Cross Country
Track & Field
Volleyball – V & JV
Tennis
Wrestling

INTRAMURAL ACTIVITIES

Wrestling
Basketball
Badminton
Handball
Fall Run
Archery

Volleyball
Floor Hockey
Paddleball
Powerlifting
Spring Run
Hockey

PROCEDURES FOR THE ADDITION OF INTERSCHOLASTIC SPORTS

The athletic department will consider the inclusion of a new athletic team after the following criteria have been met:

1. There must be a strong student interest (freshmen and sophomore) based on preliminary meetings with the students concerned.
2. There must be a qualified coach available to conduct such a program.
3. There must be funds available to conduct such a program for coaches, transportation, equipment, officials and supplies.
4. The program will complete the first year on the club level, the second year on the junior varsity level and the third year on the varsity level.
5. There must be equitable competition. (similar programs, school population, etc)

POLICIES AND PROCEDURES FOR INTERSCHOLASTIC ATHLETICS

PHYSICAL EXAMINATION

A physician will conduct examinations and certify students for participation. A student may elect to have his family physician certify, in writing, that he/she is eligible to participate. The welfare of participating athletes should be a shared concern and responsibility of the physician, family, and coach. Cooperatively and together they can ensure the best possible medical supervision for each athlete.

No pupil will be eligible to represent his/her school in any interscholastic athletic contest or practice unless he/she has been examined by a licensed physician and declared fit to participate BEFORE his/her first practice of that academic year. (Note - the Athletic Director will arrange for physical exams with the school physician, if the service

is available from the NYCDOH) Prior to each season or sport the student is required to submit to his/her coach the PARENT'S CONSENT FORM, HEALTH HISTORY INTERVAL FORM, TWO EMERGENCY CARDS IN ADDITION TO THE CERTIFIED PHYSICAL EXAM. They will be reviewed by the coach and the Athletic Director each season and filed in the main office

PRACTICE REGULATIONS

All student athletes must have a physical, parent permission, health history interval form, and emergency medical cards (2) on file before they participate in any practice session. All practices for athletes will terminate before 7:00 p.m. weekdays and last no longer than 2 ½ hours. Vacation and holiday practices will adhere to the time limit also. The use of the facilities for practice will be scheduled by the Athletic Director giving a fair and equitable share to all teams concerned.

THERE WILL BE NO PRACTICES ON SUNDAYS OR ON DAYS WHICH THE SCHOOL OBSERVES CHURCH HOLIDAYS...CHRISTMAS, HOLY THURSDAY, GOOD FRIDAY, HOLY SATURDAY, EASTER, PALM SUNDAY,ETC

At no time will a student begin practice or a game without a coach in attendance.

The number of practice sessions a student must participate in is stated in the NYSAIS Handbook

ELIGIBILITY

All athletic teams conform to the eligibility rules of NYSPHSA. A student may not participate on more than one athletic team in one season unless he/she has permission from the Athletic Director after conferring with both coaches that this would not put the student at risk or compromise the philosophy of the program. A student cut from the team would be permitted to try out for another team provided both coaches and the Athletic Director grant permission. Participants must be present in school for more than half a day (before fourth period) that the athletic contest is to be played, and the day prior if the event is on a non-school day. Certain circumstances may be considered for review.

Changing Sports: Dropping out is discouraged. However, if it occurs and the athlete is looking to transfer to another sport consider the following guidelines:

- An athlete who is dismissed for disciplinary reasons shall not be allowed to participate in another sport the remainder of that season or until the period of social suspension expires.
- An athlete who wishes to leave or transfer to another may do so provided he/she leaves while in good standing and only after discussing with the coach the reason for leaving and after returning all issued uniforms and equipment

Changing teams will not be permitted the 2nd week of the season or after final "cut" has been made on either the team being dropped or the team being joined

TEAMS

Martin Luther strives to field the most competitive teams possible while understanding this experience should be fun and educational. Be aware that try-outs may occur and cuts may be made. Once teams are established, it is important that athletes are aware that playing time is not guaranteed. Examples include:

- Skill level
- Fitness level
- Performance level
- Attendance at practices and games
- Commitment to the team
- Academic and disciplinary standings
- Tactical match-ups
- Violation of rules and policies

ACADEMIC ELIGIBILITY STANDARDS

The primary purpose of schooling is student growth. All students must meet basic academic standards for promotion and graduation. Intellectual growth is a primary element in overall growth, but effective and

psychomotor growth is also important. The motivation of participation in an activity may be just the stimulus needed for students to meet academic standards.

Limiting membership or participation in activities based solely on grade point average may result in a new form of discrimination. Too rigid standards may drive students away from classes they might not do well in. They may not want to risk jeopardizing their right to participate by electing a more difficult course load.

Academics and co-curricular programs have coexisted in schools for many years. Schooling is better served if we establish fewer barriers to prevent students from participating in interscholastic activities. Too rigid standards will result in elitism for a chosen few. Moderation must be an operational concept in making decisions that affect the Martin Luther School Athletic Program.

(Conflicts with Extracurricular Activities: Martin Luther School provides numerous opportunities for its students to participate in extracurricular activities. The Athletic Department recognizes that students should have the opportunity to engage in a broad range of learning experiences. However, an athlete may be in a position of conflicting responsibilities. The athlete has the responsibility to notify the coach immediately whenever a conflict arises and attempt to resolve the conflict. If it is a school requirement then the athlete must take care of that and the coach must allow)

IT IS RECOMMENDED THAT EACH STUDENT SUBMIT A PROGRESS REPORT EVERY TWO WEEKS. THIS REPORT IS TO BE FILLED OUT BY EACH OF THE STUDENT'S INSTRUCTORS. AREAS OF CONCERN WILL INCLUDE TEST-QUIZ GRADES; HOMEWORK COMPLETION; BEHAVIOR AND PRESENT STATUS. THESE WILL BE COLLECTED EVERY TWO WEEKS BY THE COACH. THIS REPORT WILL SERVE AS A BARAMETER OF THE STUDENT'S ACADEMIC PROGRESS. A STUDENT-ATHLETE MAY PARTICIPATE IN THE ATHLETIC PROGRAM IF HE/SHE HAS MAINTAINED A 70% AVERAGE OR ABOVE EACH QUARTER, PASSED PHYSICAL EDUCATION AND IS IN GOOD STANDING WITH THE ATHLETIC DEPARTMENT AND THE ASSISTANT PRINCIPAL.

