



UPPER SCHOOL STUDENT-PARENT HANDBOOK

2011-2012

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www.baltimorelutheran.org

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Mr. Brent Johnson
Mrs. Rebecca Crays
Mr. Steve Haar
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Mr. John Handley
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Headmaster (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.)

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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 46th 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 *Upper 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

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

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 Upper School enrollment is 230. There are 66 students in the class of 2012. 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 20-25 students.

SCHOOL POLICIES

GENERAL GOALS

Baltimore Lutheran will endeavor to maintain an educational environment so that each student through the Word of God and Spirit may know God and his forgiving love in Christ, and then respond in faith and love, identify himself/herself as a child of God, a member of Christ's body, and as such:

1. appreciate and use the Means of Grace
2. become an active, innovative participant in the programs of the community
3. witness to Christ by word and deed
4. become a responsible citizen who is capable of independent thought
5. be sincerely concerned about the social needs of others
6. grow in self-understanding
7. develop proper attitudes toward work and the willingness and ability to adjust as conditions change
8. develop a satisfactory competence in the literary skills
9. develop work habits and skills necessary for creative thinking
10. develop physical skills necessary for performing creative and practical activities
11. develop creative ability and aesthetic appreciation
12. continue in the quest for knowledge and development of mental abilities
13. engage in physical activity for the purpose of maintaining a fit body
14. participate in worthwhile and God-pleasing leisure time activities
15. relate responsibly to God's whole creation while living in the Christian hope

NON-DISCRIMINATION POLICY

Baltimore Lutheran will not discriminate on the basis of race, color, sex, national or ethnic origin in the administration of its educational policies, admission policies, and athletic and other school-administered programs, and guarantees to 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 or ethnic origin in the employment of the administrative, teaching, or custodial staffs necessary for the operation of the school.

ANTI-HAZING

Hazing or initiation activities on the part of Baltimore Lutheran School students or organizations sponsored by Baltimore Lutheran School are strictly forbidden. Student participation in any activities that might be dangerous or construed as hazing and/or physical or sexual harassment may result in one or more of the following consequences:

- Immediate suspension or expulsion from school
- Suspension or removal from the school sponsored organization/team
- Law enforcement referral

When occurring on an athletic team/co-curricular activity, the coach/sponsor, athletic director and principal will determine appropriate consequences for student(s) involved in acts of hazing, and/or physical or sexual harassment.

ANTI-SEXUAL HARASSMENT POLICY

Baltimore Lutheran School is committed to maintaining a learning environment that is free from all forms of sexual 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 as defined by this policy. The Administration of Baltimore Lutheran School will act to investigate all complaints, either 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.

RACIAL AND OTHER HARASSMENT

Harassment Prohibited

The policy of Baltimore Lutheran School is to maintain a learning environment for all of its students free from any form of discrimination or harassment. Baltimore Lutheran School promotes educational programs and disciplinary procedures for the purpose of identifying and eliminating discrimination and harassment in all school activities. Baltimore Lutheran School will act to investigate all complaints of racial harassment.

Baltimore Lutheran School will take appropriate action against any pupil, teacher, administrator or other school personnel who retaliates against any person who reports alleged racial harassment or violence to any person who testifies, assists, or participates in an investigation, or who testifies, assists or participates in a proceeding relating to

such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

Definitions

Racial harassment consists of physical or verbal conduct relating to an individual's race when the conduct has the purpose or effect of creating an intimidating, hostile or offensive environment, or adversely interferes with an individual's academic performance.

Physical violence includes fighting, destruction of property, hitting, biting, and/or throwing objects. (In the judgment of the staff the behavior must be intended to harm another person or a deliberate attempt to deface property.)

Emotional or Verbal violence includes swearing, name calling, or any other intended affront to either an individual or the school. (In the judgment of the staff person the behavior must be intentionally aimed at tearing down another human being or the school)

MATERNITY/PATERNITY

Philosophy

It is the goal of Baltimore Lutheran to have students follow God's code for sexual behavior as stated in I Thessalonians 4:3, "for this is the will of God...that you abstain from immorality," and in I Corinthians 6:13, "...the body is not meant for immorality, but for the Lord." However, Baltimore Lutheran recognizes the reality that some students may become involved in a pregnancy situation. In such situations, we condemn the sexual immorality, not the resulting life. "...You (God) did knit me together in my mother's womb..."(Psalm 139). We also desire to provide for the spiritual nourishment and continued care and love of students in maternal/paternal situations, recognizing the sin and providing for the restoration of the person(s) involved.

Policy

Maternal/paternal situations place stress on the individuals, families, and the school population. Baltimore Lutheran is not normally equipped to handle these situations. Therefore, it may be best for the students, men and women, to continue their education in alternate locations. However, sometimes the overall welfare of the individual student and Baltimore Lutheran may be best served if the student is allowed to continue enrollment at Baltimore Lutheran.

Students who become involved in a maternal/paternal situation must report this condition to the school administration at the earliest possible opportunity. Students failing to notify the administration within the first trimester of pregnancy subject themselves to the possibility of expulsion. Once the school has been notified, the student will be placed on probationary enrollment status for a period of three weeks. During this time the students involved are to work through the procedures established by the school. The application of the procedures is designed to address how the spiritual, psychological, physical, and academic needs of the individual student can best be met, together with the overall welfare of the school and the other students. In order for enrollment to continue, a plan that includes scriptural study, clinical counseling, health care, and schooling must be approved by a standing committee appointed each year by the school administration. The composition of such committee is subject to the approval of the Board of Directors.

Former students wishing to re-enroll, who are married or in maternal/paternal circumstances, must receive approval from the administration-appointed committee.

ALCOHOL AND DRUGS

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

- 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 un-prescribed medication is not permitted on school grounds.
- Improper use of non-illegal substances (i.e. sniffing agents and other chemicals) is prohibited.

Use or possession of these substances on campus will result in suspension and possible expulsion from school. Parents of any student violating this policy will be notified immediately. In addition, the proper authorities will also be contacted.

STUDENT LIFE ASSESSMENT

As our school's Mission Statement proclaims, Baltimore Lutheran desires for its students to be successful and to grow in the spiritual, academic, social, and physical aspects of their lives. Should faculty and administration concern arise over these areas in a student's development, both the parents and the student will be notified and a plan for improvement implemented. Every opportunity for growth and improvement in the areas of concern will be given to the student. It is the sincerest hope of Baltimore Lutheran that this growth will be evident in each student. Should a continued lack of growth be apparent, however, the student could be removed from the Baltimore Lutheran community.

MEDIA RELEASE AUTHORIZATION

During the course of the school year photographs of students participating in a variety of activities may be taken. The admission application gives parents the choice of whether to allow the use their child's photos and recordings for media purposes.

PHOTOGRAPHIC IMAGES OF BALTIMORE LUTHERAN SCHOOL

Any photographic image of Baltimore Lutheran School, its property, or its employees is strictly prohibited without expressed written permission of Baltimore Lutheran School.

ACADEMIC POLICIES

CREDIT PROGRAM AND COURSE REGISTRATION

Beginning at the ninth grade level credits are accumulated for graduation. The minimal number of credits needed to graduate is 26. Advanced courses on the Middle School level may not be counted as part of the 26 credits for graduation.

Below is a list of the minimum graduation requirements for the 26-credit program. For information on the requirements for the Christus Honors Program (p. 18), please contact the Director of Guidance.

26 CREDIT PROGRAM

Religion	4 credits
English	4 credits
Math	3 credits--Algebra I & II, Geometry (BLS recommends 4 credits)
Social Studies	3 credits (BLS recommends 4 credits)
Science	3 credits in lab sciences (BLS recommends 4 credits)
Physical Education*	1-1/2 credits
Technology	1/2 credit
Fine Arts	1 credit
Foreign Language	2 credits in the same language (BLS recommends 3 or 4 credits of the same language)
Electives	4 credits (One of the four units must be in a core subject area: Math, Science, English, Social Studies)

* Full year classes receive one unit of credit. Semester classes receive one-half unit of credit. The required 1-1/2 units of Physical Education must include one semester of Health. Students must be academically involved in seven of eight class periods.

Early graduation is not a practice of Baltimore Lutheran. Accomplished students are encouraged to participate in college in escrow plans, the Christus Honors program, and to take advantage of college courses offered on campus through Concordia University.

Credits awarded by previous schools may be accepted if they are included in the Baltimore Lutheran curriculum and are deemed to be of sufficient quality and level, or approved by the Principal. No course grade below "C" is transferable to Baltimore Lutheran School.

COLLEGE ENTRANCE REQUIREMENTS

College requirements vary depending upon the type of school, the type of majors offered, and the competitive nature of the college. Most competitive four-year colleges require the following minimum:

English	4 credits (Including one Composition, one American Literature, one British Literature)
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Social Studies	3 credits (Including U.S. History and American Government)
Math	3 credits (Algebra I, Geometry, Algebra II and higher level math courses)
Science	3 credits (Including Biology and Chemistry)
Foreign Language	2-4 credits (Two years of the same language)

HIGH SCHOOL COURSES TAKEN AT MIDDLE SCHOOL

Placement in non-entry level courses (e.g., placement in Geometry instead of Algebra I) will require documentation from a student's current school. Without documentation a student will be placed in an entry level course.

Algebra I, Geometry, Algebra II

Students taking Algebra I, Geometry and Algebra II prior to the 9th grade year will receive high school credit toward graduation. These math credits may count toward the three required math credits for graduation for course mastery.* Students taking Algebra I, Geometry, and Algebra II are required to take the end-of-course exam to have the credit count toward graduation. The grades earned in these courses will not be used to determine the student's high school GPA or rank in class.

*Students must still take three credits of Math during grades 9-12.

Foreign Language (Spanish I, French I, German I, Latin I)

Students taking a foreign language in middle school for high school credit may use the credit toward foreign language graduation requirements.* Students must demonstrate course mastery and are required to take the end-of-course exam to have the credit count toward graduation. The grade(s) earned in a foreign language course will not be used to determine the student's high school GPA or rank in class.

*Students must still take two credits of Foreign Language during grades 9-12.

NOTE: No other courses taken in Middle School will be counted toward high school credit. Advanced courses taken during Middle School are not counted as part of the 26 credits for graduation.

DROPPING/ADDING A COURSE

Students are given a window of time to initiate course changes free of charge. After the first full week of each semester, a fee of \$10 is charged for schedule changes unless the change is initiated by Baltimore Lutheran School's Guidance department. New courses cannot be added or substituted after two weeks of a semester have elapsed.

If a student is withdrawing from a course, he/she must complete and submit a course withdrawal form that is signed by his/her parent. The withdrawal form is placed in the student's cumulative file. This form may be obtained from the Guidance Office. A student withdrawing from a course with a passing grade will receive a "WP" on their transcript that indicates the student was passing at the time of withdrawal. A student withdrawing from a course with a failing grade (0-64) will receive a "WF" on their transcript. A "WF" counts as a failure. Students may only drop a class if their schedule permits: Underclassman must be academically involved in seven of eight class periods; seniors may have two of three options—teacher assistant, study hall, free period.

