



# MIDDLE SCHOOL STUDENT-PARENT HANDBOOK

2011-2012

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Towson, MD 21286

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[www.baltimorelutheran.org](http://www.baltimorelutheran.org)

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## Baltimore Lutheran School 2011-2012 Staff

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Mr. Kevin Coons  
Mrs. Kim Grill  
Mrs. Jennifer Dudley  
Mrs. Ruth Heilman  
Mrs. Tracy Gingham  
Mr. Brent Johnson  
Mrs. Rebecca Crays  
Mr. Steve Haar  
Ms. Pamela Post  
Mr. John Handley  
Mrs. Monique Nunes

Headmaster, Upper School Principal(x. 228)  
Middle School Principal (x242)  
Assistant Principal, Upper School (x225)  
Director of Guidance (x. 235)  
Guidance Counselor (x.269)  
Admissions Director (x.272)  
Director of Development (x. 275)  
Director of Athletics (x.238)  
Coordinator of the STAR Program  
Technology Hardware (x.236)  
Media Center Director (x.240)  
Business Office (x.227)  
FACTS Specialists/HR (x273)

### FACULTY

Faculty members do not have voicemail. To contact any BLS faculty or Staff member via e-mail, use the first letter of their first name and their last name@baltimorelutheran.org (e.g. mbainbridge@baltimorelutheran.org for Martha Bainbridge.)

Ms. Martha Bainbridge	Mrs. Rebecca Crays	Mr. Steve Haar	Mr. Brad Royuk
Mr. Gary Barth	Ms. Sara Denninger	Mrs. Ruth Heilman	Mr. Chris Scheufele
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Mr. Kevin Coons	Mrs. Carol Frey	Mr. Dave Merritt	Mrs. Rosie Walbert
	Mr. Brady Gurganious	Mrs. Elizabeth Rivas	Ms. Melissa Weldon

### SCHOOL STAFF

Mrs. Ellen Marquardt	(x.244)	School Nurse
Mrs. Kris Freeman	(x.235)	Registrar/Guidance Secretary
Mrs. Marge Lepley	(x.229)	Attendance Secretary
Mr. Bill Kissinger	(x.245)	Maintenance

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Dear Students and Parents:

Greetings in the name of our Lord and Savior, Jesus Christ! What an exciting time it is to be a part of the Baltimore Lutheran School family. Summer break not only brings vacations, summer employment and time with family and friends, but also time to refresh ourselves and to prepare for the next school year.

As the 2011-2012 school year begins, the Baltimore Lutheran School welcomes new families to Baltimore Lutheran. We also welcome back the familiar faces as Baltimore Lutheran School enters its 46<sup>th</sup> year of ministry. This year's school theme is from Romans 5:2b-5: "And we rejoice in the hope of the glory of God. Not only so, but we also rejoice in our sufferings, because we know that suffering produces perseverance; perseverance, character; and character, hope. And hope does not disappoint us, because God has poured out his love into our hearts by the Holy Spirit, whom he has given us." We go into the 2011-2012 school year reassured that God's gift of grace and mercy provided to us in Our Lord and Savior provides the ultimate hope – forgiveness of our sins and an everlasting life in His Kingdom!

The summer has been a busy time as the hallways have been painted, new lights installed, the PTL has renovated the entrance to the LAC, and new student lockers are scheduled to be installed. We give thanks for these new additions to the school and for all the wonderful blessings that God has given to Baltimore Lutheran School. We especially give thanks to God for the wonderful students, parents, alumni, faculty/staff, and friends of our community. We continue to build with the recognition that He is our foundation and everything that we do is "All to His Glory!"

In your preparation for the year ahead, I would like to call your attention to this year's *Middle School Student-Parent Handbook*. Please read it closely since some items have been changed for 2011-2012 academic year. There is also an appendix section that has several sample forms and schedule information.

I look forward to the year ahead as God continues to richly bless Baltimore Lutheran School.

Yours in Christ,



Alan L. Freeman  
Headmaster  
Baltimore Lutheran School

August 2011

Dear Students and Parents,

Greetings in the name of our Lord and Savior Jesus Christ!

Welcome to the Baltimore Lutheran Middle School and the 2011 – 2012 School Year!

I hope that this summer has given you the time to step back and relax, to enjoy time with family and friends and to take in the wonders of God's amazing creation.

Another school year is about to begin. We welcome all students, new and returning, to our Middle School. All of us who are part of the BLS faculty and staff of both the Middle and High School are very proud of our school and we rejoice that you have decided to be a part of our community. We are very excited about the possibilities that this school year brings and we are glad that you have joined us in our pursuit of using our God-given gifts and talents to serve our Lord as best as we are able.

Please take the time to read through the Middle School Student-Parent Handbook. This booklet contains many items of interest. It will hopefully answer some of the questions you might have in regard to academics, attendance, school rules and discipline and student life. For the returning families, please note the changes in some of the items. Please also take the time to look at the appendix section. This contains several samples of forms and schedules.

May God bless our students and their families and our faculty and staff during this school year.

In His Service,

Paul J. Schildwachter  
Middle School Principal  
(410) 825-2323, ext. 242  
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# MISSION STATEMENT OF BALTIMORE LUTHERAN SCHOOL

**Empowered by the Holy Spirit and in the Lutheran Tradition, Baltimore Lutheran School partners with churches and families to equip students to grow spiritually as they succeed academically and develop socially and physically – “All to the Glory of God.”**

## 2011-2012 SCHOOL YEAR THEME

*“And we rejoice in the hope of the glory of God. Not only so, but we also rejoice in our sufferings, because we know that suffering produces perseverance; perseverance, character; and character, hope. And hope does not disappoint us, because God has poured out his love into our hearts by the Holy Spirit, whom he has given us.” (Romans 5:2b-5)*

**The School Motto:** The School Motto is taken from I Corinthians 10:31- “Whether therefore ye eat, or drink, or whatsoever ye do, do all to the glory of God.”

### **The School Colors:**

The School Colors for the Baltimore Lutheran School are as follows:

**Red:** symbolizing the redemption which is ours through the atoning blood of Christ. Based on: John 1:7 “the blood of Jesus Christ, His Son, cleanseth us from all sin.”

**White:** symbolizing the forgiveness we receive through Christ. Based on: Isaiah 1:18 “though your sins be as scarlet, they shall be as white as snow, though they be red as crimson, they shall be as wool.”

**Gold:** symbolizing the treasures we have as redeemed children of God. Based on: Colossians 2:3 “In whom are hid all the treasures of wisdom and knowledge.” The treasures we have in serving God here on earth. Based on Isaiah 33:6 “The fear of the Lord is his treasure.” God also symbolized the even greater treasure which will be ours in heaven, this is based on Matthew 6:20-21 “Fore where your treasure is, there will be your heart also.”