If a student has failed one subject he/she is required to seek assistance from the failing subject teacher. ***He/she may continue to participate*** as long as that student has continued his/her work in the assigned class. The students will then be reinstated as a student-athlete when he/she has produced evidence that a passing grade has been established by the student. If after two weeks the student has not maintained a passing average he/she must continue until such evidence of passing has been produced.

If a student has failed more than one subject (major or minor) or has a quarter average of BELOW 70% he/she will be suspended for two weeks from interscholastic competition. At the coaches' discretion, however, the student will be permitted to practice with the team. The student may be reinstated after the two week suspension as a full participating member of the team if sufficient documentation from the failing subject teachers has been presented stating that the student has made progress and is passing the class or classes in question. The student will be suspended for an additional two weeks after the initial two week suspension if progress in insufficient and the student is not passing the class or classes. If the student continues to fail and inadequate progress has not been made after the second two week suspension, he/she may be asked to leave the team.

ALL SUSPENSIONS WILL BE DETERMINED BY THE ATHLETIC DIRECTOR. STUDENTS WISHING READMITTANCE MUST HAVE THE APPROVAL OF THE ATHLETIC DIRECTOR BEFORE HE/SHE CAN RESUME PRACTICE/COMPETITION.

Academic suspensions carry into the next season if no progress has been documented. PLEASE NOTE: a student may petition the Athletic Director if special circumstances have affected the student's academic performance. The Athletic Director and Principal reserves the right to make final judgment on the basis of the circumstances presented.

FURTHERMORE: Students may not participate if they are absent for more than half the school day, lateness, suspended from school (Assistant Principal or Principal), ***is a non-participant in Physical Education class***, or absent from school for more than three days due to illness and/or injury. (Students will be eligible after submitting a physician's note.)

ATTENDANCE

Each squad member is expected to be present at each practice session and game, unless absent from school or personally excused by the coach. A student must be in attendance for at least half of the school day (5 periods) in order to participate in any athletic contest.

AWARDS

Members of athletic teams and team managers will receive awards in recognition of their participation and achievement. Awards will be limited to those presented by the athletic department. Presentation of awards should be made at the sports award ceremony held after each season (fall, winter, spring). Athletes and coaches are expected to attend. Parents are welcome to attend.

Regulations and procedures for Athletic Awards

The JV or Varsity Award in all athletics will be awarded by the school upon the recommendation of the coach who will consider the following as requirements for an award:

- A player must have been in regular attendance at all practices and games unless excused.
- A player will have observed all training rules and regulations.
- A player will have conducted himself in almost exemplary manner both on and off the field, exhibiting good sportsmanship to his/her coach, teammates and opponents.

In addition

- A player who is dismissed from any team for disciplinary reasons will not be eligible for an award.
- League and state championship team members will be awarded by such associations.
- Special awards and non-school recognition may be made with only the approval of the Athletic Director.
- The first year a student meets the above criteria in a given sport, he/she will receive an award for Varsity play or for Junior Varsity. In the event he/she later earns an award in a different sport he/she may receive an appropriate award. The second, third, and fourth years an athlete qualifies for an award in the same sport he/she will receive a suitable award.

If an athlete earns special recognition (school records broken, individual honors, etc.) then

- a. Special awards MAY be provided by the athletic department in recognition of such achievements.
- b. Each sport may also provide their participants through their own funds, special awards when deemed necessary

DISCIPLINE GUIDELINES

All aspects of athletic participation require that the athlete and coach adhere to specific guidelines. The wide variety of motivational needs and personality types of a team makes it difficult to develop a standard approach to discipline. Some athletes and coaches have the ability to discipline themselves, other lack self-control. Therefore, the coach must deal with individuals within the framework of acceptable behavior

HAZING

Shall not participate in any form of hazing or team rituals. Activities that produce mental or physical discomfort, embarrassment, harassment or ridicule have no place in the athletic program. Anyone who is subject to this must report it immediately. In addition, any use of language or reference to race, religion, sexual identification, gender identification, is not tolerated. See Dignity Act Appendix 2.

STUDENT/ATHLETE CHEMICAL ABUSE REGULATIONS

It is our responsibility to insure the health and the safety of each individual student-athlete. The student-athlete who is seen smoking, drinking alcohol beverages or using drugs will be dealt in accordance with school policies and the following (Note: this act must be observed by school personnel. The observable result of this behavior, for example public drunkenness, vaping is also evidence.)

1. Coach and Athlete conference
2. Coach notifies the Athletic Director's office and parent
3. Coach and athlete will meet, review and implement the appropriate suspension.

The punishment will be the following:

- The athlete will be suspended from the team for one week. The athlete must attend practices and games but will not participate. The athlete will be available for team chores.
 - A legal absence extends the suspension until one week has been completed.
 - An illegal absence breaks the suspension. (see item 3)
- The athlete's suspension does not begin until the student officially returns to school from any suspension.
- If the player fails to complete part of the suspension he/she will be dismissed from the team from the remainder of the season.
- A second violation during a Sport Season will result in immediate dismissal from the team.

NOTE: ALL STATEMENTS INVOLVING CHEMICALS ARE THE DEALT WITH AT THE DISCRETION OF THE COACH.