After six weeks, withdrawal from a class results in a "WF" for that course regardless of the grade attained to date. Students may not withdraw from a semester course after the tenth week. For year-long courses, students may withdraw prior to the beginning of the fourth quarter and only if the schedule permits it.

Students in a full year (one credit) honors course may change to a regular section of that course at the conclusion of the first semester. However a student may not, after the first two weeks of the school year, change from a regular section of a full year (one credit) course to an honors section due to the content that has been covered and the advancement of teaching and learning that has already occurred in the course.

See the BLS Curriculum Guide and Appendix X of the Handbook for further information on course changes and adding/dropping a course.

BLS UPPER SCHOOL TRANSFER STUDENT POLICY

Baltimore Lutheran School is sometimes able to accept transfer students from another school. These may be upper school students who have already earned credits toward graduation. In addition to meeting the admissions requirements for any new student, the following also apply to transfer students:

- Class standing is determined by credits earned.

- The Religion requirement is waived for those years the student was attending another school. The student is only required to take Religion courses for those years in attendance at Baltimore Lutheran. Religion credits earned at another school will be accepted.
- Credits are only accepted for courses where Baltimore Lutheran offers a comparable course.
- Credits are only accepted for courses in which the student earned a C (70%) or better.

ACADEMICS

GRADING

Academic grades are reported using a percentage grade system. The following scale is used:

<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

Students attaining a grade of 90% or better in an Honors course will have 3% added to their quarter grade. Students attaining 80-89% will have 2% added to their quarter grade. Students attaining a grade of 70-79% will have 1% point added to their quarter grade.

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%.

FINALS

Final exams are held at the conclusion of each semester. When a teacher administers a final exam for the course, the final will count as 20% of the final grade if it is a semester course, or each semester's final will count as 10% of the final grade for a year-long course (unless otherwise stated in a course syllabus). Most courses have a final exam/project, but announcements will be made to the students early in the school year as to which courses will require semester final examinations.

HOMEWORK

Baltimore Lutheran is a college preparatory school. As such, it is essential that students take personal responsibility for participation in their growth and achievement as they are challenged academically. An important indicator of academic success is a student's attitude and approach to daily assignments, projects, and tests. It is expected that every student will fully complete all homework assignments. Students who demonstrate a consistent lack of preparation for class will be subject to disciplinary action, including detention, suspension, and expulsion.

Parents can be of greatest assistance to their students by encouraging (and expecting) them to assume the following responsibilities:

- keeping their own assignment book records
- allocating their own time usage
- writing and revising their own work
- seeking clarification directly from their teachers whenever additional explanations are required

It is essential that parents/guardians allow students to learn from their own mistakes and rejoice in their own successes as they increasingly become more and more independent in their coursework. By taking personal responsibility in all aspects of their education, students learn to be analytical and to think critically. Individual responsibility will increase the likelihood of students becoming lifelong learners.

HOMEWORK POLICY

Teachers are responsible for communicating their homework policies to students at the beginning of courses through their syllabi. Teachers' syllabi should include late-work policy, policy for work missed because of an absence, and their policy for extra-credit work.

Types of Homework

1. Preparation Homework - helps students prepare for the next day's lesson.
2. Practice Homework - provides review and reinforcement necessary to learn.
3. Extension Homework - guides students so they can expand and apply concepts taught in class.
4. Creative Homework - encourages students to develop their own ideas related to a class topic.

Frequency and Amount of Homework

1. Students will be expected to complete an average of the following number of minutes of homework for all their subjects combined:
 - a. Grade 9 is typically up to 2 hours per night
 - b. Grades 10-12 is 2 to 3 hours per night
 - c. This expectation does not include time spent reviewing and preparing for quizzes and tests.
2. Weekends and holiday breaks may be used to complete make-up work and long-term assignments and projects.

Homework Requests Due to Absences

1. Students are responsible to find out what assignments were missed and complete them upon their return.
2. For absences of three days or longer, parents should contact the guidance department at ext. 269 before the school day begins to request their student's missing assignments. The guidance department will request that teachers e-mail **your** student's assignments and any possible work they can complete at home to guidance by the end of the school day. The guidance department will then e-mail the collected information to the parent that same day.
3. For a school-approved extended absences, teachers will determine a reasonable due date and communicate that in writing to the student. Keep a copy of this in your records.

Student Responsibilities

1. Carry assignment planner throughout the day.
2. Record all assignments in the planner everyday.
3. Understand how to complete all homework assignments before leaving school. Take the time to question teachers if unclear about assignment expectations.
4. Take home all necessary materials to complete your assignments.
5. Schedule and organize time for homework that is compatible with family and/or after school activities.
6. Complete all assignments, regularly observing high standards of neatness and quality.
7. Strive to turn in every assignment on time.
8. When returning from an absence, promptly complete all assignments that were missed.

Parent Responsibilities

1. Familiarize yourself with the homework policies and procedures in your student's classes.
2. Provide a place for your student to study. Encourage him/her to develop good study habits.
3. Encourage the use of the BLS planners to increase your student's organizational skills. Check them periodically.
4. Guide or assist in homework when unusual difficulties arise; never do the homework for your student.
5. Initiate regular communication with your student's teachers, especially if your student has difficulties with assignments, concepts, and directions.
6. Make a homework request when your student will be absent for three or more days by contacting the attendance secretary at extension 229.
7. Provide educational activities that broaden your student's interests while away from school.

Consequences for Not Completing Homework

1. Grades tend to be lower for students who have not completed homework assignments.
2. Privileges at school and home may be limited if students do not complete assignments.
3. Co-curricular ineligibility may result.

MAKE UP WORK POLICY

Students have one day for each day of an excused absence to make up daily work. Tests, quizzes, or work assigned for the first day absent are due the first day back. Field trips, co-curricular activities, performances, planned absences and appointments do not merit an extra day to turn in work. Students are responsible for all work as if they were in class. Students should see their teachers before or after classes to obtain make-up work. Long-term projects are due on the assigned day even if a student is absent. (See course syllabi for additional homework policies.)

If a student is marked unexcused absent due to non-payment of tuition, the student is not able to make-up any work and receives zeros for those assignments.

BALTIMORE LUTHERAN SCHOOL HONOR CODE

Baltimore Lutheran School expects its students to uphold the highest standards of honesty and integrity. To affirm and reinforce this fundamental tenet, students are required at the beginning of each school year to sign the following statement:

HONOR PLEDGE

“Whatever you do, do it all for the glory of God.” I Corinthians 10:31

As a student at Baltimore Lutheran School, I understand and accept my responsibility to uphold the Honor Code at all times. I agree to the following:

- I will not improperly give or receive any material or information for any school assignment or test.
- I will not use or submit any material published or presented by any other person without proper citations (plagiarism).
- I will not alter or misuse any academic record.
- I will conduct myself honestly in all academic matters.

See Appendix XV for *Honor Pledge* agreement.

This signed statement will be kept on file. Then, for each piece of work that is submitted for grading, the student’s signature on the work is an indication that the student has been faithful to the original pledge. At times during the year, a teacher may require that a student write and/or sign the Honor Statement when submitting work or testing.

Any student work/quiz/exam found to be in violation of the Honor Code will be dealt with as per the “Cheating” section of the Baltimore Lutheran School Parent-Student Handbook.

CHEATING

In a Christian community the expectation is that cheating does not occur. Baltimore Lutheran defines it in the following ways:

- Purchasing or obtaining materials already submitted and returned (tests, etc.)
- Copying homework, test, and/or quiz answers from others
- Submitting old assignments as new work, or cutting and pasting assignments from previous work and passing it off as new answers
- Plagiarism, which is “the taking of ideas and passing them off as one’s own” (e.g. copying reports from the encyclopedia and other sources, but failing to include notation to indicate such). Please see Appendix XI and the BLS writing packet for more information.
- Using “crib sheets” during quizzes and/or tests
- Allowing family members or friends to do projects for you
- Selling or providing old tests and term papers to other students
- Passing answers to other students upon request
- Improper documentation of internet sources
- Intentionally or knowingly helping, or attempting to help, commit another act of academic dishonesty.
- Use of computer translator, or other translator, for foreign language help (unless specifically approved by the instructor for that course).
- **Cheating on a semester exam may result in immediate expulsion.**

The aforementioned definitions and examples are not meant to be exhaustive. Baltimore Lutheran School reserves the right to determine, in a given instance, what action constitutes a violation of academic integrity. Students who are cheating will receive a zero for the assignment in question and face disciplinary consequences which may include suspension from school. Subsequent episodes of cheating may result in failing the course in which the episode of cheating has occurred.

STUDY HALL EXPECTATIONS

Study halls at Baltimore Lutheran School are designed to provide students time during the school day to accomplish the following objectives:

- A quiet time to do homework or enrich themselves in a mentally stimulating way.
- An opportunity to take care of school related items which would otherwise detract from classroom time.

The following expectations should be realized in all study halls in order to accomplish these two objectives:

- All students are to be mentally active with quiet study, reading, or other approved enrichment activity.
- Adequate materials are to be brought to the study hall in order that the entire time is used wisely.
- Using the resources of the school library by permission with a pass from the classroom teacher secured ahead of time.
- The classroom teacher or administrator may use this time to see a student for class work, make-up work, or counseling. The student would have the same option to request to see a teacher or administrator.

COMMUNICATION OF ACADEMIC PROGRESS

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

- **Assignment Planner.** An assignment planner is distributed to all students for their regular use. Here students and parents can keep track of upcoming homework, tests, quizzes, projects, etc. Accuracy of 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 them throughout their 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 (updated by teachers at least every two weeks) 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 (approximately the 4.5 week mark). The purpose of the mid-term report is to notify parents of their student's progress at the midpoint of each quarter. These reports approximate grades within five percentage points. Mid-term grades are neither "permanent" nor are they recorded on student transcripts. Parents are encouraged to initiate contact with teachers during the quarter if they have concerns about their student's progress.
- **Report Cards.** Report cards are issued after each quarter of the school year. 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 time-sensitive student commitments (e.g., library fines, sports uniform turn-ins, etc.) have been satisfied.

STUDENT-PARENT-TEACHER CONFERENCES

These conferences occur during the school year by appointment and should be viewed as a time for parents to meet with teachers to discuss their student's academic progress. Dates and times of conferences appear on the school calendar. Please call at least two days in advance for an appointment.

ENROLLMENT, PROMOTION AND SUMMER SCHOOL

CONTINUED ENROLLMENT

Continued enrollment in Baltimore Lutheran School is subject to any and all of the following:

- Parental and student support of the mission of the school as documented in the handbook
- Consistent display of appropriate Christian behavior
- Observation of all school rules as set out in the school handbook including--but not limited to--general behavior, academic performance, and attendance.

- Maintenance of a demonstrably effective and supportive relationship between the school, parents/guardians, and student
- Adhering to Baltimore Lutheran School’s academic policy

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) will 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 who are not showing sufficient academic progress indicate that their educational needs may be better addressed in another institution.

Students are promoted on the following basis:

- all courses are completed successfully with passing grades (65% or better).
- all academic failures in courses required for graduation must be made up in Summer School.