## **GENERAL SCHOOL INFORMATION**

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Baltimore Lutheran School is affiliated with the Lutheran Church Missouri-Synod and offers a college-preparatory curriculum. Empowered by the Holy Spirit and in the Lutheran Tradition, Baltimore Lutheran School partners with churches and families to equip students to grow spiritually as they succeed academically and develop socially and physically – “All to the Glory of God.” As a parochial school that does not receive federal or state funding, Baltimore Lutheran School does not make accommodations for students who have learning disabilities or other educational impairments (e.g. individualized educational plans, modified presentation of material, modified testing, reduced or alternate homework assignments, and other such modifications). However, for students with a diagnosed learning disability and who are a good fit with Baltimore Lutheran School and its college preparatory curriculum, the Student Aid and Resource Program (STAR) may be an option. This program is offered only to students with a diagnosed learning disability. Applicants to the program must apply through the Admissions Office. Class size is limited and applicants must meet specific admissions requirements.

Ultimately high school serves as a bridge to the college and adult years. It is vital during these four years of secondary education that students are fully prepared for the challenges ahead, not only in college, but also in life. Baltimore Lutheran School benefits students by instilling a spiritual foundation predicated on Christ. With this foundation in place, our students are equipped to go into “the real world” knowing the true importance of faith, prayer, and Christian friends.

### **ACCREDITATION**

Baltimore Lutheran School is a member of the Commission on Secondary Schools Middle States Association of Colleges and Schools. BLS has undergone a new protocol for its regular certification renewal and was recommended for recertification in February of 2007. Participation in this process of self-analysis for student performance improvement serves to maintain our commitment to high-quality service to our students in all areas as well as to continual growth and improvement in ourselves as professional Christian educators.

### **BALTIMORE LUTHERAN SCHOOL PHILOSOPHY**

Baltimore Lutheran is a segment of the body of Christ that serves to educate students in grades six through twelve. The school’s philosophy of education is based on the Holy Scriptures as the Word of God and centers in Jesus Christ to whom all Scripture bears witness. The school was established to provide Christian education in keeping with the Lutheran tradition and heritage of the Reformation. The primary purpose of the Church as the body of Christ is to testify to God’s riches and promises through the Gospel and, by the means of grace, provide the opportunity for people to find their identity, meaning, purpose, and power for their lives. Faith in Christ finds fruitful expression in everyday life; therefore, the function of Baltimore Lutheran as part of this body is to provide college preparatory Christian education designed to help the students live out the opportunities given to God’s people.

Baltimore Lutheran is a Christian community where the assembly of believers, encouraged by the Word, works to strengthen their relationship with Christ. The role of the student is to develop his/her God-given gifts and abilities so that he/she may be equipped for his/her “life of good works” which God has already prepared for him/her. Such development requires spiritually secure and academically qualified staff members who are continually open to the Word and the Holy Spirit.

In this Christian setting we view all knowledge and learning as a potential channel for God’s grace and power. A college preparatory curriculum is determined by the requirements of a complex and changing society, by the needs and aptitudes of the students, and the spirit and substance of the Gospel of Christ. In this community, faculty members are able to witness their faith and use their gifts to equip the saints and build up the body of Christ. Students are given the opportunity to develop not only individual talents, but also the skills and attitudes to make thoughtful Christian decisions and take positive Christian action as they live out their varying roles in society as the people of God.

### **STUDENTS AND FACULTY**

There are 296 students in grades six through twelve. The Middle School enrollment is 54. About half of the 26 full-time faculty hold an advanced degree. The faculty-to-student ratio is approximately 12 to 1. Required academic class size is 14-20 students.

## **SCHOOL POLICIES**

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### **ANTI-SEXUAL HARASSMENT POLICY**

Baltimore Lutheran School is committed to maintaining a learning environment that is free of all forms of harassment and in which all employees and students can work and study together comfortably and productively. Baltimore Lutheran School prohibits and will not condone, permit, or tolerate any form of sexual harassment. It shall be a violation of this policy for any student or employee of Baltimore Lutheran School to harass a student or an employee through conduct or communication of a sexual nature.

The Administration of Baltimore Lutheran School will act to investigate all complaints, formal or informal, verbal or written, of sexual harassment and will discipline any student or employee who harasses any student or employee of Baltimore Lutheran School.

### **BULLYING**

Taunting, goading, or bullying another student is never acceptable within a Christian community. This is a form of harassment. Victims should report incidents of such harassment to a trusted staff member before frustration over these issues results in physical or violent retaliation. Should a parent become aware of such circumstances, a guidance department representative should be contacted for pursuit through proper school channels.

### **CORPORAL PUNISHMENT**

Students of Baltimore Lutheran Middle School will not be subject to any physical handling for the purpose of bringing about conforming behavior and/or to carry out an employee request. If a student needs to be protected from himself/herself or is threatening to other individuals or to school property, however, physical restraint may be employed by a staff member who has deemed it necessary. Physical restraint for this purpose is NOT included under the definition of "corporal punishment."

### **NON-DISCRIMINATION POLICY**

Baltimore Lutheran will not discriminate on the basis of race, color, sex, or national/ethnic origin in the administration of its educational policies, admission policies, and athletic and other school-administered programs, and guarantees all the rights, privileges, programs and activities generally accorded or made available to students at the school. Baltimore Lutheran will not discriminate on the basis of race, color, sex, or national/ethnic origin in the employment of the administrative, teaching, or support staffs necessary for sound operation of the school.

## **ACADEMICS**

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### **GRADING SCALE**

Academic grades will be placed on the Report Cards by use of the following percentage grade system:

<u>Percent</u>	<u>Grade</u>	<u>GPA</u>	<u>Percent</u>	<u>Grade</u>	<u>GPA</u>
98-100	A+	4.0	77-79	C+	2.33
94-97	A	4.0	73-76	C	2.0
90-93	A-	3.67	70-72	C-	1.67
87-89	B+	3.33	69	D+	1.33
83-86	B	3.0	66-68	D	1.0
80-82	B-	2.67	65	D-	1.0
			0-64	F	0.0

### **HONOR/MERIT ROLLS**

The honor and merit rolls are computed at the end of each marking period using quarter grades. In order for a student to be included in the honor roll, he/she must have an average of at least 90% and no score less than 80%. Inclusion on the merit roll requires that a student have an average of at least 85% and no score less than 70%.

### **ENROLLMENT AND PROMOTION**

#### **CONTINUED ENROLLMENT AND RE-ENROLLMENT**

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 to determine whether a student has successfully progressed to be re-enrolled. (The Baltimore Lutheran School administrative team examines school records to make such determination.) If a student is deemed ineligible for re-enrollment, all fees paid to that point will be forfeited.

Students are re-enrolled on the following basis:

- Policies for Continued Enrollment as stated above, as well as...
- Successful completion of all courses with passing grades (65% or better)

Students who fail three courses (three semester-long, three year-long, or any combination thereof) may not be allowed to return the following year.