The four major areas in which athletes require discipline are:

1. Acquisition and maintenance of proper physical condition for each sport.

- a. Proper nutritional diet
- b. Proper rest
- c. No smoking, drug or alcohol use

2. Development of emotion control

- a. Winning and losing well
- b. Accepting the role of the coach
- c. Accepting the decisions of the officials

3. Creation of proper image

- a. Use of proper language
- b. Appearance in and out of sport
- c. Maintenance of acceptable standards

4. Attendance at team functions

- a. Lateness indicates lack of self discipline and concern
- b. Missing practice indicates an attitude of me first

ASSAULT, DISRUPTIVE BEHAVIOR, INSOLENT, INSUBORDINATION, STEALING AND VANDALISM

1. The first offense – detention (REFER TO THE STUDENT HANDBOOK) and /or suspension as determined by the school dean.
2. The second occurrence – dismissal from the team

GAME CONDUCT UNBECOMING AN ATHLETE

1. The first incident – two-day suspension from the team (ATHLETE MUST ATTEND PRACTICES)
2. The second incident – dismissal from the team

TEAM CONDUCT

Not working, unsportsmanlike, etc.

1. The first occurrence – talk with coach and athletic director
2. The second occurrence – two-day suspension from the team (ATHLETE MUST ATTEND PRACTICES)
3. The third occurrence – dismissal from the team

PRACTICES

Practices must be attended regularly and on time. If missed the following will take effect:

1. The first occurrence – extra conditioning
2. The second occurrence – suspension from one practice (MUST ATTEND)
3. The third occurrence – dismissal from the team

ALL ATHLETES WHO HAVE BEEN DISMISSED FROM A TEAM MAY NOT JOIN ANOTHER SPORTS TEAM THAT SEASON.

EQUIPMENT AND UNIFORMS

Team members are responsible for equipment issued to them by the coach. All equipment must be accounted for before a student is eligible to receive awards or further participate in athletics. A student will be financially responsible for lost or stolen equipment issued. Uniforms are to be used solely for school sponsored athletic contests or as authorized by the Athletic Director. They are not to be worn at any other time (practice, class, etc.). Team members are responsible to return after the last contest all equipment issued in good and CLEAN order.

Regarding Equipment and Uniforms:

- Athletes are expected to provide certain gear and accessories, including footwear, associated with the sport. Some equipment may be provided by the school
- Athletes need to take necessary precautions and wear necessary gear/equipment to ensure safety of self and others
- Team uniforms will be provided by the school and are to be returned at the end of the season. Warm-ups may be provided or a team may purchase for the season. Dress code for games and practices must be adhered to. Failure to return will result in disciplinary action. Lost or damaged uniforms must be paid for.

INJURIES and CONCUSSIONS

- Any injury sustained during practice/game must be reported to the Coach immediately. Attention, treatment or recommendations will be given. If medical attention is required resulting in rehabilitation or treatment, attendance at practice and games is still required. To return to practice/game a clearance note from a doctor must be obtained. An accident report form will be filled out.
- Any head, neck, and back injury will be treated with care and caution. If there is any possibility of concussion, protocol will be followed which entails immediate removal from practice/game. Participation will not be allowed if showing concussion symptoms. Clearance from a doctor must occur to return to practice/play as well as administration of concussion protocol followed by the coach. For more information refer to www.cdc.gov/headsup/providers/returntoactivities

INSURANCE

If the student is injured due to participation in physical education, intramurals, interscholastic contests or practice, or transportation to and from such activities the school will provide coverage after the following criteria have been met. The school has selected a non-duplicating Excess Plan of benefits for all students, which requires that all medical/dental bills must be simultaneously submitted to any other group insurance that the parents may have. School insurance will pay 100% of the covered reasonable and customary balances upon receipt of the following:

1. Fully completed claim form
2. Itemized medical bills and
3. Explanation of benefits from the parent's primary group insurance company.

MEDICATIONS

COACHES ARE NOT PERMITTED TO ADMINISTER MEDICATION (ASPIRIN, IBUPROFEN, ACETAMINOPHEN, TABLETS, LIQUID, INHALERS, ETC) AT ANY TIME. HOWEVER, COACHES MAY ADMINISTER OR HAVE AVAILABLE IN THE MEDICAL KIT FOR USE BY THE STUDENT MEDICATION THAT IS PRESCRIBED BY A PHYSICIAN WHICH IS SUPPORTED BY A WRITTEN DOCUMENT FROM A PHYSICIAN WHICH IS ON FILE WITH THE ATHLETIC DIRECTOR. PLEASE NOTE ALL MEDICATION MUST BE PROPERLY LABELED AND SECURED

SPORTSMANSHIP

Members of Martin Luther teams are expected to conduct themselves with class and dignity before, during and after athletic contests whether home or away. Inappropriate behavior/language on bus rides, in locker rooms, and on the courts and fields of play will not be tolerated and dealt with accordingly. Anyone who is ejected from a game or is guilty of flagrant violation (fighting, red card, technical foul etc.) will face disciplinary action from the school and the league. Suspensions and termination from the team are potential outcomes. The administration is to be informed promptly of such an incident and will decide on the appropriate discipline in such matters.

9. SPECTATOR CODE OF CONDUCT



NYSAISAA-MARTIN LUTHER SCHOOL



CODE OF CONDUCT FOR SPECTATORS

The mission of **New York State Interscholastic Athletic Programs** and the **Martin Luther School** is to foster the quest for excellence by creating an educational and competitive experience within an atmosphere of sportsmanship. Successful programs develop individual and team potential by promoting high standards of competence, character, civility, and citizenship.

NYSAISAA and **The Martin Luther School** promote standards of fair play and ethical behavior. We encourage all athletes, coaches, parents, and spectators to support teams and game personnel in a positive manner at all times. We ask that you show your support for all involved in athletic competition by cheering for your respective teams, in a positive manner and by abiding by the following Code of Conduct.

1. I understand that the ultimate goal of interscholastic athletics is to provide an enjoyable experience for all.
2. I will be a positive role model by encouraging good sportsmanship.
3. I will respect the game officials by refraining from addressing them or questioning their decisions.
4. I will support the coaches by trusting their judgment and integrity.
5. I will respect the rules and the etiquette of the venue of the athletic contest.

I understand that I may be asked to leave the athletic contest if I do not adhere to the Code of Conduct.

MIDDLE SCHOOL

The Middle School program is designed to teach the skills and nuances of each sport. Understanding winning is not the main priority at this level, the value of being part of a team, testing one's limits and developing friendships is key. It is designed to meet the developmental needs of its participants focusing on learning athletic skills, game rules, fundamentals of team play, and sportsmanship. While trying to remain competitive, it is expected all participants will receive playing time dependent upon their attendance, conduct, and academics are in order.