Class standings for each upper school level are as follows:

0-6 credits freshman status	14-20 credits junior status
7-13 credits sophomore status	21 credits and above senior status

SUMMER SCHOOL

Baltimore Lutheran does not conduct its own summer school program (except for Upper School Religion) but will provide information on available programs. Physical Education and many elective courses are not offered in Summer School. Parents are responsible for making Summer School arrangements for their student should the need arise.

Any failure of a Religion class must be taken at Baltimore Lutheran School. Baltimore Lutheran’s Religion Summer School course is Pass/Fail; the final grade for the semester that was failed will show as a 65% on the student’s transcript. If a student fails to make up a Religion failure in Summer School, he/she may not be readmitted to Baltimore Lutheran School.

It should be noted that students may take a maximum of two classes in Summer School. Students are only eligible for Summer School if they have passing grades for at least two of the four quarters. In some subjects, it may be possible to register for recovery credit (one credit) Summer School classes if a student fails more than two quarters. However, students may take only one recovery credit (one credit) course in Summer School. A student must receive or “C” or better in his/her original or review credit course to have it transfer to Baltimore Lutheran School.

The summer school grade does not replace any failing grade earned during the regular school year, including any fourth quarter grade. The grade will be printed on the student’s transcript as a separate summer school grade.

STANDARDIZED TESTING PROGRAM

A variety of standardized tests are used or recommended at Baltimore Lutheran. The most common sequence is as follows:

- Grade 9 takes the EXPLORE. Grade 10 takes the PSAT as practice for the SAT and PLAN, which is practice for the ACT. On average, students who take the PSAT earn higher scores on the SAT than those who do not. Grade 11 also takes the PSAT/NMSQT. For an eleventh grade student this test is a student's first official step on the road to college. By taking the PSAT/NMSQT, juniors may be eligible to enter the National Merit Scholarship Corporation's scholarship competitions.
- Grades 11 and 12 take the Scholastic Aptitude Test (SAT) and/or the American College Test (ACT), which are college entrance exams administered outside of Baltimore Lutheran School. It is recommended that students take college entrance exams beginning in the spring of junior year.

ACADEMIC SERVICES AND STUDENT LIFE

AWARDS

Upper School students are recognized for various achievements while at Baltimore Lutheran. Awards are given for academic achievement in overall grade point average, academic achievement in specific subject areas, and for service. Special awards are given in the area of fine arts and athletics. An awards ceremony is held in the spring to recognize recipients.

COMPUTER LABS

The presence of several computer networks at Baltimore Lutheran School provides a virtually unlimited supply of resources and information to the school community; it also places a great deal of responsibility on all users. All BLS policies, particularly those pertaining to dishonesty and harassment, apply to all uses of computers and related technologies. Ethical, legal, and Christian standards that apply to information technology resources are derived directly from our relationship with God and to others through Him. Any user must adhere to the same code of conduct that governs all other aspects of behavior within the BLS community. All users of information technology resources will be expected to communicate in a responsible, polite, and Christ-centered manner.

Students may use the computer labs when they have written permission from the computer instructors. Students may use the computers for the purpose of completing assignments, doing review work, or supplementing classroom lessons. Each student and a parent must read and sign a "Technology Use Agreement" before being allowed access to the BLS computer network. Copies of the complete technology policy and use agreement are available in the main office.

LIBRARY

The purpose of the library is to promote study and selection of books and educational resource materials. During school hours, students may visit the library with a teacher's permission. Each student must obtain a library pass from the teacher of his/her class and then sign in upon arriving at the library and sign out upon returning to the original class. The library is available before and after school for student use. As in the case of all libraries, talking will be kept to a minimum. Students will be sent back to class if they disturb others or the librarian. Books normally circulate for a three-week period.

Upon admission to Baltimore Lutheran School each student receives a school library account. When a student checks out a book he/she is agreeing to the following:

1. Returning the book(s) by the due date or paying \$.10 per book per day for each day the item is overdue.
2. Paying for a lost book.

Failure to comply with the agreement will result in the student's report card being withheld until the situation is resolved. Library privileges may be suspended or revoked.

NATIONAL HONOR SOCIETY

The National Honor Society inducts into membership Baltimore Lutheran Upper School students who have demonstrated excellence in the four areas of scholarship, leadership, character, and service. Those students in 10th, 11th, and 12th grades who have attended Baltimore Lutheran for at least one semester and who have maintained a 3.3000 GPA are nominated by the faculty council for membership in the Society during the spring of each year. Nominated students must submit their written application, personal references (personal references must submit their letter affirming the applicant by the due date), and essay referencing their qualities of leadership, character, scholarship and service to the NHS Sponsor by the given due date. Failure to have any of the required material in by the due date will prevent the applicant from being reviewed. In addition to sterling academic achievements, prospective members must have performed a minimum of 30 hours of service outside the Baltimore Lutheran

community. As part of the nomination process, the faculty council also evaluates prospective members in the areas of leadership and Christian character. Once inducted into the National Honor Society, members must continue to maintain a 3.3000 GPA and to strengthen their Christian character by seeking further opportunities for leadership and service. To ensure that each of these four standards is upheld, memberships will be re-evaluated by the faculty council at the end of each semester.

CHRISTUS HONORS PROGRAM

The Baltimore Lutheran School Christus Honors Program is designed to challenge the exceptional student by enriching the overall educational experience. The Christus Honors Program is a combination of curriculum offerings at Baltimore Lutheran School and other required components. These include a choice of two of the following options: service learning of twenty hours per year; vocational internship for at least two semesters, which can include the summer; and church worker vocational track.

Christus Honors Scholars will take Honors or Advanced Placement courses when offered. Scholars will be evaluated each semester. Students must maintain a B- or better for each required course. If a student drops below the required 3.50 GPA, they may be dropped from the program. Also, a student may be removed from the program because of his or her behavioral record.

STAR PROGRAM

The STAR (Student Aid and Resource) Program was begun in 1975. The STAR Program is designed to assist the student with learning disabilities to successfully complete the course work requirements at Baltimore Lutheran School. Students are fully integrated into our college preparatory curriculum program and must fulfill school and state requirements. The services provided in the STAR Program are varied and depend upon student needs and the recommendations contained in a current psycho-educational evaluation. The student must have a diagnosed learning disability to apply for the program. STAR services may include test-taking modifications, organizational skills, study strategies, word processing skills, monitoring of homework, assistance with written work, tutoring in difficult subject areas, regular review of progress, and computer resources. The STAR Program is not a remediation service, but rather assists the student to “learn how to learn.”

STUDENT GOVERNMENT

At Baltimore Lutheran School, one of the ways to be involved in school is to be elected to Student Government. Student government is a group that represents the student body’s ideas and feelings to the school. The representatives meet together and discuss ideas and plan school events. In addition to student government, one may also run for a class office. Being a class officer will mean organizing class events and working closely with student government to provide school-wide events. The requirement to run for an office of student government is located in Appendix IX and is available from class advisors.

OUTSIDE TUTORING

Guidelines for Tutors Working with Baltimore Lutheran School Upper School Students

It is Baltimore Lutheran School’s position that our students need to be actively involved in helping themselves in their academic success. Therefore, staff and administration have developed a protocol to assist students’ proactive involvement in the tutoring arrangement.

First Step. In order to encourage the student’s personal responsibility, the student should be actively involved in the process and be first in the line of assistance. Tutored students are expected to

- provide class syllabi, assignment protocol, and other relevant information to the tutor.
- provide an organizational tool, such as planner, assignment sheet, or assignment booklet that the tutor will monitor.
- provide class materials, such as texts, handouts, notes, etc. to the tutor.

Second Step. Because a parent has entered into a contract with a tutor, the parent must be the primary contact with the teacher. Parents play a crucial role in the tutoring equation. When contacting a teacher, a parent is asked to

- talk to their student first to identify what the student cannot provide for the tutor without parental intervention.
- be mindful of teachers’ workloads.
- initiate e-mails to teachers rather than asking teachers to keep them abreast of progress.
- limit the number of e-mails to once a week on their child’s behalf.

Our teachers have a goal of returning all emails as quickly as possible and are asked to do so within 24 hours.

Third Step. The tutor's direct involvement with BLS may be warranted after the student and parent have met their responsibilities as outlined above, but additional intervention/assistance is required. The tutor will

- first contact the student's school counselor to determine the need to contact teachers.
- file a *Mutual Exchange of Information* document with the counselor allowing tutors to be provided information on their client.

Only after these two steps have been completed should a teacher be contacted directly by a tutor. If a tutor does not follow this protocol, teachers have been instructed to forward e-mails and redirect phone calls to the student's counselor.

Definition of Tutor and Limitations

At BLS, personal tutors are defined as people employed privately to augment a student's learning. Tutors may assist students in their quest to become academically successful through encouragement, support, clarification, inquiry, and alternative approaches to conveying concepts being taught.

With that in mind, BLS reminds tutors of their limitations in assisting a student. The following guidelines should be observed:

The tutor may offer guidance in process and organization, provide additional examples/practice or alternate presentation of homework, but must not compromise a student's assignment.

- Academic work is foremost a student's responsibility and should be student driven.
- Work submitted by a student must resemble the level of their classroom work that has been shown previously.
- Homework and formal assignments must remain in control of the student.
- All tests are to be administered by the instructor or the instructor's designee

Baltimore Lutheran School can provide limited space for a tutor to meet with a student during the school day; however, this space is limited to availability. The space cannot be dedicated to tutoring; therefore, most tutoring must occur offsite or after the school day. If Baltimore Lutheran School facilities are used by the tutor, there is a fee assessed. Upon arrival to tutor a student, the tutor must check in at the school's office and submit their driver's license to obtain a visitor's pass. The tutor may not roam the school's hallways/grounds, observe classes, obtain materials from a student's lockers, or other actions which may be intrusive to the school's daily operations. If a tutor requests to sit in a student's class or help with organizing a locker, written parental permission must be given to the principal's office and the principal must also consent. If permission is granted, it will be for a limited and not ongoing basis.

The tutor does not have access to the school's work areas, such as copy machines, printers, phones, etc. Therefore if the tutor needs to make copies of materials, they may request to use a pay copier at the school or to have copies made in the office at a charge of a nickel per copy.

If a tutor fails to meet the onsite tutoring guidelines of Baltimore Lutheran School, permission to tutor onsite will be revoked.

DISCIPLINE

CHRISTIAN DISCIPLINE

Baltimore Lutheran is a specific community within the Body of Christ and, as such, is bound by the Word of God in all things. The rules and regulations of the school are to be considered either as extensions of the Law of God or as codes of conduct that enable the Lutheran community to do all things decently and in order. The Scriptures describe persons as being incapable of perfect obedience to any set of laws. Therefore, the Baltimore Lutheran community will also find itself confronting the problems caused by the sins and offenses of sinful people.

One of the unique features of Christian discipline is that it does not force or coerce correct behavior by the use of power. Christian discipline aims at a change in the individual's heart so that he/she will no longer desire to engage in the improper behavior.