**Baltimore Lutheran reserves the right to determine any exceptions to this policy.**

### **ACADEMIC PROMOTION**

As a college preparatory school, Baltimore Lutheran expects students to be diligent in their pursuit of academic excellence. Students are promoted on the following basis:

- All courses are completed successfully with passing grades (65% or better).
- Any academic failures must be remediated during the summer so that students are academically prepared for the fall.

**Baltimore Lutheran reserves the right to determine any exceptions to this policy.**

### **HOMEWORK/MAKE-UP WORK**

Completion of homework is vital to student success.

- All homework assignments, projects, and tests should be recorded in the student planner.
- All homework is due on date established by teacher to receive full credit.
- It may be received late for partial credit.

When a student is absent:

- For every day of an excused absence, a student has one school day to complete the work missed once he/she returns to school (example: if a student is sick on Monday, he/she will have until Wednesday to complete the work they missed).
- Tests, quizzes, projects, or homework assigned for the first day of absence are due the first day back.
- Co-curricular activities, performances, planned absences, or appointments do not earn any additional time to submit work for full credit.
- A teacher may fill out an Absent Assignment sheet and leave work in the office by 3:30 on the day of the absence. Do not have the worked picked up that day by the ill student.
- In any case, it is always the responsibility of the student to find out what was missed in his/her absence by communication with the teacher or another student.

### **CHEATING**

Baltimore Lutheran defines cheating in the following ways:

- Obtaining materials already submitted, evaluated, and returned; providing old or current tests and term papers to other students.
- Copying homework, test, and/or quiz answers from others or passing answers to other students
- Using “crib sheets” during quizzes and/or tests
- Allowing family members or friends to do projects for the student
- Plagiarism (“the taking of ideas and passing them off as one’s own”; e.g. copying reports from the encyclopedia or internet, but neglecting to include proper/complete/any notations to indicate such). Use of internet foreign language translators for help (unless specified by the instructor to be acceptable) would be included in this category. To assist both students and teachers in understanding and preventing plagiarism, Baltimore Lutheran Middle and Upper School teachers may now choose to use [www.turnitin.com](http://www.turnitin.com) to review any student papers or projects before issuing final grades.
- Disclosing contents of tests/quizzes to students who have not yet taken them. This includes selling or otherwise providing old materials to other students who did not do that work themselves.

In addition to the above Baltimore Lutheran School reserves the right to determine, in any given instance, what action constitutes a violation of academic integrity.

In a Christian community, the expectation is that cheating does not occur. Students who are cheating may receive 0% on the assignment in question. The student may also be suspended from school depending upon the severity of the infraction.

## **COMMUNICATION OF ACADEMIC PROGRESS**

Students, parents and teachers can monitor academic progress in the following ways throughout the year:

- **ASSIGNMENT PLANNER:** Daily checking of the assignment planner distributed to all students for their regular use. Here students and parents can keep track of upcoming homework, tests, quizzes, projects, etc. Accuracy of the planner is the sole responsibility of the student.
- **EDLINE REPORTS:** Each student and parent is issued an EdLine account at the beginning of the year to carry with him/her throughout his/her BLS career. EdLine allows each class to have a webpage set up to be used as the teachers see most effective for their classrooms. Student grade reports will be available through EdLine as updated by teachers at least every two weeks at a time deemed appropriate by the teacher, to provide a report to parents and students between mid-term and quarter report cards.
- **MID-TERM REPORTS:** Mid-Term Reports will be issued mid-way through each of the four quarters (at approximately the 4.5 week mark). The purpose of the Mid-Term Report is to keep parents notified about their student's progress while there is still time to impact the current quarterly marking period. Mid-term grades are neither "permanent" nor are they recorded on student transcripts.
- **REPORT CARDS:** Report cards are issued after each quarter of the school year after each quarter. Final grades for semester classes will be determined by using the first and second quarter report card grades (and semester exam grades, where applicable). Final grades for full year classes will be determined by using all four report card grades (and the semester exam grades, where applicable).

Baltimore Lutheran reserves the right to withhold release of current report cards until satisfaction has been made in other time-sensitive school areas (e.g. financial obligations are current, library fines have been paid, sports uniforms have been turned in, etc.).

## **STUDENT/PARENT/TEACHER CONFERENCES**

Student/Parent/Teacher Conferences are offered with individual members of the Middle School teaching team on specified calendar dates two times a year by appointment only. The dates for this year's conferences are printed on the all-school calendar available in the Main Office and should be accessible through the school website. Appointments are made through contact with the Main Office at least two days in advance of the meeting.

All parent-requested conferences outside of the all-school pre-scheduled dates are made through the Guidance Department. These conferences should be viewed as a time for parents and students to meet with a student's teachers in order to discuss student progress. Students are encouraged to attend most conferences.

"Drop in" visits to any staff member 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 a parent at any time. It is recommended that a "Cc" to the principal and guidance counselor be made if a contact is made with the teacher. Teachers will make a reasonable effort to return the contact within 24 hours.

## **STANDARDIZED TESTING PROGRAM**

A variety of standardized tests are used

- **Placement Exams--**All students, regardless of grade level, are given a placement examination to determine reading level, math competency, and over-all academic ability before joining the community
- **Grades 6-8 take the CTBS/Terra Nova Tests each year.** The TerraNova/CTBS Complete Battery Plus with TCS/2 (Comprehensive Tests of Basic Skills, Test of Cognitive Skills) is given to all middle school students in December when upper school students are taking first semester finals. The CTBS is a norm-referenced achievement test. Test results give educators an objective picture of how a specific student or typical student in a specific grade is progressing in school. Scores can help to show whether a student is doing better in some subjects than in others and whether a student is improving in certain areas from year to year. Moreover, the test can be of assistance in improving instruction. The TCS/2 is a cognitive abilities test comprised of four subtests designed to assess the academic aptitude of students. The subtests are intended to measure selected verbal, non-verbal, and memory abilities that are important to success in an educational program.

## **STAR PROGRAM**

The STAR (Student Aid and Resource) Program is designed to help students with mild diagnosed learning differences to “learn how to learn” so they can successfully complete the rigorous requirements of Baltimore Lutheran’s college preparatory program. Students are fully integrated into the curriculum and must thereby meet all school or state requirements to remain in good standing. Services provided through STAR are varied but may include test-taking modifications, help with organizational skills, provision of study strategies, help with word processing/internet research skills, homework monitoring, assistance with written communication, tutoring in difficult subject areas, and regular progress review. While not a remediation program, services offered depend upon student needs and recommendations from educational-psychological evaluations made by trained and licensed professionals off site. Application for STAR services requires a diagnosed learning difference documented in an educational psychology evaluation that is less than three years old.

## **LIBRARY/MEDIA CENTER**

Each student has access to his own BLS library account. When a student checks out a book, he/she is agreeing to be accountable for:

- returning the book(s) in good condition by the due date, normally a three-week period
- paying the ten cent/day fine per book for each day the item is overdue, or
- paying to replace the lost book.

Failure to comply will result in retention of the student’s report card until the situation is rectified. Library privileges may be suspended or revoked.