NOTE: Martin Luther participates in the NYS program of Athletic Placement Process for student athletes in Grades 7 & 8. This provides for students in Grades 7-8 a mechanism allowing them to participate safely at an appropriate level of competition (JV or Varsity) based upon personal readiness rather than age and grade. Since individuals do not mature at the same rate, there can be a tremendous range of developmental differences between students of the same age. The program is geared towards the few select students who can benefit from such placement because of their level of readiness.

APPENDIX 2

DIGNITY ACT: Employee & Student Policy Prohibiting Harassment

Bullying/Cyberbullying, Defamation, Difference Ability, Discrimination and Racial Discrimination, Extortion, Hate Crime, Hazing, Sexting, Sexual Assault, Sexual Harassment, Stalking

MLS values and embraces its inclusive and diverse school community. MLS is committed to providing a safe, positive learning and work environment. The discrimination or harassment of our applicants, students, faculty, staff, or employees by another employee, supervisor, vendor, student, family member, or any third party will not be tolerated. Nor will any verbal or physical conduct which harasses, disrupts, or interferes with the work/learning environment of a school employee or student or which creates an intimidating, offensive, or hostile environment. No one shall be subject to harassment or discrimination of any kind based on their actual or perceived race, creed, citizenship, age, genetic information, color, weight or height, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender, or sex or any other classification protected by law by students, volunteers, or employees. Repeated or severe conduct that denigrates or shows hostility or aversion toward an individual or group specifically protected by law is not permitted. All accusations shall be investigated and where there is a basis for the accusations, appropriate remedies, including expulsion, will be imposed. The school reserves the right to notify an appropriate law enforcement agency when it is believed any of the below constitutes a criminal act.

HARASSMENT: is neither acceptable nor tolerated at MLS. It is offensive, intimidating, or hostile behavior and is mean. It includes but is not limited to sexual advances or requests for sexual favors, and other unwelcome verbal (slurs, jokes, derogatory comments, insults, epithets, or teasing), visual (including gestures, offensive posters, symbols, cartoons, drawings, computer displays, text messages, social media postings or emails) or physical conduct (physically threatening another, blocking someone's way etc.) harassing conduct that adversely affects a person's employment or educational opportunities, or has the purpose of unreasonably interfering with an individual's employment or education or creating an intimidating, hostile, or offensive educational or working environment. Such conduct violates this policy, even if it is not unlawful. Harassment based on a person's race, gender, color, national origin, religion, age, disability, or sexual orientation and other protected categories is unlawful and prohibited.

The following are forms that fall under Harassment. They may include but are not limited to the following types of behavior:

BULLYING/CYBERBULLYING: Includes acts that are undertaken to threaten, hurt, intimidate, humiliate, harass, or frighten a person, that harm a person or their property, interfere with a person's education or job performance, disrupt the orderly operation of the school, or are so severe or persistent, or pervasive that they create an intimidating, threatening or hostile educational or work environment. Bullying may occur in person, in print, or electronically. It can involve the repeated use of written, verbal, or electronic expressions or physical gestures/acts which are directed at a student Bullying includes but is not limited to:

- **Verbal bullying:** name calling, put-downs, teasing, using abusive language, making threats, insulting remarks, racist slurs, frightening phone calls, extortion, taunting, gossip, spreading rumors, sending anonymous notes, engaging in sexual, religious, or racial harassment.
- **Physical bullying:** hitting, pushing, poking, slapping, shoving, tripping or causing a fall, choking, kicking, punching, biting, pinching, scratching spitting, twisting arms or legs; taking, hiding, stealing, destroying or damaging clothes, work, belongings or personal property; extorting money, blocking or impeding movement, or threatening gestures, or unwelcome physical contact.
- **Psychological (social/relational):** peer pressure or coercion, engaging in social exclusion/shunning, extortion or intimidation, dehumanizing gestures, public humiliation, spreading rumors or gossip, manipulating social relationships, breaking up friendships, teasing about clothing, giving dirty looks, aggressive stares etc.
- **Electronic Harassment:** cyber-bullying using the internet, smart phones, or other digital technologies to harm, threaten, harass, humiliate, embarrass, offend or otherwise target another individual (some examples include instant to text messaging, stealing passwords, blogs, websites, sending pictures through

emails and/or smart phones) and sexting, . “Flaming”, hacking or passing on inappropriate messages regarding people, or changing information belonging to others

- Damaging, hiding, or taking property
- Pushing, tripping, kicking, or hitting
- Excluding from a group or activity to purposely hurt someone
- Threats of physical harm
- Calling someone offensive or demeaning names, such as "stupid" or "idiot"
- Screaming profanity at someone
- Humiliating someone in a classroom, theatre, playing field, or other athletic or extra-curricular venue
- Using bigoted, sexist, or discriminatory language, whether a member of the relevant subgroup is present or not
- Making jokes that involve offensive stereotypes
- Using homophobic language to address another
- Attacking a person's self-esteem
- Posting on-line mean, offensive, or demeaning comments or images
- Writing mean, offensive, or demeaning comments or images on School property (including cyber bullying)
- Creating fake web pages or profiles, or impersonating another on-line or otherwise in a way that subjects that other person to spreading mean and hurtful rumors
- Making fun of or harassing someone, or a group of people, about his, her or their actual or perceived religion, religious practices, spiritual beliefs, or practices
- Making fun of or harassing someone, or a group of people, about his, her or their actual or perceived race, color, national origin, ancestry, citizenship, or immigration status
- Making fun of or harassing someone, or a group of people, because of his, her or their actual or perceived disability, physical body type, or weight
- Making fun of or harassing someone, or a group of people, about his, her or their actual or perceived family structure, economic situation, neighborhood of residence, gender or gender identity, or sexual orientation.