Unfortunately, there are those who do not respond with repentance and who maintain an attitude of rebellion. For such God has offered His people the guidelines presented in Matthew Chapter 18. These guidelines for Christian discipline emphasize the need for repentance, honest sorrow over the offense, and a sincere desire to change. Repeated failure to respond with repentance, results in the removal of the individual from the community of believers. Such a removal of the individual is an act of love inasmuch as it states that the community has exhausted its resources in attempting to lead the person to repentance and now removes the individual in order to show him/her that an unrepentant life has already separated him/her from God and fellow believers.

We trust that each of our students desires to grow in the area of Christian self-discipline. It is our desire and intent to assist the student. We shall work with the student until the student indicates that he/she either does not desire that help or is incapable of living within such a self-disciplined community. At that point the student will be counseled to find another school.

Should Baltimore Lutheran School become aware of behaviors that endanger a student's own spiritual, physical, or emotional health, safety, or reputation or those of another person, or the reputation of Baltimore Lutheran School when the student is not directly under the jurisdiction of the school (or when the student is directly under the supervision of Baltimore Lutheran School), Baltimore Lutheran School reserves the right to inform the student and parents. Should knowledge of such behavior—even though it may occur outside the jurisdiction of the school—negatively affect the school community, Baltimore Lutheran School reserves the right to take disciplinary action, including dismissal.

DISCIPLINARY ACTION

School rules are in effect whenever the student is on campus or participating in a school event. Disciplinary measures will be taken when the student's behavior warrants such action. A form carried home by the student each time he/she is referred to the principal by a teacher will serve as notification to the student's parents. These forms are to be signed and returned to the Principal's Office the next school day.

Further contact with parents may take the form of a personal letter, phone conference, or personal conference with the parent(s) and student. Contact will take place at the discretion of the principal or when requested by the parent. It should be noted that parents will be contacted each time a student is to be suspended from school, leaves school property without permission, or cuts school.

Should a student continue to exhibit inappropriate behaviors, the following procedure will be used:

- For class disruptions/insubordinations: Automatic detention per incident
- For violations: Starting with #3, a detention will be given for each occurrence

DETENTIONS

Saturday Detention is the only detention offered by Baltimore Lutheran School. Students who miss a scheduled detention will be scheduled for an additional detention. If a student continues to miss their scheduled detention they may be suspended or expelled for failure to adhere to Baltimore Lutheran School's disciplinary policy. If a student is ill on the scheduled detention date a parent/guardian must contact the school's assistant principal at 410-825-2323 ext. 225.

Detentions will be issued for the following:

- Each dress code violation starting with the third (One-hour detention, 9-10 a.m.)
- Each tardy starting with the fifth (One-hour detention, 9-10 a.m.)
- Other referrals may be assigned a one-hour Saturday (9-10 a.m.) detention or a two-hour Saturday (9-11 a.m.) detention

The student will be assessed a fee of \$5 for each one-hour Saturday morning detention and \$10 for each two-hour detention. The fee must be paid to the detention monitor upon entering the detention room. If a student does not pay the fee, he/she will be assigned an additional detention with an additional fee.

Students must be in dress code, unless otherwise stated, and be on time to attend detention. Failure to arrive on time or out of dress code will result in the student not being admitted to detention and an additional detention with an additional fee will be assigned. At the discretion of the detention monitor, detentions may include quiet time, detention homework assignment, or work duty. Students may be suspended for the eighth referral (this is a cumulative total which includes referrals given for any reason) and each one thereafter. If a student receives an excessive number of referrals, they may be expelled from Baltimore Lutheran School. (See Appendix XII for further detention information.)

SUSPENSION FROM SCHOOL

Suspensions remove a student from all school sponsored activities on the day suspended. A suspension will result in a 2% reduction in the student's grade for each day of suspension served during the marking period. All work missed during suspension needs to be made up. The following carry a minimum automatic multiple-day suspension from school, but may also result in a longer suspension or even expulsion:

- Fighting—in the judgment of the teacher, physical contact was made with another student out of anger
- Stealing
- Vandalism—including but not limited to willful or malicious destruction of property
- Smoking /possession of tobacco and/or tobacco products/use of illegal substances—on and around school grounds
- Items not listed above but deemed by the upper school principal to be so serious in nature to warrant such a discipline action

Please Note: Baltimore Lutheran School does not condone any pranks, including but not limited to senior pranks, and will deal with them in disciplinary terms.

Any student receiving three suspensions in a school year, or a cumulative total of five suspensions while at Baltimore Lutheran School, will be subject to expulsion.

EXPULSION

Students exhibiting the following behavior subject themselves to possible expulsion:

- Failure to respond to the disciplinary structure
- Using, possessing, selling, or being under the influence of any illegal drug (including alcoholic beverages) on campus or during a school function or activity. Parents and the proper law enforcement authorities will be notified as part of the procedure
- Verbal and/or physical threat or assault
- Cheating on semester finals
- Any other severe negative behavior

APPEALS PROCESS

Baltimore Lutheran School Association Appeal Procedure for Multiple Day Suspension or Expulsion:

Within three school days following the disciplinary procedure, the student or his/her parent(s)/guardian(s) may, by written request to the Headmaster, appeal the disciplinary decision. The Headmaster will convene a panel of three administrators, which will include the Headmaster, but will not include the administrator initiating the disciplinary procedure. The review panel will convene no more than three school days after the appeal has been received. The panel will hear information presented by the student/family as well as information submitted by the administrator initiating the disciplinary action. The review panel may affirm the disciplinary action, increase or decrease the disciplinary action, or reverse the disciplinary action. The review panel will have a decision within two school days following the review by the panel. If the review panel affirms or determines a disciplinary action, the disciplinary action will be placed on the student's disciplinary record.

REPORTING OF DISCIPLINE TO COLLEGES/UNIVERSITIES

Many colleges/universities are requesting information from applicants regarding their prior major disciplinary history that may have resulted in suspension and/or expulsion from any current or previous school. Should a college/university to which a student has formally applied for admission request information from Baltimore Lutheran School regarding the student's/applicant's disciplinary record, such factual information will be released by the school. Also, should a significant change in an applicant's academic status or qualifications—including disciplinary record—occur between the time of formal application (and/or acceptance) and graduation, the school will report such information to the college/university to which a student has formally applied.

GENERAL SCHOOL RULES

Students will respect all people, including themselves, and all property, including their own, at all times. School rules are in effect whenever the student is on campus or participating in a school event.

RESPECT FOR SELF AND OTHERS **CRUDE OR OBSCENE LANGUAGE**

Crude, profane, or obscene language in written, visual, or verbal form is rude and not befitting a Christian. An automatic one-hour detention will be given, continued use demonstrates insubordination and may result in suspension. Depending on the severity, such behavior may result in a suspension or even expulsion.

CUTTING CLASSES

Cutting class is defined as an unexcused departure from the school schedule and warrants immediate disciplinary action. Students may not leave class unless given a pass from the teacher to do so, except in emergencies. Any student who is in another part of the campus during class hours must be there with permission from a teacher. If a student is more than five minutes late for a class (without an excused pass), it will be regarded as cutting class and will be dealt with accordingly. Students who cut a class may be suspended from school.

DANCES AND SOCIAL ACTIVITIES

There are currently four scheduled dances for the school year: Homecoming, Junior Ring Dance, Spring Dance, and Prom. For these dances to be held, there must be at least four faculty and one administrator scheduled as chaperones.

1. Students and their dates must dress in an appropriate fashion.
2. Students may only bring one person to the dance. He/she must be of the opposite sex.
3. All coats and purses must be checked in the lunchroom. Nothing may be carried downstairs. If a student needs something from her purse, she must remove it in front of the chaperone and return it as soon as she is finished with it.
4. No one is to leave the quad area immediately outside the upstairs door of the LAC.
5. Students must remain once they enter a social activity. If students leave the activity, they may not return to school grounds.
6. There is to be no loitering in cars on the parking lot and no returning to cars during the dance.
7. Smoking is not permitted anywhere on the school grounds.
8. Anyone possessing or under the influence of drugs or alcoholic beverages will be liable to expulsion from school. Parents will be called immediately to come for the student.
9. There is a two-strike policy for inappropriate dancing. Students will be asked to stop the first time. If they have to be reminded again, they will be asked to leave.
10. Rules are printed on the tickets and apply to BLS students and their dates. The purchase of a ticket indicates the student's acceptance of these rules.
11. Middle School students may not attend Upper School socials and dances. Likewise, Upper School students may not attend Middle School socials and dances.
12. Only bottled water, which will be provided, may be drunk.

All dance styles must comply with standards of Christian morality, standards that include modesty and safety. School personnel will be the final judges of the appropriateness of dance style. School personnel will confront any student behavior or dancing deemed inappropriate. Inappropriate dancing includes, but is not limited to, the following: "grinding," slam dancing, break dancing, moshing, "freaking," suggestive, dangerous or otherwise inappropriate dancing.

Students violating any of these rules may have their parents phoned and may be asked to leave the dance. Students who are in violation of school policies will also be subject to school disciplinary procedures. Behavior regulations and school policies apply to school dances, on or off campus.

GENERAL DRESS CODE FOR DANCES AND SOCIAL ACTIVITIES

Students are expected to be clean and neat in their personal appearance, observing standards of modesty, moderation, and good taste. Clothing should be clean, hemmed, and in good repair. Clothing displaying any offensive or sexually suggestive language, or anything related to tobacco products, alcohol, or other illegal drugs, will not be permitted. Any interpretation and judgment in these matters lies with school personnel supervising the dance or social activity.

Any boy who attends a dance must:

- Wear shirts with sleeves which must be tucked into pants or extend below the waistline
- Wear pants (short or long) secured at the waist (shorts must be dress style, not gym or team shorts)
- Wear shoes at all times and remove hats for the duration of the dance.

Any girl who attends a dance must:

- Avoid overly tight (spandex) pants or shorts, as well as shorts, skirts, and dresses shorter than mid-thigh.
- Avoid dresses or skirts with slits that end above mid-thigh.
- Avoid blouses, dresses, and tops that are strapless as well as tube tops, halter tops, or tops that are low cut, off the shoulder, or that show a bare back or midriff
- Wear shoes at all times and remove hats for the duration of the dance

See Appendix XIII for *Additional Dance Attire Requirements*.

GUEST PASS PROCEDURE FOR DANCES AND SOCIAL ACTIVITIES

Any student who wishes to bring a guest from another school or a non-BLS student to a Baltimore Lutheran School dance or social activity must follow the following procedure:

- Two weeks prior to the dance/social activity, guest passes will be available from the Upper School Principal.
- Passes must be filled out completely. Guest must obtain appropriate signatures.
- The guest pass must be returned to the Upper School Principal one week prior to the dance/social activity.
- The Upper School Principal will verify information on the guest pass and approve or deny the guest pass.
- The Baltimore Lutheran School student bringing a guest must pick up the approved guest pass from the Upper School Principal prior to the dance/social activity.
- Along with the guest pass, the guest must present their school photo ID at the door.
- If the guest is a not a student, a driver's license or other photo ID is to be presented.
- Guest age is grades 9-12; the guest may not exceed 20 years of age.
- Guest must adhere to the same dress, school policies, and eligibility as Baltimore Lutheran School students.