## **COMPUTER LABS/TECHNOLOGY USE**

All students must sign a Technology Use Agreement before they can use their assigned computer account. Please see those agreements for more information.

## **UPPER SCHOOL COURSES TAKEN DURING MIDDLE SCHOOL**

Currently: Algebra I, Geometry, Algebra II, a first year study of foreign languages

Students enrolled in upper school courses prior to their ninth grade year may receive upper school credit so long as certain criteria are met. Criteria include participation in both mid-year and year-end exams. However, note that grades earned in courses taken before ninth grade are not counted with others used to determine either upper school GPA or class rank.

If enrolled in Baltimore Lutheran Upper School, students must still earn three math credits and two additional foreign language credits during the ninth through twelfth grade years.

## **FINAL EXAMS**

No final exams will be given in Middle School except to students enrolled in an upper level/advanced course where high school credit is to be earned. In applicable courses, failure to participate in a final exam or project may result in forfeiture of high school credit for the course taken.

## **ATTENDANCE POLICY**

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### **SCHOOL HOURS**

The middle school day begins with Advisory at 8:00 A.M. All students are expected to be in their Advisory Group no later than 8:00 A.M. to be considered punctual. The doors of the Middle School will be unlocked for students at 7:30 A.M. Students may enter the building at this time.

After school, students awaiting transportation should be out in front of the school building or under the direct supervision of a teacher indoors. The library will be available to students from 3 to 3:30 P.M. for study time. Any middle school students remaining on school grounds at 3:30 P.M. and who are not involved in a school-sponsored activity will be escorted to the Extended Day Program (EDP) facility and charged accordingly.

Middle school students are allowed to attend home athletic events only if they have a note of permission from a parent. Students should show this note to the school's attendance office at the beginning of the school day, so a photocopy may be made for the records and the original returned to the student to carry on his person after school. (Student spectators are not permitted at practice games.) Students are to be picked up shortly after the end of the game or they will be escorted to EDP.

BLS does not **generally** provide supervision after 6:00 P.M.

## **SCHOOL CLOSING, EARLY DISMISSAL, LATE OPENINGS**

To receive any special schedule (i.e., early dismissal or late starts) change information or instructions, please use the following sources of information: WBAL Radio, WBAL-TV, the school website ([www.baltimorelutheran.org](http://www.baltimorelutheran.org)), the Baltimore Lutheran weather-related information line at 410-825-2323 \*500 and through [www.schoolsout.com](http://www.schoolsout.com).

## **ABSENCES AND ATTENDANCE**

All students are expected to be in attendance every day that school is in session and to be on time to all classes. If a student is too ill to attend classes, the parent should call the school at extension 229 prior to 9:00 A.M. Do not have the student call. Parental permission for a student to be absent does not necessarily constitute an excused absence. Baltimore Lutheran reserves the right to determine whether absences will be considered excused or unexcused.

If a student is too ill to attend scheduled classes any given morning, the parent should call the school prior to the start of the school day to alert the office of the anticipated absence.

Students who fall ill during the school day will be sent to the school nurse, who will contact the parent or emergency contact on file if needed. For your child's sake, never tell your child you will pick him up before regular dismissal time without having spoken first with either the school nurse or a school office representative for attendance and safety purposes.

Any student who is absent for more than three class periods may not participate in co-curricular activities for that same day. A student is required to also attend all classes after lunch to be eligible to participate. An authorized doctor's note is required for exceptions to the policy.

Chronic absenteeism may result in loss of credit or failure for that marking period. A student who misses 20% or more of a class will not receive credit for that class and may be ineligible for co-curricular activities. Students who are absent ten or more days during one semester will not be allowed to re-enroll. Decisions involving prolonged absenteeism associated with a documented medical condition will be determined on an individual basis.

A student whose absence is unexcused will be given a failing grade of zero for any assignment, project, test, etc. due that day. Healthcare appointments should be made outside of school hours whenever possible. In the event that this becomes impossible and an appointment is scheduled during the day, the student should get a form from the middle school secretary prior to the appointment and return it the following day.

Please do not pick up your child from school during class times without first discussing this with either the nurses or middle school secretary/principal.

## **FAMILY TRAVEL/TRIPS/PERSONAL DAYS**

Requests for excused student absences for vacations during the school year are discouraged. When a travel situation cannot be avoided, families must follow these steps:

- a written request must be made to the middle school principal at least 5 days in advance of the trip/personal leave day(s)
- after the principal has approved the absence, the student will be issued a goldenrod form to be signed by all teachers and parent(s)
- the signed form must be returned to the middle school office two days prior to the requested absence date(s)
- students who take part in activities that are deemed unexcused should expect to receive zeroes on any graded work during the absence.

## **TARDIES**

To school: Students arriving after the start of school should report to the school office with a written note of explanation so they may receive a pass to their class. The pass may be either excused or unexcused depending on the nature of the student's tardiness.

To classes: Students are expected to arrive on time for all classes. A written excuse for a tardy to a class must be obtained from the previous teacher or staff person.

Students who accumulate six tardies to school or four unexcused tardies to class will receive a demerit.

## **DISCIPLINE**

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### **DISCIPLINARY ACTION**

If negative behavior impacts the school community, BLS reserves the right to take alternative disciplinary action, including but not automatically resulting in dismissal.

- Parents will be notified via a demerit form carried home by the student each time an infraction occurs.
- Further contact with parents may take the form of:
  - E-mail or phone conference
  - Personal conference with parent and student
  - Personal letter
- Detention, suspension, and expulsion may become necessary for continued negative behaviors or behaviors which may warrant immediate action .

### **DEMERIT POLICY**

Demerits are communications to parents and students that could eventually lead to disciplinary action as outlined below. These are to be signed and returned the next day. Signing the demerit acknowledges receipt. Classroom Infraction and School Policy demerits are erased at semester, while Behavioral demerits remain cumulative throughout the year.

6 demerits → 1 detention

3 detentions → 1 suspension (18 demerits total)

After the first suspension, every 5 demerits → 1 detention

3 detentions → second suspension (15 demerits total)

After second suspension, every 4 demerits → 1 detention

3 detentions → third suspension (12 demerits total)

Expulsions from BLS may result after 3<sup>rd</sup> suspension

### **SATURDAY DETENTIONS**

When sufficient demerits have been accumulated, a Saturday detention may need to be served.

- A student will be assigned to serve a 9-10 A.M. Saturday morning detention, under direct adult supervision. There might be occasion for a student to be assigned a 9-11 AM Saturday detention
- Students are also assessed a fee of \$5 per student per hour of detention.
- Students should arrive in dress code and on time.
- *No food is allowed in detention.*
- The adult who brings the student to detention is expected to personally deliver him or her into the building and pick up the student again at the end of the hour. This assures the safety of the student and permits the single teacher on duty to continue to monitor other students who may have already arrived.
- Work detentions may be put into effect at the discretion of the teacher in charge.
- Students who do not serve their scheduled detentions will be issued double time the following detention Saturday. Failure to appear at that time may result in suspension.