CYBERBULLYING: Means the use of information technology including but not limited to the Internet, email, instant messaging services, chat rooms, blogs, cell phones, pagers, PDA's, gaming systems and social media websites, to deliberately harass, threaten, or intimidate others. Cyberbullying may involve sending mean, vulgar, or threatening messages or images; posting sensitive or private information about another person on an Internet site; pretending to be someone else in order to speak harmful untruths about that other person; or intentionally excluding someone from an Internet based group or activity.

Certain components to consider with regard to bullying:

- Intentional- the bully means to hurt, it is not an accident
- Harmful- bullying can cause physical and/or emotional harm
- Repetitive- not usually a one- time occurrence; usually targeted due to the fact the bully thinks they won't take action against them
- Imbalance of Power- the bully usually has a source of power over the individual they choose to bully. It can be size, age, strength or social status

DEFAMATION/LIBEL/SLANDER:

- Spreading rumors about a person or a person's family.
- Writing unpleasant notes to or about a person.
- Writing graffiti about a person or any groups to which a person belongs.

DIFFERENCE/ABILITY HARASSMENT:

- Making degrading comments or gestures about a person's intellectual or physical ability.

- Calling a person names'
- Making jokes about physical or intellectual abilities.
- Deliberately excluding a person because of ability or intellect.

DISCRIMINATION: is the act of denying rights, benefits, justice, equitable treatment or access to facilities available to all others, to an individual group or people because of the group, class, or category to which that person belongs (as listed under Harassment). Discrimination is also discrimination against any student by a student or students and/or employee or employees on campus or at a school function including but not limited to, discrimination based on a person's actual or perceived race, color, weight, national origin, ethnic group, religion, religious practice, disability, sexual orientation, gender or sex.

RACIAL DISCRIMINATION:

- Making degrading comments or gestures about a person's culture or background.
- Calling a person names because of race.
- Telling offensive jokes or showing offensive materials.
- Deliberately excluding a person because of race.

EXTORTION: Using one's power, authority, or position, to obtain funds, property, or other tangible benefit. It is compelling or inducing another to deliver property to self or others by means of instilling fear if the student does not do the act then he/she will come to some kind of harm (physical injury, property damage etc) will happen.

HATE CRIME: Is any criminal act coupled with overt actions motivated by bigotry and bias, including but not limited to, a threatened, attempted, or completed overt act motivated, at least in part by racial, religious, ethnic, handicap, or sexual orientation prejudice or which deprives another person of his constitutional rights by threats, intimidation, or coercion or which seeks to interfere with or disrupt a person's exercise of constitutional rights through harassment or intimidation.

HAZING: This includes any act that interferes or endangers the physical/mental health and safety of a person or subjects that person to physical discomfort or embarrassment because of a person's participation or membership in, or as a condition of attaining or maintaining membership in or a position with or affiliation with, any classroom, grade level, or school sponsored activity. It does not matter that the student or person who is subjected to the conduct has consented. Examples include coercion, threat or intimidation to solicit money; criticism or ridicule; excluding from a group; physical intimidation or striking; permanent or temporary marking or branding. Other examples include:

- Submit to embarrassing, hurtful, or demeaning conduct at a tryout or initiation for a club, team, or other activity
- Suffer pranks continually aimed at one particular member of a club, team, or other activity
- Ingest alcohol
- Submit to physical striking, beating, scratching, burning, branding or to engage in self-mutilation, or requiring one to commit such acts upon another
- Submit to acts of sexual abuse/assault
- Suffer abusive and demeaning speech
- Engage in acts of personal servitude
- Proceed through a gauntlet, e.g., on a bus or in a locker room
- Suffer sleep deprivation
- Restrict his/her personal hygiene
- Wear humiliating attire in public
- Appear in public in humiliating forms of undress
- Engage in indecent exposure
- Engage in illegal activity
- Engage in physical activity that is dangerous

- Submit to being tied up or abducted, or requiring one to do the same to another
- Expose his or herself to extreme weather conditions without appropriate protection
- Consume vile substances or allow such substances to be smeared on the body
- Engage in any degrading or humiliating act
- Engage in the harassment of another whether face-to-face, over the telephone, through on-line communication, or through any other means of communication

SEXTING: Is the sending, sharing, viewing, receiving, or possessing sexually explicit photos or videos electronically (cell phone, app, chat, social networking, email) of oneself or another person. With modern technology, this can be done instantly, but it can have serious and lasting consequences.

There are consequences to sexting. Talking about the pressures to send revealing photos and discussing the importance of self-respect and respect for others is important. Students should tell an adult if s/he receives inappropriate photos via email, social media, text, or other group chat applications. These should not be forwarded to others. If it is sent on, it may be a law violation. Once something is in the digital world, it never really goes away. Photos can remain online indefinitely. College admission officers and employers often review the internet to be sure that nothing in a person's past may overshadow a potential acceptance or hire. Making good decisions with technology now will help support a student's plans in the future.

For people under 18, SEXTING IS ILLEGAL. It is a criminal offense to take, possess, or transmit a naked image of a person under the age of 18. It doesn't matter if a student takes his/her own photo and willingly sends or publishes it. One cannot "give someone permission" to break the law. Penalties for these offenses are very serious and can result in being placed on the sex offender's registry. It is important to be careful with technology. Students should report problems and anything they see that is inappropriate or upsets them.

SEXUAL ASSAULT: This includes intentional physical contact with a sexual or intimate part of the body without consent. Lack of consent occurs when one is physically forced or verbally intimidated into doing something sexual, or submitting to a sexual act, or when one has explicitly indicated a lack of consent, or when circumstances make it clear that consent has not been given. It can also occur when someone is too intoxicated to say "no" or resist or has fallen asleep and can therefore not consent. It may also occur in other situations in which an individual is deemed to be physically or mentally incapable of giving valid consent whether due to intoxicants or any other reason. Lack of Consent occurs when one of the persons involved in the sexual act is under 17. Children under 17 cannot legally consent to having sex or sexual contact with an adult. Thus, it is a crime and will be reported to the police.