FIELD TRIPS

Students are expected to represent Baltimore Lutheran School admirably while on field trips. Students should follow the school sponsored dress code guidelines when attending school field trips unless otherwise announced by the principal or supervising teacher. All other guidelines of behavior and decorum will be enforced on field trips. Students who have not demonstrated proper behavior or who are deficient academically may be denied the opportunities of off-campus field trips.

OFF-LIMITS AREAS

There are certain areas of the campus that are off limits to students. These areas include the woods, the stream, the parking lot, the teacher workrooms (except when given a pass by a teacher), the gym more than ten minutes before school begins or when not in P.E. class, and the lunchroom (except when it is that student's lunchtime). Students who are found to be in an off-limits area(s) are subject to disciplinary action. Students are not to be on campus during non-school hours (except for school-sponsored activities) unless they are supervised by appropriate school personnel.

PUBLIC DISPLAYS OF AFFECTION

Respect for oneself and for others makes kissing, embracing, and other types of public display of intimate behavior inappropriate for school and school activities. The school's disciplinary policy will be followed for any violations of public courting.

REMAINING ON SCHOOL GROUNDS

Once a student comes onto school grounds, he/she must remain until he/she leaves for home. Students not participating in an after-school activity should depart from campus by 3:30 p.m. Students are not required to remain on campus after their last class while waiting for an after-school activity to begin.

STUDENT PROCEDURES

FIRE DRILLS/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.

PROCEDURES FOR STUDENT'S EARLY RELEASE

Students who find it necessary to depart during the school day for medical or other acceptable reasons must be given permission to do so from office personnel. No student will be allowed to leave school without parental permission. All students must adhere to the following procedure:

- Office personnel must speak with parent or receive a note from a parent requesting an early release for an approved reason
- Student receives pass to present to his/her teacher
- Student must sign the check-out sheet which is located at the attendance office
- If a student leaves during the school day, he/she is responsible for all missed work
- Upon return to school a signed slip from the doctor must be given to the attendance secretary or the absence will be counted as unexcused until a slip from the doctor is provided
- If a student is returning to school during the same school day, the student must sign-in with the attendance secretary

Failure to follow this procedure may result in disciplinary action, which may include suspension.

SENIOR FREE PERIOD

Seniors are allowed to schedule a free period only if it can be arranged for the last period of the school day. All seniors requesting a senior free period must submit a "Senior Early Release and Permission Form," which may be obtained from the secretary to the principal. Any senior with a free period who receives a failing grade on his/her report card will have the free period replaced by a study hall. In this event, the student will be notified in writing and the change will be effective the second week of the following quarter. (See Appendix III for more information.)

RESPECT FOR PROPERTY

BOOK COVERS AND BOOK FINES

All school-owned books are to be covered. Book socks may not be used to cover school-owned books. Fines are assessed at the end of the course for abused or missing books. Fines are assessed as a percentage of the total price of the text—textbook prices usually range from \$20-\$120. Students will be expected to pay the purchase price of any books that are missing at the end of the course.

CHEWING GUM

Chewing gum is destructive to school property and is not permitted on campus. Chewing of gum is an automatic detention and continued use demonstrates insubordination and may result in suspension.

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.**

LUNCHROOM

Students are to remain in the cafeteria for the entire lunch period. Students are to be on time to lunch and may use the restrooms or phone only with permission from the lunchroom supervisors. The cleanliness and good order of this area are the responsibility of the individual student. Conversational tones are to be used. Seniors are permitted to eat lunch in the area outside the lunchroom when weather permits. This privilege is dependent upon proper care of the outside area and furniture. Seniors electing to eat in the lunchroom must remain there until prayer and dismissal by the supervising teacher. Students may not have lunch delivered unless the Upper School Principal gives prior approval.

LITTERING

Students are to be helpful in keeping the school clean. Littering classrooms, bathrooms, hallways, school grounds, etc. does not reflect good stewardship practices and will not be tolerated.

MATERIALS NOT PERMITTED ON CAMPUS SEARCH

A student's person, locker, automobile, or other property may be searched while on school grounds if there is cause to believe the student is in violation of city, state, federal law, or school regulations.

ILLEGAL/HARMFUL SUBSTANCES

Students are NOT permitted to possess or use alcohol, tobacco, drugs, drug or alcohol paraphernalia, 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 un-prescribed medication is not permitted on school grounds.
- Improper use of non-illegal substances (i.e. sniffing agents and other chemicals) is prohibited.

Use or possession of these substances on campus will result in suspension and possible expulsion from school.

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).

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 shall be expelled.

Dangerous weapons include:

- 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, knives with a blade over 3-inches in length, pocket knife, 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.

MATERIALS NOT TO BE USED DURING THE SCHOOL DAY **BOOK BAGS**

Backpack style book bags must be stored in lockers and are not to be carried to class. Students may carry sling type bags, and laptop/messenger style bags.

PERSONAL COMMUNICATION AND ELECTRONIC DEVICES

Cell phones are inherently disruptive to the academic environment. In addition, cell phones have the ability to compromise the academic integrity of an educational institution. Students are discouraged from bringing cellular phones and other personal communication devices to school. If cell phones or personal communication devices must be brought to school, they are not to ring (They should be on vibrate mode.) and cause disruption during classes. Cell phones that are in a student's possession must be kept in their pocket or purse, so as not to be visible. Phones that are disruptive to the learning process may be confiscated and returned at the end of the instructional day—disciplinary action may result as well. During school hours the use of cell phones on campus is prohibited, except in case of emergency. In such cases, the student must report to the main office for permission to use the phone.

Baltimore Lutheran will not be held responsible for stolen, misplaced, or damaged cell phones, beepers, or other electronic devices.

PERSONAL LISTENING DEVICES, ETC.

The playing of MP3 players, iPods, handheld gaming devices, radios, CD players, or any other noisemaking instrument is prohibited during the school day. Personal listening devices with headphones may be used before/after school only. BLS discourages the bringing of these devices to school and is not responsible for breakage, theft, or loss of such items.

SKATEBOARDS, ROLLER-SKATES, ETC.

Skateboards, roller-skates, roller-blades, heellies, scooter, etc. have potential for injury and are not permitted on campus.

SCHOOL-SPONSORED DRESS CODE

GENERAL RULES

Student appearance, as well as behavior, reflects the Christian values taught at Baltimore Lutheran. In keeping with the Christian environment BLS desires to provide, our primary objective is to have students dress neatly, modestly, and in such a manner that does not attract attention to the individual, but encourages a climate conducive to learning.

Dress code is in effect whenever a student is on campus. This includes after school hours while awaiting pick-up for home. Also, please expect to attend BLS sponsored field trips in dress code unless otherwise stated by the instructor. Dress guidelines for co-curricular activities are listed separately and would supersede the daily school-sponsored dress at the applicable times of day.

Please consult pages 29-30 for the school-sponsored dress code menu for Lands' End items and the tabled summary of common indoor wear concerns.

All clothing items must be in good fit and repair to be worn. As a student grows, new clothing will need to be purchased to maintain a good fit. Articles of clothing provided by Lands End should not need alterations once received. Unauthorized alteration of clothing will result in disciplinary action.

All Baltimore Lutheran School sponsored jackets, hoodies, coats may be worn *as long as the proper dress code items are worn underneath* (students must have a dress code shirt, and if desired an all-white undershirt on underneath of the outer garment). Hoods may not be worn up at any time inside the building. All non-Baltimore Lutheran School sponsored coats/jackets/sweatshirts or outer garment must be placed in lockers upon arrival to school and may not be worn during the school day.

Button-down white/powder blue oxford shirts and pants may be purchased from a supplier other than Lands End. If purchasing from a different supplier, the shirts and pants must be the same style and color as those from Lands End. Other style shirts or pants will not be deemed acceptable dress wear and may not be worn. Students who are not in proper BLS-sponsored dress will be subject to dress-code disciplinary action as outlined in the *Baltimore Lutheran School Student-Parent Handbook*.

SPECIFIC RULES

- **Shirts** - Shirts must be tucked in at all times and must fit properly to allow them to be tucked in.
- **Shoes** - Low-cut, Oxford-type tie shoe or loafer in black or brown. Heels must not exceed two-inches in height. Shoes must cover toes and heels—clogs, sandals, flip-flops, slippers, tennis shoes and/or skater shoes are not acceptable shoes for school. Boots (cowboy, all-weather, fashion, or any other style) are similarly unacceptable.
- **Hairstyles** - Hair must be clean, neat, and combed at all times. Hair cannot interfere with direct eye-contact. For male students, hair may not extend below the bottom of the ear or below collar length in the back. Braids or ponytails of any kind are not allowed. For both male and female students, odd or unusual hairstyles are not to be worn. No part of the head may be shaved beyond that of a traditional haircut. Only natural hair colors are permitted. Two-toned hair and multiple hair colors are not acceptable. Wigs/hairpieces are not permitted without specific permission from an administrator based upon a health issue.
- **Facial hair** – Males should be clean-shaven at all times.

- **Jewelry** - Only watches, rings, necklaces, and bracelets are permitted. No earrings for male students. Female students may wear no more than two hoops/studs per ear. Jewelry may not be excessive: no spikes on neck or wrist gear, no excessive number of wrist gear, necklaces, etc. The size/design must be within good taste, as determined by the principal.
- **Outerwear** - No coats, jackets, hats, or sunglasses are to be worn while inside any building. (See paragraphs under General Rules regarding BLS-sponsored outerwear.)
- **Undergarments** - Only solid color undershirts (containing no writing or graphics) may be worn underneath school-sponsored shirts. When wearing a white BLS sponsored dress shirt, only a white undershirt (containing no writing or graphics) may be worn. Proper undergarments that are not visible through or outside of clothing must be worn at all times.
- **Sweatshirts** - BLS seal/logo sweatshirts are available for purchase through school approved organizations.
- **School-sponsored sweaters and outerwear** - Students must have a school-sponsored shirt worn underneath at all times.
- **Body Art** - No tattoos or other body art are allowed – permanent or temporary. Any jewelry (e.g. body piercings) not listed as acceptable in the dress code is not allowed.
- **Socks** – socks which are complementary to the school sponsored dress must be worn at all times. Socks must be modest, and fitting with a Christian environment.
- **Belts** - Students must wear a proper fitting belt with pants and shorts. Belts may not contain studs, grommets, or other such materials, nor may they contain writing of any type.
- **Shirt Jackets**. Shirt jackets are not acceptable. Denim jackets are not to be worn.

DRESS CODE VIOLATIONS

It is the responsibility of every parent and student to be familiar with the dress code. Students who are out of dress code may be removed from class until the situation is corrected. To insure that the student will not miss valuable instruction time, strict observance of the Dress Code is essential. It should be noted that certain behaviors warrant immediate action (i.e., detention, suspension, or expulsion). These cases will be handled at the principal's discretion.