Failure to follow these guidelines may result in further disciplinary action.

### **SUSPENSION FROM SCHOOL**

Suspensions remove the student from the community for a period of time as determined by the principal.

Suspensions will be assigned as the result of accumulated demerits; some infractions may result in automatic suspensions at the discretion of the principal.

The following steps should be taken when it is necessary to remove a student from community for a limited amount of time:

- A student will be told that he has been suspended.
- A personal hand-to-hand delivery of the written suspension will be made between the administrator assigning the suspension and the student receiving it. At that time both the student and administrator are expected to sign the document.
- A phone call will be made from the office of the administrator to the parent or legal guardian of said student.
- The decision to serve the detention at home or in school will be left to the principal on the day it was originally assigned.
- Suspensions also remove a student from after school activities on the day of the suspension.

All schoolwork missed during a suspension must be made up. Each day of suspension will result in an across-the-board 2% grade reduction for the quarter in which the suspension occurs.

## **EXPULSION**

Expulsion is the permanent removal of a student from the school community. Students exhibiting the following behavior subject themselves to expulsion:

- Failure to respond to the disciplinary structure as documented.
- Using, possessing, selling, or being under the influence of any illegal drug (including alcoholic beverages) on campus or during a school function or activity. This can also include misuse of prescribed medications. Parents and the proper law enforcement authorities will be notified as part of the procedure.
- Using or possessing any weapons according to the policy as outlined in this handbook
- Behaviors which threaten or endanger the school community, including such actions as making bomb threats, falsely pulling fire alarms, etc.
- Conduct that discredits self, the school, or its mission.
- Any other negative behavior not noted specifically above but agreed to be comparably severe by members of the administrative team

## **GENERAL SCHOOL RULES**

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The following rules are in effect whenever the student is on campus or participating in a school event. Failure to follow these rules may result in disciplinary action.

### **BACKPACKS**

Middle School students are not to carry their school bags to ANY classroom (including those in the Upper School or LAC). Book bags found in unauthorized areas during school days or school-sponsored events will subject their owners to disciplinary action.

### **BOOKS**

Each student will be issued one set of textbooks and one BLS homework assignment book. Any additional books requested will involve a fee. All school-owned books MUST ALWAYS have a paper cover. Book socks and adhesive covers are not permitted. Fines will be assessed at the end of the course for abused or missing school-owned books.

### **PERSONAL COMMUNICATION AND ELECTRONIC DEVICES**

Personal communication and other electronic devices are inherently disruptive to the academic environment. If students bring a cell phone or other electronic device to school, it is to remain in the silent mode and may not be visible when carried. If the device is a classroom distraction, it may be confiscated by a teacher, coach or administrator. If a student has a device confiscated, they must see the Principal to reclaim the item. Baltimore Lutheran will not be held responsible for stolen, misplaced, or damaged cell phones, or other electronic devices. Necessary calls may only be made in the presence of and with permission from a staff member.

### **MP3 Players, iPods, HANDHELD GAMING SYSTEMS, ETC.**

The playing of any electronic device is prohibited during the school day. BLS discourages the bringing of these devices to school and is not responsible for breakage, theft, or loss of such items.

### **CHEWING GUM**

Neither possession nor chewing of gum is permitted on campus at any time.

## **CRUDE OR OBSCENE LANGUAGE**

Crude or obscene language in written, visual, or verbal form is rude and not befitting a Christian; consequently, it is not tolerated. Using the Lord's name in vain is not permitted at any time.

## **CUTTING CLASSES**

Cutting class is defined as an unexcused departure from the school schedule and warrants immediate disciplinary action.

## **DELIVERIES**

To prevent disruptions to learning, no balloons, flowers, pizzas or similar items are to be delivered to a student on campus during the academic day without special administrative permission.

## **DRESS CODE VIOLATIONS**

While on campus students are to follow dress code as outlined in this handbook.

## **EATING AND DRINKING IN CLASS OR SCHOOL BUILDINGS**

Eating and drinking in class or hallways is not permitted. Eating and drinking is permitted in the lunchroom during school or in designated areas on the grounds, but only during assigned lunch periods. 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 either clear water bottles or from water fountains located throughout the school for student use. Beverages other than water or food products are not to be consumed in the hallways or school buildings during the school day. Teachers, in consultation with school administration, may have cultural events in their classrooms which include food or drink.

## **CORRIDOR DECORUM**

At all times, students will:

- Refrain from running in the corridors.
- Keep an open path in corridors.
- Use waste containers to dispose of refuse.
- Refrain from loud or boisterous behavior.
- Place no open containers (food/drink other than water, candy, etc.) in the hallways or lockers before, during or after school.

## **ILLEGAL/HARMFUL SUBSTANCES**

Students are NOT permitted to possess and/or use alcohol, tobacco, drugs or any potentially harmful substance on the campus of Baltimore Lutheran before, during, or after school.

- These substances *in any form* are not permitted on school grounds.
- Students are not permitted to use these substances at any school-sponsored function.
- Use of these substances will result in suspension or expulsion from school.
- Use of any non-prescribed medication is not permitted on school grounds. (See MEDICATION of this handbook)
- Improper use of non-illegal substances (i.e. sniffing agents and other chemicals) is prohibited.

## **LITTERING**

Littering in the classrooms, bathrooms, on school grounds, etc. will not be tolerated.

## **LOCKERS**

All students will be assigned a corridor locker as well as a locker for physical education classes. Students are expected to keep their lockers neat and orderly at all times. Periodic locker checks may be made to ensure that student lockers are being properly maintained. No materials or decorations are to be placed on the outside of locker doors other than items prepared by teams or clubs under the supervision of a coach or sponsor. Students are to report any locker damage to the school office immediately upon discovery. Students will be assessed the cost of repair for any unreported or self-inflicted damage.

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

Valuable items and money should not be stored in the corridor locker. Should you bring something valuable to school, do not put it in your locker. Take the item to the office for safekeeping. The school is not responsible for lost or stolen articles from your locker. General guidelines are as follows:

- Put names in books and on other items
- Do not leave items on top of lockers or on floors
- Leave valuables or large sums of money with office personnel

Students are personally responsible for lockers assigned to them. They are to be kept clean on the inside as well as on the outside, free of open food containers and offensive words or pictures. Students may not enter the locker of another student unless that student is present. Students found entering lockers other than their own may be subject to disciplinary action.

## **LOST AND FOUND**

Articles found in and around the school should be turned in to the school office where their owners may claim them. Periodically unclaimed items will be disposed of (either given to charity or thrown away).

## **LUNCHROOM**

- 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 lunchroom with the knowledge and permission of one of the lunch monitor teachers for that day.
- Students are to wait until their table is specifically dismissed by a teacher before they leave that table.