It includes various forms of sexual intercourse, as well as lesser forms of sexual touching. Sexual or intimate body parts include, but are not limited to, breasts, buttocks, genitals, and upper thighs. Examples include

- Grabbing, pinching, or fondling another person's buttocks, breasts, or genital area, whether over or under clothing, without consent as defined above
- Rubbing one's genital area up against another person, whether over or under clothing, without consent as defined above
- Touching another person with one's genitals without consent as defined above
- Engaging in sexual behavior with someone too intoxicated to give informed consent
- Physically or verbally intimidating someone to engage in a sex act, whether done so expressly or impliedly
- Physically forcing someone to engage in a sex act
- Any sexual or romantic contact or behavior between a staff member and a student

SEXUAL HARASSMENT: It is a form of discrimination that includes unwelcome sexual advances, requests for sexual favors or other physical or verbal conduct or communication of a sexual nature, including gender-based harassment that creates an intimidating, hostile, or offensive environment or education and work. It is understood that sexual harassment can originate from a person of either sex against a person of the same or opposite sex, and from students and employees. It may occur once or involve a series of incidents. All complaints will be promptly investigated, and MLS will discipline any student or employee found guilty of harassment. Any such person who reports in good faith any behavior which s/he perceives as sexual harassment will be protected from retaliation of

any type. All educational material must be free of inappropriate or obscene writing and/or pictures. It is the student's responsibility to keep his or her possessions free from such material. This list is not all inclusive.

- Verbal, written, graphic and non-verbal communications or propositions or insults of a sexual nature that are offensive to the recipient or others; conduct or comments consistently target only one gender
- Displaying sexually suggestive and derogatory objects, photos, pictures, and cartoons
- Subtle pressure for sexual activity in exchange for favorable treatment
- Sexual jokes or comments about a person's body, sexual prowess, or sexual deficiencies
- Inappropriate patting, pinching, assault, or other sexually motivated and unwelcome touching, flirtations, advances, leering, whistling,
- Sexually explicit text messages, social media postings, emails or voice mails
- Take, possess, disseminate, transfer, or share obscene, pornographic, lewd, comments or otherwise illegal images or photographs by electronic transfer or otherwise while on school property or at a school sponsored event. NOTE: this may constitute a CRIME and may result in arrest, criminal prosecution and LIFETIME inclusion on sexual offender registries.
- Intentionally brushing against or touching a person's body, or blocking or impeding a person's movement
- Requests or demands for sexual favors accompanied by implicit or explicit promised rewards or threats concerning an individual's employment or educational status
- Intentional touching or supposed inadvertent, physical contact of a sexual nature, such as patting, grabbing, or brushing up against someone in a sexual manner
- "Pantsing," "wedgies," and "bra-snapping"
- Jokes of a sexual nature made to or in front of someone who does not welcome hearing them
- Suggestive comments about physical attributes, especially those related to sexual or intimate parts of the body
- Negative statements or disparaging remarks regarding one's gender, whether male or female, even if the comments are not sexual in nature
- Comments or questions about sexual experience
- Spreading rumors of a sexual nature
- Gestures of a sexual nature
- Leering or engaging in catcalls
- Repeated requests for a date made after the person requested has said, "no"
- Implicit or explicit requests to engage in sexual behavior, whether with the requestor or with the requestor's friend
- Demands for sexual activity or other less overt coercive efforts to obtain sexual favors
- Exposing another person to sexually explicit behavior, drawings, pictures, objects, or writings
- Photographing, videotaping, or making any other visual or auditory recording of sexual activity or sexual or intimate parts of a person's body without his or her knowledge and consent and, in addition, if the person being photographed or recorded is a student, doing so even with his or her consent
- Sending via electronic means images of sexual activity or sexual or intimate parts of the body, i.e., "sexting"
- Rating individuals based on physical attributes or appearance
- Engaging in inappropriate displays of public affection
- All of the above behaviors may constitute sexual harassment if they are unwelcome or unwanted

STALKING: An individual who on more than one occasion engages in conduct directed at another student or staff member with the intent to place, or when he or she knows or reasonably should know that the conduct puts the person in reasonable fear of death, criminal sexual assault, or bodily injury to that other person or to that other person's family or household member.

It is the policy of MLS to provide a positive, discrimination free educational and working environment. No forms of harassment will be tolerated. All members of MLS community share responsibility for avoiding, discouraging, and reporting any form of harassment. Members of the school community found in violation of this policy may be

disciplined up to and including being discharged or expelled from school. Retaliation against persons raising concerns about harassment is prohibited and constitutes separate grounds for disciplinary action up to and including discharge or expulsion from school.

All complaints will be promptly investigated, and MLS will discipline any student or employee found guilty of harassment. Any such person who reports in good faith any behavior which s/he perceives as sexual harassment will be protected from retaliation of any type.

WHAT TO DO: any form of harassment from students and staff is prohibited. Anyone subject to or witnessing harassment must report it immediately to any supervising adult, parent, coach, administrator, staff member or counselor who in turn will report it to the Dignity Act Coordinator. Those individuals who believe they have been the victims of any type of harassment should directly inform the person engaging in such conduct that it is offensive and should stop immediately. If students or staff do not feel comfortable doing this, they should direct their complaint to the Principal, Assistant Principal, School Counselor, Teacher, or Staff Member. The person receiving such a report will inform the alleged harasser that the offensive behavior must stop. They will also inform the Dignity Act Coordinator that they have taken this action. Anyone failing to report any of the examples given above is in violation of this policy and subject to discipline. The report will be held in confidence, so far as the law allows. Written documentation will be required from the victim(s) and witnesses. A satisfactory response should be available within 7 days – if not contact the Executive Director. Once investigated and if founded, will result in consequences such as parent/guardian conference, detentions, suspension and possible expulsion. A misconduct and contract will be given. Counseling may be mandated. The police may be contacted depending on the nature of the harassment.

Reporting – if you believe you have experienced or observed harassment report the incident immediately to. All reports will be promptly investigated while protecting the privacy of everyone involved whenever possible. MLS will take any necessary action to correct the situation and will not allow any retaliation against anyone who makes a good faith report of alleged harassment.