Disciplinary action for dress code violations:

- **Immediately Fixable Violations** (e.g. un-tucked shirt, wearing hat or coat indoors)
Action: Correction of the violation and referral
- **Other Violations** (e.g. no belt or socks)
First Offense Action: Sent to principal, referral, dress code pass for the remainder of the school day
Second Offense Action: Sent to principal, referral, parental contact, student may be removed from class until the violation can be corrected
- **Flagrant and Rebellious Violations** (e.g. wearing jeans, shorts or tennis shoes)
Action: Sent to principal, referral, parental contact, removal from class until violation can be corrected

DRESS FOR ON CAMPUS CO-CURRICULAR ACTIVITIES

Whenever students are on campus, dress code is in effect unless an activity warrants changing. Permission for such changes will be given by the supervising teacher. When attending casual social events or athletic events on campus that occur after normal school hours, the clothing must be neat, clean and in good repair. Clothing choices should reflect the Christian values and teachings of Baltimore Lutheran. Logos, words, phrases, and pictures displayed on clothing must be in good taste.

DRESS FOR RELAXED/CASUAL DRESS DAYS

The Baltimore Lutheran School student government association will periodically sponsor a relaxed dress day. The proceeds from these days go to the BLS scholarship fund. On relaxed/casual dress days students may wear jeans or pants and, when the weather permits, shorts, athletic shorts with compression shorts underneath of the, that are fitting and in good condition (not sagging, ill-fitting, or torn). Apparel shall be adequate in both length and coverage to be considered appropriate for school. The appropriate length for shorts is mid-thigh. T-shirts and tops must also be in good condition and school-appropriate (no distasteful messages, images, etc.). Tops must cover shoulders, stomachs, and backs. Shoes may be tennis shoes or loafers in good condition. If an item of clothing is questionable, do not wear it. The upper school principal will be the final judge of whether an article of clothing is acceptable. (Please note: Dress code disciplinary policy as referred to in the *Upper School Handbook* is still in effect during dress down days.)

BALTIMORE LUTHERAN SCHOOL UPPER SCHOOL
2011-2012 SCHOOL-SPONSORED DRESS MENU
LANDS' END CLOTHING ITEMS
Preferred School Number for BLS: 9001-0189-0

Key

- 1=must be ordered from Lands' End with the BLS logo (additional fee) to meet dress code
- 2=must remain tucked into pants, skort, or shorts to meet dress code
- 3=may not be worn more than 3 inches above the knee

Note: Item numbers and pages updated as of June 2011, to correspond to the Fall 2011 Lands' End Catalog.
 To order, call 1-800-469-2222, or order online at www.landsend.com/school. *Online catalog numbers differ from print catalog numbers.*

<u>Lands' End Catalogue Description</u>	<u>Color</u>	<u>Item # (catalog page #)</u>	<u>Key</u>
GIRLS			
Short-Sleeved Oxford Shirt	White, Blue (NOT French Blue)	39368-22T7 (p.14)	2
Long-Sleeved Oxford Shirt	White, Blue (NOT French Blue)	39369-02T1 (p.14)	2
Short-Sleeved Interlock Polo Shirt	White, Red	31370-22T3 (p.5)	1, 2
Long-Sleeved Interlock Polo Shirt	White, Red	31369-92T5 (p.5)	1, 2
Short-Sleeved Mesh Polo Shirt	White, Red	16754-22T6 (p. 6)	1, 2
Long-Sleeved Mesh Polo Shirt	White, Red	16754-02T7 (p. 6)	1, 2
Short-Sleeved Fit for Her Interlock Polo	White, Red	23095-62T2 (p. 9)	1, 2
Long-Sleeved Fit for Her Interlock Polo	White, Red	23095-92T6 (p. 9)	1, 2
Cardigan Sweater	White, Red	31529-92T8 (p. 36)	

V-neck Sweater	White, Red	22301-12T5 (p. 36)	1
Sweater Vest	White, Red	22301-62T8 (p. 36)	1
Plain-Front Chino Pants	Khaki, Classic Navy	40366-42TX(p. 28)	
Pleated Chino Pants	Khaki, Classic Navy	40365-42T6 (p. 28)	
Pleated Chino Shorts	Khaki, Classic Navy	40377-92T9 (p. 28)	3
Above-the-knee Length Chino Skort	Khaki, Classic Navy	32008-72T1 (p. 19)	3
At-the-knee Length Chino Skort	Khaki, Classic Navy	32008-92T0 (p. 19)	3
Stretch 2-button Chino Skort	Khaki, Classic Navy	25021-02T3 (p. 18)	3

BOYS

Short-Sleeved Oxford Shirt	White, Blue (NOT French Blue)	02941-42T2 (p. 44)	2
Long-Sleeved Oxford Shirt	White, Blue (NOT French Blue)	02941-32T8 (p. 44)	2
Buttondown No-iron Pinpoint Short-Sleeve	White, Blue (NOT French Blue)	31535-62T2 (p. 44)	2
Buttondown No-iron Pinpoint Long-Sleeve	White, Blue (NOT French Blue)	32277-62T6 (p. 44)	2
Short-Sleeved Interlock Polo Shirt	White, Red	31370-12T9 (p.5)1, 2	
Long-Sleeved Interlock Polo Shirt	White, Red	31370-02T4 (p.5)1, 2	
Short-Sleeved Mesh Polo Shirt	White, Red	16754-12T1 (p. 6)	1, 2
Long-Sleeved Mesh Polo Shirt	White, Red	16753-92T4 (p. 6)	1, 2
Cardigan Sweater	White, Red	31529-82T8 (p. 36)	
V-neck Sweater	White, Red	22301-32T4 (p. 36)	1
Sweater Vest	White, Red	22301-82T7 (p. 36)	1
Plain-Front Chino Pants	Khaki, Classic Navy	19113-02T4 (p. 48)	
Pleated Chino Pants	Khaki, Classic Navy	23106-62T3 (p. 51)	
Pleated Chino Shorts	Khaki, Classic Navy	23115-62T2 (p. 51)	3
Plain Chino Shorts	Khaki, Classic Navy	24193-72T2 (p. 48)	3

Please read the remainder of the “Dress Code” section of *The Student-Parent Handbook* for further important dress code information. Lands’ End catalogs are available in the Main Office at BLS. You may also go to www.landsend.com/school and go to the Baltimore Lutheran School page to place an order.

Upper School Dress Code Factors, Indoor Wear Concerns, and Non-Lands’ End Items

The following listing includes *examples only* in areas of frequent misunderstanding for some students. This is not to be construed as a complete listing. Please refer to the entire dress code section of the *Student-Parent Handbook* for the complete dress code. You are also encouraged to call the principal’s office with any specific questions.

ACCEPTABLE Dress Code Items	<i>Samples of UNACCEPTABLE Dress Code Items</i>
Naturally blonde, brunette, black, or red hair	Any <i>non-natural</i> hair colors, color additives, or multiple colors of hair
Skort/short length: 4x6 index card can be laid horizontally at top of knee. Skort/short must at minimum reach top of card. Skort/short will be no shorter than 3 inches above knee.	Skorts/shorts that are not worn in modest fashion, fit poorly, or are rolled or hemmed to an inappropriate length.
Belts which are proper fitting	No studs, grommets, messages, writing, tassels, or scarf-like
Khaki flat-front or pleated-front chino pants from Lands' End for ladies and gentlemen—refer to main dress code chart. Pants should be in good repair and fit properly. They should be replaced when outgrown or visibly worn.	Pants with cargo pockets, pockets sewn on the outside, grommets or studs, made of jean or spandex materials, with belled or slit legs; low-riders, hip-huggers, or similar pants that risk exposing midriffs. Pants that are visibly worn or that have been outgrown.
Black or brown tie shoes or low-cut loafers—shoes may not extend above the ankle bone.	Sneakers or tennis shoe/sneaker look-alikes, boots, clogs, sandals, flip-flops, bedroom slipper-type shoes, skater shoes, and shoe with heel more than 2 inches.
Solid colored panty hose, knee highs, tights (black, navy, brown or white) when wearing a skort. When wearing shorts, solid color socks or socks high enough in back to cover Achilles tendon in colors that complement rest of school uniform (red, white, gold, navy)	Footies, socks that only cover the toes, going without socks, socks in pastel, multiple colors, socks that are a color not complementary to the school uniform, stockings that are fishnet or patterned.
Red or white turtleneck pullover	Any other color turtleneck, whether worn alone or under other attire
Any shirt worn underneath a BLS logo or oxford shirt must be a solid color. Such shirts may not have any writing and/or pictures. When wearing a white school-sponsored shirt, a white undershirt without writing and/or pictures must be worn	Any shirt with writing or pictures of any type
Oxford or pinpoint cloth shirt with button-down collar in approved dress code colors (see Lands' End items).	Fitted or tailored shirts that prevent a shirt from being tucked in, shirts with broadcloth collars that are not button-down, shirt colors other than approved Lands' End item colors.
Shirts must be tucked into pants, skorts, or shorts with the belt line visible.	Untucked shirts, bloused or rolled shirts, sloppy or worn shirts, belt line not visible

ATTENDANCE POLICY

SCHOOL HOURS

School begins at 8:15 a.m. Front lobby doors to the building open at 7:30 a.m. The school day ends at 3:00 p.m. Unless students are remaining after school for supervised co-curricular activities, they should be transported from the school grounds no later than 3:30 p.m. The Library is open until 3:30 p.m. There is no BLS supervision of students in common areas beyond 3:30 p.m. Thus parents are responsible for their child's safety.

Students awaiting transportation must be outside of the school building. At all times students are expected to conduct themselves in an orderly and responsible manner.

Students are permitted to attend athletic contests as spectators, but attendance as a spectator at athletic practices is not permitted.

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), the Baltimore Lutheran weather-related information line at 410-825-2323 *500 and through www.schoolsout.com.

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 must call the school at extension 229 prior to 9:00 A.M. Do not have the student call. Should the school not receive a call and the student is not in school, truancy inquiries will be made.

Students who become ill at school and need to leave must report to the school nurse, who will then notify the parents. Please do not agree to pick up your child during the school day without first talking to the nurse or the school office.

Baltimore Lutheran reserves the right to determine whether absences will be considered excused or unexcused. Circumstances that will be considered for excused status are illness, death in the family, emergencies, and other instances as determined by the school. In general, other absences are considered unexcused. **Any student who is absent for more than three class periods may not participate in co-curricular 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 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. Students who are absent ten or more days during one semester may 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. Requests for non-emergency excused absences should be made to the upper school principal's office in writing *at least* five days in advance. Parental permission for a student to be absent does not necessarily constitute an excused absence.

Appointments with doctors and dentists should be made outside of school hours. In the event this is not possible and an appointment is scheduled during the day, the student should get the proper form from the upper school secretary prior to the appointment and return it the following day. Baltimore Lutheran reserves the right to determine any exceptions to the above stated attendance policy.

GUIDANCE-SPONSORED COLLEGE/CAREER DAYS

Students may take up to five (5) college/career days. Two days may be used in the Junior year and 3 days may be used in the Senior year. Students may not take all 5 days in one school year. These days may be used for visits to colleges, vocational schools, testing, armed forces recruiting, etc. College/career days must be approved by both the principal and the school counselor and will be counted as an attendance day. These days will not count toward the semester absence limit. **Proof of the visit must be presented to the attendance office and school counselor when the student returns to school or the excused absence will not be counted.** A non-emergency absence form must be filled out at least one-week prior to the day you plan to be gone for your college visit.