## **MEDICATION**

No student is to carry ANY type of medication on his/her person throughout the school day. All medications sent to school for student use must be in the possession of the school nurse as soon as possible. Only the nurse may legally dispense even over-the-counter drugs to students, and then only with proper documentation on file from a licensed physician stating that the medication in question may be given to that specific child.

## **OFF-LIMITS AREAS**

Certain areas of the campus are off limits to students. These areas include but are not limited to:

- the woods and the stream running through the woods
- parking areas
- teacher work rooms (unless under teacher supervision/with specific or written teacher permission)
- the gym before school/without adult supervision
- the lunchroom when it is not lunch break
- Any unsupervised area at any time (e.g. the computer lab between 3:00 and 3:30 P.M.)

In general, students are not to be on campus when classes are not in session unless they are involved in school-sponsored activities supervised by appropriate and authorized school personnel.

## **OUTDOOR BEHAVIOR AFTER SCHOOL**

While standing outdoors waiting for a ride home, there should be no disruptions to the flow of traffic. Attend to the instructions of the staff members on duty, for the safety of all.

## **PETS ON CAMPUS**

For both health and safety reasons, no one is permitted to bring pets into the buildings, or on the grounds of Baltimore Lutheran School during the school day and/or for any school sponsored event or activity. Administrative exception would be needed for any special circumstances (e.g., visual assistance animals).

## **PUBLIC DISPLAY OF AFFECTION**

As a matter of mutual respect, students will refrain from such activity anywhere on campus.

## **REMAINING ON SCHOOL GROUNDS**

Once a student comes onto school grounds, they are to remain until he leaves for home. If a student is not participating in a staff-supervised afterschool activity and are still on campus at 3:30 they are to report to EDP (Extended Day Program). After 3:30 parents will pick up their students from the EDP facility.

## **SKATEBOARDS, ROLLER-SKATES, SCOOTERS, ETC.**

Skateboards, roller-skates, roller-blades, scooters, Heelies, etc. are not permitted on campus.

## **VISITORS**

- Generally, visitors are only permitted if they are considering BLS for their future education or if they are a visiting family member.
- Prospective student visits are arranged through the Admissions Office.
- Other visitors must make arrangements through one of the principals. Advance notice must be given and a parent's written consent is required. Visitors should report to the main office and secure a visible pass for the time they are on campus. All visitors are expected to be dressed appropriately.

## **WEAPONS**

The act of having, using, or threatening to use any weapon or instrument capable of inflicting bodily injury is strictly prohibited. If it is determined that any student brought a dangerous weapon to school or possessed a dangerous weapon at school or in a weapon-free school zone, that student may be expelled.

A dangerous weapon is

- any firearm, including a starter gun or BB gun,
- any firearm muffler or firearm silencer,
- any explosives, bombs, or poisonous gas device,
- any dagger, dirk, stiletto knife, pocket knife, knives of any kind, switch blade, iron bar, or brass knuckles
- any instrument that is a "look-a-like" weapon or instrument (i.e. starter pistols, rubber knives, comb switchblades, souvenir or collectable weapons, toys guns, etc.).

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. School officials are required to contact the parent or guardian and the local police agency when a student is found in possession of any weapon.

## **SCHOOL-SPONSORED DRESS CODE**

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### **General rules:**

- BLS students must appear clean, neat, and modest at all times.
- All clothing and accessories must be in good taste and reflect Christian values as determined by BLS staff.
- Dress code is in effect whenever a student is on campus, including after school hours.
- If participating in sports practices, students are expected to adhere to dress code guidelines as outlined in the athletic handbook or as directed by the coach.
- It is an expectation that all clothing will be the correct size (shirts not too tight or oversized, skirts not too short, etc.). Clothing purchased through Lands End School should not require alterations once received.
- It is an expectation that all clothing will be in good repair (no tears or rips).
- Articles of clothing purchased through Lands End School are to be from the approved list in order to meet dress code guidelines.
- Gym uniforms are to be purchased from the PE Department, not through Lands End School.
- A separate pair of tennis shoes is required exclusively for PE use and may be purchased anywhere athletic attire is sold.
- On "alternate dress" days, it is an expectation that the style of the clothing and any logos, words, phrases, or pictures displayed on clothing will be in good taste and reflect Christian values.

### **Specific rules:**

- Basic attire as purchased through Lands End School (only item numbers listed on BLS approved uniform list):
  - red or white, short-sleeved or long-sleeved polos (interlocked or mesh) with BLS logo
  - white or powder blue, short-sleeved or long-sleeved, button-down oxford with or without BLS logo
  - turtleneck, zip-front cardigan sweater, V-neck sweater, sweater vest
  - khaki or navy walking shorts
  - khaki or navy, pleated or flat-front, long pants
  - khaki or navy skort
- **Hair:**
  - neat, combed, and clean and of a natural hair color
  - may not interfere with direct eye contact

- odd/unusual hairstyles including shaving beyond natural hair line are unacceptable
- multiple hair colors are unacceptable
- males: hair may not touch collar of shirt
- wigs are only permitted with special permission from an administrator upon awareness of a health issue that necessitates it
- **Facial hair/body art:**
  - beards and mustaches are unacceptable
  - ear lobe piercing is acceptable for ladies only
  - any other body piercings are unacceptable
  - tattoos (temporary or permanent) are unacceptable
- **Jewelry:**
  - watches, rings, necklaces, and bracelets are acceptable
  - earrings are acceptable for ladies only
  - spikes on any jewelry are unacceptable
  - multiple layers of bracelets are unacceptable
  - more than two hoops/studs per ear are unacceptable
- **T-shirts/undershirts/undergarments:**
  - may only be worn underneath school-sponsored tops
  - only solid school colors: red, gold or white
  - lettering or artwork on shirts is not acceptable
  - undergarments may not be visible
- **Hooded/Non-hooded Sweatshirts (BLS Spirit Wear/BLS Athletic Teams) and Sweaters (Lands' End):**
  - may be worn in classroom
  - only BLS seal/logo or other approved logo
  - school-sponsored shirt is to be worn underneath sweatshirt and sweater
- **Outerwear (coats, jackets):**
  - remain in locker once inside building
  - shirts are not to be worn as jackets
- **Socks/stockings:**
  - are be worn at all times and visible
  - solid color only
  - panty hose, tights, and knee highs are to be of solid flesh, black, navy, brown, or white color
  - leggings (footless tights) are unacceptable
- **Shoes:**
  - toes and heels are to be covered at all times
  - oxford-type tie shoes or low-cut loafers in either brown or black are acceptable
  - single color sneakers in black, navy, white or tan are acceptable
  - clogs, sandals, flip-flops are unacceptable
  - boots are unacceptable
  - heels may not exceed 2 inches
  - It is unacceptable to wear PE tennis shoes to other classes
- **Hats, gloves, scarves, sunglasses, etc.:**
  - may not be worn during the school day
  - logos or words on hats and other accessories are to be fitting with the Christian environment found at Baltimore Lutheran School

## **GENERAL PROCEDURES**

### **COUNSELING**

The purpose of the counseling program at Baltimore Lutheran is to provide personal, academic, college, and vocational counseling to students. Our goal is to help the student be successful in these areas through personal growth. Growth requires struggle and the counselors at Baltimore Lutheran are available to assist the student to grow successfully. All counseling is coordinated through the Director of Guidance. It is not within our realm to provide therapeutic counseling. Individuals with more pervasive difficulties may be referred to outside agencies for consultation.