No Retaliation – no one will be subject to any form of discipline or retaliation for reporting perceived behaviors of this policy, pursuing any such claim, or cooperating in any way in the investigation of such claims. If anyone believes that someone has violated this, it should be brought to the Executive Director's immediate attention. Anyone in violation of this policy will be subject to discipline up to and including termination or expulsion.

False charges- if after thorough investigation it is determined that a complaint was made with the knowledge that the facts were false, the filing individual will be subject to severe disciplinary action which may include suspension or expulsion.

Title IX of the Education Amendment Act of 1972

Title IX of the Education Amendments of 1972, often referred to as Title IX, is a Federal civil rights law. Title IX, which began with a focus on discrimination and ensuring equity in sports, includes a major focus on prevention of and response to incidents of sexual harassment and sexual assault.

Title IX prohibits discrimination on the basis of sex in education programs and activities.

- Complaints of sex discrimination, including sexual harassment, sexual violence, and other sexual misconduct.
- Complaints of retaliation for reporting any form of sex discrimination.
- Concerns related to gender identity or gender expression.
- Issues related to education opportunities.
- Issues related to pregnancy or parenting status.

If you are not sure whether you should report a concern or make a formal complaint, you can consult the Title IX Coordinator. The Title IX Coordinator can help you decide if any action needs to be taken and how best to address your situation. Note: Investigation can take a minimum of twenty days. For full details about policy please contact Assistant Principal.

If you believe that you or an MLS student or staff member has been sexually harassed or sexually assaulted, you can report the incident(s) to any school staff member or the school's Title IX Coordinator.

NOTE: an initial determination will be made as to which Coordinator (DASA or Title IX) will process complaint or grievance.

APPENDIX 3

Child Abuse/Sexual Misconduct of Students by School Employees and Other Adults

Students have the right to feel safe and respected, and to work and learn in an environment free from abuse. No student shall be subjected to abuse by employees or other adults at the school (coaches, volunteers, interns, contracted service providers, parents/guardians, and visitors to the school) or school activities on or off campus. All employees, other adults and students who have actual knowledge of or who have reasonable cause to suspect an incident(s) of abuse must report it. The school will take prompt, reasonable action to prevent, investigate and remedy abuse. The reporter should report the incident to the employee with whom the reporter is comfortable or directly to an administrative team member. The Executive Director (ED) will notify the Board President and legal counsel. If the ED is the subject of allegations, then the HR Rep should be told who in turn will relay to Board President. The Whistleblower policy is in effect. MLS will attempt to protect the privacy of the individual(s) involved in any investigation, restricting related information on a "need to know" basis. Although confidentiality cannot be guaranteed, MLS will not reveal the name of a person who reports about abuse without that person's permission, wherever possible. Retaliation will not be tolerated. In the event of reasonable cause, the ED, Board President or counsel will report to the appropriate law enforcement authorities. The complainant will be told to report to law enforcement. School and law investigations will be separate. The parent/guardian will be notified. If an allegation seems to be substantiated, the alleged offender may be placed on leave (with or without pay) pending outcome and prohibited from school and school events on or off campus. Employees, other adults and students are under a duty to cooperate in any investigation and related measures. If the abuse policy has been violated then disciplinary action may include probation, suspension, or termination of employment.

Romantic or sexual relationships between Employees or Other Adults and Students are expressly prohibited. Such relationships are considered sexual abuse and are required to be reported as indicated in the protocol of mandated reporting. Any student, employee or other adult can report sexual misconduct to law enforcement in the event they believe a crime has been committed. Individual's may pursue the individual's rights with an outside agency, governmental entity, or legal counsel.

Upon receiving a complaint, the Executive Director will determine whether further investigation is needed. A prompt, thorough and impartial investigation will occur by a member or members of the Administrative Team, outside council, or an independently appointed investigation firm. The investigation may include interviews of the complainant, the alleged offender and others. It may also include other methods, such as viewing emails, text messages, photographs, and social media pages. The investigator may ask the alleged offender to respond to a complaint in writing. Employees, Other Adults, and Students are under a duty to cooperate in any investigation pursuant to this Policy. The reporter, the subject of the report, and any other individuals who the investigator chooses to question will be advised of the prohibition against retaliation for making a complaint and cooperating in an investigation. MLS will attempt to protect the privacy of the individuals involved during any investigation, restricting related information on a "need to know" basis. Although MLS cannot guarantee confidentiality, MLS will not reveal the name of a person who complains about sexual misconduct without that person's permission, whenever possible.

As stated before, students have the right to feel safe and respected, and to work and learn in an environment that is free from abuse. The School prohibits all forms of abuse as defined herein.

Definition of Abuse "Abuse" shall mean any of the following acts committed by an Employee, Volunteer, or Other Adult against a child in an Educational Setting:

- (a) acts that create a substantial risk of physical injury to a student;
- (b) acts that inflict physical injury to a student;
- (c) acts that qualify as child sexual abuse prohibited by the New York Penal Laws, including but not limited to sexual touching, sexual assault and sexual intercourse with a student under the age of 17; or
- (d) sending or showing, or attempting to send or show, a student "indecent materials" as defined by the New York Penal Law, including but not limited to materials that depict human genitals and sexual conduct.

Notwithstanding the foregoing, any sexual or romantic conduct between a School Employee, Volunteer, or employee of a contracted service provider who is not considered an Employee and a current School student, even if the student is 17 or older, and even if consented to or welcomed by the student, is strictly prohibited and will result in dismissal of the adult involved.

Procedures

MLS requires all Employees, Volunteers, Other Adults, and students who receive an oral or written allegation of sexual misconduct in an educational setting to submit a report. All reports should be made to the Executive Director or designee (who will report to the Executive Director or Board President)

After the Executive Director receives the written report of sexual misconduct and determines that there is reasonable suspicion to believe that an act of sexual misconduct occurred, the Executive Director must:

- (1) Notify the child's parent(s)/guardian(s) that an allegation was made and provide them with a written statement setting forth parental rights, responsibilities and procedures;
- (2) Where the source for the report is someone other than the victim child or parent/guardian, ascertain from the person making the report the source and basis for such allegation;
- (3) Forward the report to the appropriate law enforcement authorities, which shall include the New York City Police Department and/or the Queens County District Attorney. Where the alleged incident of abuse has occurred in a location other than Queens County, the appropriate law enforcement authorities in that location will also be notified.