Juniors must use college/career days during the first 8 months of the school year and may not use them during the final month of any semester. Seniors may use these days during the last month of the school year for prescheduled testing and/or registration at a school to which they have been accepted. Seniors accepted to local colleges with a testing center/registration office open during the evening will be expected to complete testing and registration on non-school time. Students must be academically eligible to take college/career days. Failure to meet these requirements may result in disciplinary action being taken.

FAMILY TRAVEL/TRIPS AND PERSONAL DAYS

Absences during the school year due to family travel, trips, or student personal days should be avoided. For a non-emergency absence to be excused, the parents must notify the school office in writing at least five days before the absence. Non-emergency absences that have not been approved through the correct process will be considered unexcused. (See Appendix VII)

One of the greatest roadblocks to academic success is absence from school. Prolonged absence generally results in a substantial decrease in student academic achievement. Therefore parental permission for such absenteeism does not constitute an excused absence. The administration of BLS reserves the right to determine whether such an absence is excused or unexcused.

TARDIES

Students arriving at school after 8:15 a.m. should report to the BLS attendance office immediately upon arrival at school so their presence may be accurately recorded.

Students are expected to arrive on time for each class. Documenting excused tardies is the sole responsibility of the student. The student must get written approval, usually from the previous teacher, on his/her own time.

Should a student receive five unexcused tardies (to school and/or class) for the semester, he/she will be subject to detention. Additionally, any tardies for the beginning of the school day (excused or unexcused) will be documented. After five such tardies during a semester, all subsequent tardies will be considered unexcused and will warrant disciplinary action. A detention will be assigned for tardies #5-8. Starting with the ninth tardy, a one-day suspension may result per infraction. Any student receiving five suspensions in a school year will be subject to expulsion. (See Appendix VI)

In addition:

- Seven (7) tardies are equivalent to one (1) unexcused absence.
- Three (3) unexcused absences yield a one-day suspension and 2% points are deducted from the student's quarter grade for each course.
- Three (3) unexcused absences for tardies may result in the student being removed from Baltimore Lutheran School and/or the loss of credit for some/all courses for the semester in which the tardies occur.

BALTIMORE LUTHERAN SCHOOL TUITION POLICY

We believe that our 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 1st. 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 5th or 20th 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 1st 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**.

STUDENT SERVICES AND PROCEDURES

SERVICES

CHANGE

Students should carry change for their daily needs. However, change is available in the lunchroom via a change machine for dollar bills (ones and fives). The school does not make change.

CHAPEL SERVICES AND ASSEMBLIES

The weekly Chapel service, traditionally held on Wednesday of each week, is a vital aspect of the Baltimore Lutheran community. There are also several assemblies during the school year. Students will sit with their grade-level class in a designated area unless otherwise specified. Appropriate behavior, decorum, and participation are expected.

COUNSELING

The purpose of the counseling program at Baltimore Lutheran is to provide personal, academic, college, and career counseling to students. Our goal is to help students achieve success these areas through personal growth. Growth requires struggle, and the counselors at Baltimore Lutheran are available to assist students as they go through this process. All counseling is coordinated through the school counselor. It is not within our realm to provide therapy. Individuals with more pervasive difficulties will be referred to outside agencies for consultation.

DAILY ANNOUNCEMENTS

Students who have announcements for the daily bulletin will submit them on the forms provided in the office no later than 12:30 P.M. on the day before the announcement is to be made. A faculty member must approve all announcements. Daily announcements are posted outside the front office.

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:

- 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 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.
- A certified athletic trainer is provided free of charge by Towson Sports Medicine Clinic on a weekly basis throughout the school year. All referrals to the trainer are made through the school nurse.
- Health information column is periodically included in Baltimore Lutheran School's e-news.
- A variety of health educational 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 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 new enrollees must submit a physical and dental examination form signed by the doctor and by the dentist. Students participating in any interscholastic athletic activity must submit an annual sports physical done during the summer months prior to the opening of school in August to be eligible for practice or competition. In addition, all students must show proof of proper immunizations to attend school as required by Maryland State Law.

Any medication, including over-the-counter medicines, must have a written order from the physician and be kept in the health room. Students may not possess any prescription or non-prescription medication on campus.

HOMEROOM

Each day begins with announcements for students and morning devotion at the beginning of the first period.

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).

PROCEDURES

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.
- No open containers (food/drink other than water, candy, etc.) in the hallways or lockers before, during or after school.

PARKING LOT PROCEDURE

Students who use vehicles for transportation to and from school are expected to comply with the regulations below. Pupils should realize that their parents or guardians are responsible for damages that may result from driving and parking on school property. Please remember that driving to school is a privilege, which may be revoked.

When necessary, parking spaces will be assigned. The assignment of parking areas will go to seniors first and then to juniors, sophomores, and if room permits, freshmen. Any student not following these rules will not be allowed to drive his/her car to school and park on school grounds. Students are not to ride in, drive, or sit in any motor vehicle during school hours. Students who violate this rule, or who engage in any unsafe act, or have accidents in a motor vehicle, may be subject to the following consequences:

- **First Violation** - loss of privilege to park on school property for 1 week
- **Second Violation** - loss of privilege to park on school property for the remainder of the year

Parking Regulations:

- Upon arriving at school, vehicles are to be vacated until school is dismissed or special permission is granted by the principal or the principal's designee to leave in the vehicle,
- Driving in a reckless manner is prohibited. Violators of this regulation will be denied permission to operate a motor vehicle on school property.
- Students who wish to park on campus must park in the designated lot. Failure to park in the designated area may result in disciplinary consequences or loss of parking privileges.
- Parking in the service drive or on Concordia Drive is not permitted.
- The parking lot is considered an off-limits area during the school day.
- Loitering/socializing in the parking lot, or in cars, upon arrival or departure is not permitted.
- Students who leave campus without permission will be subject to the loss of parking privileges as well as other disciplinary consequences

All students shall be required to park in an orderly manner. The service drives must be kept clear at all times. Any student vehicle parked inappropriately or in any other area during school hours may be towed away at the student's expense. Traffic laws and safety rules must be observed while driving on school property. For the safety of all students, the school administration has the right to take appropriate measures to provide for the safe travel and/or transportation of students to and from school, immediately before or after the school day. Therefore, the administration may take disciplinary action upon receipt of reports of unsafe or reckless driving involving students

entering or leaving campus or within the general vicinity of the school campus. This action may include, but shall not be limited to, the removal of driving privileges. (See Appendix IV for student parking contract.)

Please note that any car parked on school property may be subject to a periodic search by school officials and local authorities.

TRAFFIC PICK-UP AND DROP-OFF PROCEDURES (for parents)

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.

VISITORS

Generally visitors are only permitted if they are considering Baltimore Lutheran as a possibility for their education or if they are a visiting relative. Prospective student visits must be arranged through the Director of Admissions. Other visitors must make arrangements through the Upper School Principal. Advance notice must be given and the parents’ written consent is required. The visitors should first report to the principal’s office and secure a pass for the time they are on campus. All visitors are expected to dress appropriately (in a clean, neat and modest manner).

CO-CURRICULAR ACTIVITIES

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.

ATHLETICS

SPORTS MEDICAL FORMS

A sports medical form must be on file with the school nurse for the current school year in order for participation (practice or competition) in any interscholastic athletic activity. At the end of the school year, the physical is no longer in effect. A new physical must be on file each school year before an athlete may attend practice or compete.

ATHLETIC AWARDS

Athletic awards are presented to our students at the annual Athletic Awards Banquet.

CLUBS

A variety of clubs meet on a monthly basis during the school day on a special schedule. These include, but are not limited to the following: Art Club, Culinary Club, National History Club, Ski (winter sports) Club, and various foreign language related groups. Students are encouraged to become active members in clubs or to help in organizing clubs that pertain to their interests. All clubs need a faculty supervisor and administrative approval.

DRAMA

Baltimore Lutheran School offers several opportunities for students to participate in theater and forensics (speech and dramatic interpretation). Each spring the drama department puts on a major production, with smaller production offerings in the fall and occasionally in the winter. In addition, students may participate on the forensics team, competing against students from other schools in a variety of areas from oral (dramatic) interpretation to debate and extemporaneous speech. The same eligibility rules apply to students participating in drama as those competing in athletics. There are also several drama course electives as part of the curriculum.

MUSIC

In addition to multiple course offerings for music in the curriculum (including concert bands, jazz band, handbells and concert choir), students are encouraged to use the musical gifts God gave them in a variety of ways, including a vocal group and worship band which performs in weekly chapel services. Occasionally, drama and musical groups will also be organized to conduct chapel services at area Lutheran grade schools.

VOLUNTEER ACTIVITIES FOR PARENTS

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.

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.

APPENDIX I

SIGNED COPY ON FILE WILL BE MANDATORY BEFORE RE-ENROLLMENT FOR THE CURRENT SCHOOL YEAR WILL BE PERMITTED

PARENTAL COMMITMENT TO BALTIMORE LUTHERAN SCHOOL AND MY STUDENT 2011-2012

As an essential part of the Baltimore Lutheran School community working with my son/daughter to assist in his/her academic, social, physical, and spiritual growth, I agree:

1. To do my best to work with Baltimore Lutheran School based on the premise that decisions made by Baltimore Lutheran School concerning my student, are intended to be an attempt to assist with student growth. I will do my best to begin discussions with a positive premise.

2. To be a daily contributing member of the Baltimore Lutheran School community by
- providing an appropriate place of study for my student
 - encouraging and supervising a minimum two-hour block of study time for my student
 - communicating directly with the teacher first or an administrator if appropriate (before discussing the matter with anyone else) when any concern arises with my student
 - carefully reading letters, fliers, monthly newsletters and other communications from the school
 - closely monitoring the social activities of my student including being physically present to supervise any activities occurring at my home to avoid the underage use of alcohol, the use of illicit drugs and the unsupervised freedom, which encourages inappropriate sexual behavior
 - supporting the ministry of Baltimore Lutheran School by including the school in my daily prayers
 - attending school-related programs for parents
 - making every effort to collect my student within twenty-minutes of the conclusion of a school sponsored event
3. To comply with the guidelines established by Baltimore Lutheran School (as printed in the Student-Parent Handbook) to help maintain an environment of learning and caring that is God-pleasing.