## **HEALTH SERVICES**

Baltimore Lutheran provides a Registered Nurse during school hours. All Health Services for the school, including the following, are coordinated through the Health Office (x. 244):

- Health records are maintained on all students; adaptations are made to the school program for those students with special needs when possible.
- Vision and hearing screening is administered yearly to specific grades and referrals are made when indicated.
- Height and weight check is done for all middle school students and nutrition counseling provided.
- Scoliosis screening is conducted in the spring for sixth grade girls and eighth grade boys as mandated by the state.
- Baltimore Lutheran School employs a Certified Athletic Trainer to provide extra medical attention to injured athletes. All referrals to the trainer are made through the school nurse.
- A health information column is published regularly and disseminated through the main office to all families.
- A variety of health education programs are planned each year to encourage good health practices and prevention of illness. Health Fairs and Blood Drives are scheduled when possible.

Students who become ill and wish to see the nurse must get a pass from their current teacher before reporting to the health room. Students who wish to go home due to illness must first see the nurse before calling home.

To help in planning for the student's well being, all enrollees must have on file here by the first day of school a physical and dental examination form signed by a licensed doctor and by a licensed dentist. In addition, all students must show proof of proper immunizations to attend school as required by Maryland state law. Maryland state law prohibits students who lack proper documentation from continuing in community twenty calendar days after the start of school.

Administration of any medication, including over-the-counter painkillers, can only occur with a written order from the student's physician. All medicines, prescribed or non-prescribed, are required to be kept in the Health Room, not on the student or in his possessions.

## **CHAPEL SERVICES, WORSHIP LIFE**

Chapel will typically be held weekly on Wednesday mornings.

Weekly chapel services at BLS are not to be considered a substitute for regular family worship. Families are encouraged to attend worship, Sunday school and Bible study opportunities when offered at their local congregations. A list of Baltimore Lutheran School Association member congregations is available through the main office for any family seeking a church home.

## **FIRE DRILLS AND EMERGENCY EXITING PROCEDURES**

When the fire bell sounds, students are to leave the building under the direction of teachers as specified on the chart located in each room. Students are to walk quietly until well away from the building. Students are to remain with their class at the assigned position so that attendance may be checked. During other forms of emergency faculty instruction will guide students to areas of greatest safety until an "all clear" can be given.

## **TRAFFIC PICK-UP AND DROP-OFF PROCEDURE**

To allow for smooth and swift drop-off and pick-up of students, Baltimore Lutheran requests that parents and guardians remain patient and attentive to the directions provided by staff in charge of traffic supervision.

Morning procedures for dropping off students are as follows:

- There is NO parking within the entrance plaza during drop off and pick-up times.
- The lower parking lot is open for staff, student, parent, and visitor parking.
- Students are to be dropped off in the entrance plaza. Do not use Concordia Drive, the service drive, or any other location to allow students to disembark.
- Pull in along the curb and as far forward as possible. This greatly improves traffic flow. Do not "double park" as this creates a safety hazard.

Afternoon procedures for picking up students are as follows:

- Parents picking up students are asked to park for no more than two minutes at a time in the entrance plaza or for as long as needed in the parking lot.
- Pull in along the curb and as far forward as possible. Do not "double park" as this creates a safety hazard. Occasionally, staff will allow the formation of two lines to alleviate traffic on Concordia Drive. Please pay close attention to instructions given by staff members.
- Do not use Concordia Drive, the service drive, or any other location for pick up.

## **PARKING LOT/AREAS**

- Students are not permitted to visit cars, in our parking lot or elsewhere, during the school day.
- Extreme caution and very slow speed is to be observed when entering and leaving the school parking areas.
- Vehicles of school families are to be parked only in designated BLS parking areas.
- Parking in the service drive is not permitted.

## **STUDENT LIFE**

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### **ACTIVITY NIGHTS**

- Only students with signed permission slips are eligible to attend these socials.
- Activity Nights are designed only for Baltimore Lutheran Middle School students for insurance reasons. This rule is strictly followed.
- Students dress: clean, neat, modest, school and activity night appropriate. If you have questions, please ask the Middle School Principal.
- Students are to remain once they enter a social activity. There is no leaving and returning or loitering outdoors. Once a student leaves the activity, he/she also leaves the school grounds.
- Anyone possessing or under the influence of drugs or alcoholic beverages may be discipline by the school and may face possible expulsion from school. Parents will be called immediately to come for the student.

### **CO-CURRICULAR ELIGIBILITY**

If a student wishes to participate in co-curricular activities, that student will meet the following criteria:

- The student will maintain a GPA of at least 70% each quarter.
- The student will have no more than one failure per quarter.

Eligibility is reviewed at the end of each marking period. Grades from the previous quarter are used to determine eligibility for the current season. These eligibility standards also follow the “carry over” rule. This means fourth quarter grades will be used to determine eligibility for the first quarter of the following school year. In cases where credit is recovered through Baltimore Lutheran School approved summer courses prior to the beginning of the fall semester, a student may apply for co-curricular eligibility reinstatement.

Students who are ineligible at the close of a quarter will have their eligibility status reviewed at midterms of the next quarter. Any student has the option of requesting an eligibility review two weeks after the issuance date of report cards as published in the school calendar. The student, no coaches, teachers, or administrators must make this request. If an ineligible athlete is deemed to have become eligible, he/she may return to competition beginning on the Monday of the new school week. The student’s eligibility will be reviewed again at midterm to determine continual academic eligibility for the present quarter.

No student will be allowed to miss a class in which he/she is receiving a failing grade so that he/she may attend a co-curricular activity.

Any student demonstrating serious negative citizenship may be removed from membership in a co-curricular activity. Actions on the part of the student that require administrative probation or suspension from school shall be considered as demonstrations of serious negative citizenship.

In extraordinary cases, the school administration may, upon the recommendation of a faculty member and the student’s parents, ask that a special waiver be awarded. Specific guidelines including but not limited to class preparation, class participation, academic achievement, will be monitored on a weekly basis by a teacher supervisor. A progress report will be submitted to the principal and athletic director who will decide eligibility on a weekly basis. This waiver may be granted only once during a student’s time at Baltimore Lutheran School.

The above standards apply to all co-curricular activities. These include athletic teams, drama, choir tours, band tours, and any other school sponsored groups. Questions about eligibility may be directed to the appropriate principal.