Upon receiving a complaint or report, the Executive Director must alert the Board of Directors. Additionally, when the Executive Director forwards a written report of sexual misconduct to law enforcement authorities, the Executive Director must also refer the report to the Commissioner of Education where the alleged abuser holds a certification or license issued by the department. If the alleged abuser is an employee or volunteer of a different school than MLS, the written report of allegations must be promptly forwarded by the Executive Director to the school administrator of the alleged abuser's school. To the extent MLS conducts its own investigation of a complaint brought under this policy, care will be taken such that the School's investigation is separate from any investigation by law enforcement and that the School's investigation does not interfere with the investigation by the authorities.

Any employee, volunteer, other or student who reasonably and in good faith makes a report of sexual misconduct in accordance with New York Education Law 23-B, will have immunity from any civil liability which might otherwise result because of his or her actions. Willful failure of a Required Reporter to prepare and submit a written report of an allegation of abuse or the willful failure of the Executive Director to submit a written report to law enforcement as required, may be a Class A misdemeanor. Additionally, failing to report may result in a civil penalty or a civil lawsuit. Such failure is also a violation of MLS's policy and therefore may subject an individual required to report under this policy to discipline up to and including termination. MLS will not retaliate against any person who submits a report under this Policy in good faith, or who assists in providing information about a report or participates in an investigation pursuant to this Policy.

Written reports pursuant to this policy, materials and photographs related to reports generated by the school is to be treated confidentially, and may not be disclosed except to law enforcement authorities investigating the abuse, under express legal authority or in response to a subpoena. Unauthorized, willful disclosure can constitute a

misdemeanor offense. If a written report of abuse does not, after investigation, result in a criminal conviction of the alleged abuser then the report must be expunged from any record kept by MLS within five years from the date the report was made.

Studies have shown that certain adults "groom" children over a period of time to target them for potential sexual abuse. Accordingly any act of abuse that occurs within 4 years of a student's attendance at, or graduation from, MLS is prohibited by the School and will result in dismissal of the adult involved even if it does not qualify as Abuse under this Policy. Any abuse by an Employee, Volunteer, or Other Adult against a minor anywhere, including but not limited to a visitor to our campus or a School-sponsored or affiliated trip or event, a sibling of a School student, etc. is further problematic. Additionally, any abuse by an Employee, Volunteer, or Other Adult against a current student (even if the student is 17 or older, and even if consented to or welcomed by the student) is problematic and may result in dismissal of the adult involved even if it does not qualify as Abuse under this Policy. Discipline If it is determined that MLS's policy prohibiting abuse has been violated the school will take disciplinary action against the offender. Such action may include but is not limited to probation, suspension or termination of employment. [Even if law enforcement does not proceed with an investigation or does not criminally prosecute the individual accused of abuse under this policy, MLS may take disciplinary action based on its own investigation and determination.] Employees, Volunteers, Other Adults, and students may not knowingly or maliciously accuse another person falsely of abuse. Anyone who knowingly or maliciously makes a false report pursuant to this policy is subject to disciplinary action.

MLS offers instruction and training to all members of the School community on issues of abuse, reporting procedures and School's related policies. MLS also notifies all students, parents, other adults and new employees of this policy. In connection with MLS's commitment to student safety, employees undergo fingerprinting as part of the criminal background check process.

In the event a past employee is referenced, the Board will take immediate, appropriate and corrective action as warranted. This action will be taken in accordance with applicable laws and regulations.

MLS cannot remedy claims of harassment or retaliation unless claims are brought to the attention of the school. Failure to report claims of abuse, harassment or retaliation prevent MLS from taking remediation

APPENDIX 4

RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents certain rights with respect to their child's education records. Rights are:

- The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents should submit a written request to the school principal clearly identifying the record(s) they wish to inspect. A school official will arrange for access and notify the parents of the time and place the records may be inspected.
- The right to seek an amendment of the student's education records that the parent believes are inaccurate, misleading or in violation of the student's rights of privacy. Parents should submit a written request to the school principal, clearly identifying the part of the record they want amended and specifying its inaccuracy. If the school decides not to amend the record as requested, it will notify the parents of the decision and advise them of their right to a hearing to challenge the content of the student's education records. Hearing procedures will be provided to the parents when a hearing is requested.
- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. The school does not need written consent to disclose a student's education records if the disclosure meets one or more of the following conditions and the disclosure is to or for: (see 20 U.S.C. §1232g; 34 CFR Part 99.31):
 1. School administrators, teachers, support staff, MLS personnel and other school officials who have a legitimate educational interest.
 2. Persons or organizations with whom the school or MLS has outsourced services or functions, and which have a legitimate educational interest (e.g., attorneys, auditors, medical consultants, special and supplemental education providers, therapists)
 3. Officials of another school where the student seeks or intends to enroll or where the student is already enrolled so long as the disclosure is for purposes related to the student's enrollment, and a proper records release request is received by the sending school.
 4. Certain federal and state officials and educational authorities (for audit, evaluation, reporting, or compliance purposes) or state and local authorities concerning the juvenile justice system in accordance with state statute.
 5. Appropriate parties in connection with financial aid to a student.
 6. Organizations conducting studies for, or on behalf of, the school or MLS to develop, validate, or administer predictive tests, administer student aid programs, or improve instruction.
 7. Accrediting organizations to carry out accrediting functions.
 8. Compliance with a judicial order or lawfully issued subpoena after the school makes a reasonable effort to notify the parent of the order or subpoena.
 9. Appropriate parties in a health or safety emergency.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA: Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue SW Washington, D.C. 20202-5920

SAFETY NOTIFICATION

The means through which information about registered sex offenders may be obtained include the New York State Division of Criminal Justice Services, accessible by telephone at 1-800-262-3257 and on the internet at <http://www.criminaljustice.state.ny.us>. MLS also maintains any notifications it receives from the New York City Police Department.