**Note:** *Student Athletic Handbooks* are available from the athletic department.

## **SPORTS MEDICAL/PHYSICAL FORMS**

A sports medical form must be on file with the Athletic Director for the current school year in order for participation (practice or competition) in any interscholastic athletic activity. These physicals, (form is available on the website) should be completed before school begins in the summer to ensure uninterrupted co-curricular participation for all students, as they are only valid for a period of twelve months from the date of the doctor's exam. The deadline to turn physical forms in by 8:15 A.M. of the date of first practice must be strictly adhered to for all BLS athletes. Students are not allowed to try out or practice until a valid physical is on file with the nurse. If the physical is not turned in on time, it will be left up to the discretion of the coach whether the student will be allowed to try out for the team. It is a good idea for all students who wish to try out for any team during the year to have a valid sports physical on file by the beginning of the year.

## **BALTIMORE LUTHERAN SCHOOL TUITION POLICY**

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We believe that tuition payments are an investment in your child's education and religious formation. Therefore, it is our responsibility of insuring that adequate financial resources are available for the school and that enrollment is as available and affordable as possible to all families. In our need to provide a reasonable payment plan while keeping the school as affordable as possible, we have decided to use the FACTS Tuition Payment Plan.

### **TUITION AND FEES PAYMENT**

All families shall be expected to make tuition payments according to one of the following payment plans. Each family's preferred manner of payment must be submitted each year at the time of student enrollment. Options for payment shall include:

- A. **Full Payment.** Under this plan the entire amount of tuition is paid on or before July 1<sup>st</sup>. This payment is made directly to the school office.
- B. **Monthly Payments.** Under this plan the entire amount of tuition is paid monthly over a ten (10) month period beginning in August through the FACTS Tuition Management Plan. This plan is an automatic payment plan made through a checking or statement savings account. Those choosing this plan will authorize their financial institution to make automatic monthly payments to FACTS on either the 5<sup>th</sup> or 20<sup>th</sup> of each month.

**The Business Office, in its sole and absolute discretion, can determine at any time with or without previous warning that because of the payment history a family may no longer have the option to use the FACTS payment plan. Instead, they may be required to provide full payment for the upcoming school year by cash, money order, or cashier's check by the July 1<sup>st</sup> payment deadline.**

### **CANCELLATIONS AND REFUNDS**

**Unconditional Obligation:** The parent's obligation to pay the fees for the full year is unconditional and after July 1, no portion of fees paid or outstanding tuition will be refunded or canceled in the event of absence, withdrawal, or dismissal from the school. Notification of withdrawal to the Headmaster in writing via certified mail on or before July 1 will result in forfeiture of the deposit and fees only.

**Tuition Insurance:** In view of the parent's obligation as set forth above, the school makes available to the parent a Tuition Refund Plan. The Tuition Refund Plan is optional for those choosing Payment Plan A and mandatory for those choosing Payment Plan B and is designed to protect your financial obligation if the student withdraws or is dismissed. The tuition refund plan covers up to 60% of the remaining tuition leaving the parent responsible for a minimum of 40% of the remaining tuition.

### **LATE REGISTRATIONS**

- Students registering in the school during the **First Quarter** will pay **100%** of tuition and fees.
- Students registering in the school during the **Second Quarter** will pay **75%** of the tuition and **100%** of fees.
- Students registering in the school during the **Third Quarter** will pay **50%** of the tuition and **100%** of fees.
- Students registering in the school during the **Fourth Quarter** will pay **25%** of the tuition and **100%** of fees.

**Students enrolling during the course of the school year will be charged in full for all fees other than tuition. Students enrolling during the second, third, or fourth quarter will pay a Late Registration Fee of 5% of gross tuition.**

## LATE PAYMENTS

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

- I. **Full Payment.** If payment is not received on or before July 1, the family will be contacted by the Business Office concerning the missed payment date and alternative tuition payment options will be offered. If funds are not received according to a new agreement, all tuition payments shall be made through the FACTS Tuition Management Plan.
- II. **Monthly Payments.** School families who choose the ten (10) month payment plan and miss a monthly payment due to insufficient funds will be assessed a \$25.00 missed payment fee by FACTS and may incur a fee from their own financial institution. The missed payment will be reattempted by FACTS in approximately two weeks. If the missed payment is returned again, a last attempt will be made approximately two weeks after that.

In addition, school families who have missed the third attempt by FACTS will be contacted by the Business Office immediately. A cashier's check will be requested within fourteen days to bring the student's account current or the student will no longer be enrolled as of the end of the fourteen-day grace period. **Please Note: Any past due amounts must be paid by cash, money order, or cashier's check. No personal checks will be accepted.**

Any student can be dismissed from the school for any delinquency at any time with or without previous warning if in the opinion of the school the student's account is delinquent. All students' accounts must be current at the end of each quarter. If the student account is not current at the end of the quarter then the student will no longer be enrolled for the next quarter. Parents with past due accounts may not receive report cards, transcripts, or diplomas until all fees have been paid. Parents wishing to re-enroll students for the following school year must have their current financial commitment up-to-date. Re-enrollment applications of students whose tuition payments are delinquent will be placed on probationary acceptance until their tuition is current. In addition, seniors will not be allowed to participate in any graduation ceremonies unless their accounts have been paid in full.

## DELINQUENT TUITION FROM THE PRIOR YEAR

All previously unpaid tuition must be paid by July 1 if a student is to be readmitted on the first day of class for a new school year. Payments are to be made directly to the Business Office. Payment must be by cash, money order, or cashier's check only.

## VOLUNTEER OPPORTUNITIES

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More detailed information on all of the volunteer organizations and programs can be obtained by calling the school office. All parents are encouraged to participate.

## PARENT TEACHER LEAGUE

Our parent organization is a group for parents, teachers, grandparents, friends, and alumni. The purpose for the group is to provide fellowship, education, and support for its members and encouragement and supplemental equipment for the school. Meetings are held on the second Tuesday of each month at 7:00 p.m. in the BLS Media Center. For more information contact Mrs. Tracy Gingher at 410-825-2323.

## MOMS IN TOUCH

This weekly prayer group meets every Friday morning to pray for the needs of students, families, congregations, and the staff of Baltimore Lutheran School. Prayer needs may be submitted to any school secretary.

**Any matters not specifically addressed in this Handbook will be handled pursuant to the sole and absolute discretion of the school principal and/or headmaster, subject to any applicable local, state or federal law. Any issue regarding the interpretation of any policy in this handbook will be determined pursuant to the sole and absolute discretion of the headmaster, subject to any applicable local, state or federal law.**

## Acknowledgement of Policies of Baltimore Lutheran Middle School

I, (**print student's name**) \_\_\_\_\_  
have read and agree to abide by the policies of the *Baltimore Lutheran Middle School 2011–2012 Student-Parent Handbook*.

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I, (**print parent's name**) \_\_\_\_\_  
have read and agree to abide by the policies of the *Baltimore Lutheran Middle School 2011-2012 Student-Parent Handbook*.

**Parent Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*After reviewing the handbook please sign and date this form and return it to your Advisor by Friday 9/2/2011*