Parent/Guardian Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

APPENDIX II

SIGNED COPY ON FILE WILL BE MANDATORY BEFORE RE-ENROLLMENT FOR THE CURRENT SCHOOL YEAR WILL BE PERMITTED

BALTIMORE LUTHERAN SCHOOL STUDENT COMMITMENT TO RESPONSIBLE CHRISTIAN LIVING

As an integral and vital member of the student body of Baltimore Lutheran School, I agree:

1. to accept the assistance given me by my parents and teachers as they fulfill their obligations under God's design
2. to work with my parents and teachers as they assist me in my academic, social, physical, and spiritual growth
3. to comply with the guidelines established by Baltimore Lutheran School (as printed in the *Student-Parent Handbook*) to help maintain an environment of learning and caring that is God-pleasing
4. to follow Scripture when conflict arises in order to help in the building of Christian relationships
5. to treat the teaching/learning process at Baltimore Lutheran School with respect by giving my best effort in my

- daily class work and in my preparation for each academic subject
6. to try my best to be honest with myself and those in authority over me as my first step in beginning to solve problems
 7. to find a respectful way to communicate with those in authority over me when I feel they have made a mistake or have treated me in an unfair manner
 8. to treat the property and good name of others with respect and further to defend and protect them with my best efforts
 9. in order to give my best efforts, I will spend a minimum of two hours per day (during the school week) in preparation for my classes
 10. the inappropriate use of God's name, foul language, vulgar talk, and disrespectful behavior is unacceptable at Baltimore Lutheran School, and I will actively work toward the elimination of these behaviors in both myself and others
 11. to lie, cheat, or steal is contrary to God's will for my life; therefore, I will be truthful in my dealings with others including honesty within my academic activities and social contacts
 12. behavior that intimidates or threatens the well being or good name of Baltimore Lutheran School or any individual has no place in a Christian environment and I agree to abstain from such behaviors
 13. the use of illegal substances is unacceptable and dangerous to the Baltimore Lutheran School community; therefore, I will abstain from the use or possession of such substances
 14. the possession of any weapon or even the threat to bring a weapon on school grounds or to any school activity is unacceptable and dangerous to the Baltimore Lutheran School community; therefore, I agree to abide by the law which prohibits such
 15. to seek adult intervention (assistance) if I have first-hand knowledge of the involvement of any student or staff member engaging in appropriate behavior as outlined above

Signature of Student: _____ Date: _____

Baltimore Lutheran School Mission Statement: 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.

APPENDIX III

SENIOR FREE PERIOD

Senior Early Release Policy and Permission Form 2011-2012 School Year

I understand that my son/daughter is a senior who has last period free. I further understand that school policy allows a senior with such a schedule to be off campus during this time period. I hereby give permission for my son/daughter to exercise his/her option to be off campus during this time period. The following rules are in effect in regards to this policy:

- Students must either leave school property or be in an approved location. No loitering in the parking lot, wandering around the school building or school grounds will be permitted. Such actions, and any other actions deemed inappropriate by school personnel, may lead to revocation of this privilege for not only the offending student but for all students participating in this privilege.

- Eighth period attendance will not be taken for students participating in this program.
- The school will not be liable for student activity during this free period. By signing this permission form you are assuming responsibility and liability for your son/daughter's actions during this free time. This is a choice that you as a parent have. By not signing this permission form, your son/daughter will be assigned to a study hall.
- The administration reserves the right to make any changes and/or additions to this policy at their discretion.
- Students participating in the eighth-hour free period must sign-out in the office when departing school before 3:00.

I understand the rules that apply to this policy and take total and complete responsibility and liability for the actions and activities of my son/daughter during this free period, both on and off campus.

Parent/Guardian name (printed) _____ Date: _____

Parent/Guardian signature _____ Date: _____

Parent/Guardian name (printed) _____ Date: _____

Parent/Guardian signature _____ Date: _____

Student name (printed) _____ Date: _____

Student signature _____ Date: _____

APPENDIX IV

Baltimore Lutheran School's Parking Contract 2011-2012

Students must read and complete all of the following information. A parent or guardian and an upper school administrative assistant must sign the permission slip in order for it to be valid.

Name of Student: _____ Grade: _____

Make of Car 1: _____ Type of Car: _____

Color: _____ License Plate #: _____

(If Needed)

Make of Car 2: _____ Type of Car: _____

Color: _____ License Plate #: _____

(If Needed)

Make of Car 3: _____ Type of Car: _____

Color: _____ License Plate #: _____

I request permission to drive to school and park my car on the Baltimore Lutheran School campus. In return for this privilege, I agree to drive safely and courteously at all times. In addition, I will obey all of the following rules. I realize that any violation of these rules will lead to the suspension or revocation of driving privileges, and/or other disciplinary action.

1. The school reserves the right to restrict parking to designated areas and will enforce those restrictions on a daily basis. Students who fail to observe parking regulations may lose the privilege of having a car on campus.
2. Drivers must observe all traffic direction signs and speed regulations, and drive with great caution at all times. Pedestrians always have the right of way on the Baltimore Lutheran School campus.
3. Offensive bumper stickers, decals, etc. may not be displayed on vehicles.
4. Students are not allowed to enter the school parking lot or their vehicles during the school day unless they have been granted permission from the upper school office. Students may not leave campus in automobiles once they arrive at school without first signing out in the upper school office.
5. In general students who are participants in an off-campus, school-sponsored event are not allowed to drive their own vehicles or ride with another student to or from the event. Under special circumstances students may seek permission from the principal or delegate.
6. Parking is allowed only in areas designated for student use. Spaces reserved for handicapped parking must be respected.
7. Students who fail to abide by the rules governing automobile use on the campus will face the suspension or revocation of driving privileges, and/or other disciplinary action.
8. Music may not be played in a loud manner, nor may it be profane, crude, obscene, or offensive.

I understand the responsibilities associated with driving to school and using Baltimore Lutheran School's parking area. I agree to obey the rules associated with this privilege.

Student Signature

Date

I give permission for my son/daughter to drive to and from school and use Baltimore Lutheran School's parking area. I understand that this permission is contingent on my child obeying the rules governing student use of automobiles on campus.

Parent Signature

Date

Upper School Administrative Assistant

Date

APPENDIX V

REFERRAL FORM

Student Name: _____ Grade: _____

Teacher: _____ Date: _____ Time: _____

*Any violation may receive a detention based on teacher/principal discretion.

VIOLATIONS:

VIOLATIONS WITH
AUTOMATIC DETENTION:

DRESS CODE:

___Public Courting

___Chewing gum

___Dress Code Violation:

___Hallway Behavior

___Lying

Total Number of Dress Code
Violations Received to Date:

___Littering

___Crude, profane, obscene

TARDY NUMBER	5	6	7	8
CLASS	_____	_____	_____	_____
DATE	_____	_____	_____	_____

DETENTION: #5-DATE_____

#6-DATE_____

#7-DATE_____

#8-DATE_____

****SUSPENSION ASSIGNED 1 DAY EACH STARTING WITH #9****

Any student receiving three suspensions in a school year, or five cumulative suspensions while a student at Baltimore Lutheran School, will be subject to expulsion.

APPENDIX VII

NON-EMERGENCY EXCUSED ABSENCE

Written request for a non-emergency excused absence must be made to the principal at least five days in advance of the first day of the requested absence.

While we do recognize that sometimes there is the need for a student to be absent from school for reasons other than illness we try to discourage this practice. However, if this situation does arise, it will benefit both teacher and student to follow the procedure listed below.

_____ Date received: _____
 Student's Name Grade

Date(s) Requesting to be excused

Reason for absence

CLASS	SUBJECT	EXCUSED YES/NO	TEACHER'S SIGNATURE
1	_____	_____	_____

2 _____

3 _____

4 _____

5 _____

6 _____

7 _____

8 _____

If one or more teacher does indicate a concern about your student’s absence, you will be notified by the school office; an appointment will be set for you to speak with the upper school principal and/or the teacher(s) regarding the concern(s). The administration of BLS reserves the right to determine whether such an absence is excused or unexcused.

PARENTS PLEASE NOTE: The student is responsible to make up their work in accordance with the school’s “Make Up Work Policy” as stated in the *Upper School Parent-Student Handbook*. If the work is not made up in accordance to this schedule, or if the absence is unexcused, the student will receive zeros for their missed work.

IMPORTANT: The completed form must be returned to the upper school secretary within two days of the excused absence date. If it is not returned the absence will be considered unexcused; all homework, tests, quizzes, etc, will receive a zero for those days absent.

Parent(s) Signature	Date
Student’s Signature	Date
Principal’s Signature	Date

APPENDIX VIII

DAMAGED BOOK FEE FORM

Name of Student: _____ Grade: _____

Subject: _____ Book #: _____

Original Price of Text: _____ Date of Purchase: _____

I understand that this textbook is property of Baltimore Lutheran School and is on loan to me for this school year (or semester). I agree to take good care of this book while it is assigned to me. I will keep it covered and make every effort to keep the binding intact. I understand that if this book should become damaged, I will be expected to pay a fine according to the scale listed below (Fines are assessed as a percentage of the total price of the text--textbook prices usually range from \$10-\$120.):

Type of Damage	Books 1-2 yrs. Old	Books 3+yrs. Old
Broken Binding	50%	20%
Water Damage	50%	20%
Torn Pages	20%	20%

Writing in or on	20%	20%
Excessive Dirt	20%	-----
Dog-eared Corners	20%	20%

The above are maximum percentage amounts. A combination of damages may not exceed the price of the book.

Students will be expected to pay the purchase price of any books that have been issued to them and are missing at the end of the course.

Please list in the space below anything that appears as “damage” when you are initially given the book:

Student’s Signature: _____

Parent’s Signature: _____

APPENDIX IX

CANDIDATE NOMINATION FORM

Your Name: _____

Office desired: _____

Endorsements:

Two teachers from whom you are currently taking a course:

1. _____

2. _____

Five students from your current grade:

1. _____

2. _____

3. _____

4. _____

5. _____

Requirements (in addition to the above) for SGA and class officers:

1. Students must have at least a 3.0 cumulative GPA.
2. They must exhibit a Christian lifestyle.
3. Students must have shown previous interest by serving on a committee or participating in a class activity.
4. They must have a candidate nomination form filled out with the proper number of teachers and student signatures. One of the signatures must be an advisor from the present class. (If a student is running for a 10th grade office, the 9th grade advisor must sign the form.)
5. Student endorsements must be from your grade.

APPENDIX X

Drop/Add Timetable for Course Changes

The following chart details policies governing course changes in the Upper School. Students and parents may not request a particular subject area teacher when adding or dropping courses.

Time Period	Credit	Transcript	Credit
Until the end of the second week of school in each semester.	- Drop any course - Add one semester, or full-year course - Switch to a different section of the same course	No notation Course appears on transcript	None Credit
Start of the third week of school year until end of sixth week.	- Drop semester course (schedule permitting) - Only one semester course may be dropped after Drop/Add period	WP- withdrawal with passing mark WF- withdrawal with failing mark ME- withdrawal for medical reasons	None
Start of seventh week until end of tenth week	Student may drop course	WF regardless of grade to date	
Eleventh week until semester/ exam is complete	May not drop course		

Upon completing semester/exam	Change from ADV/Honors to regular section of same course	Courses appear on transcript Final grade is the average of work in both honors and regular classes	Full
After start of Second Semester - semester courses may not be dropped after tenth week in course (schedule permitting)	Full-year courses dropped after the end of the semester/exam	WP- withdrawal with passing mark WM- withdrawal for medical reasons WF- withdrawal with failing mark	
Year-long courses may not be dropped once fourth quarter begins			

APPENDIX XI

PLAGIARISM POLICY

The following Plagiarism Policy has been adopted by Baltimore Lutheran School. Please be sure that you understand the consequences for cheating or copying the work of another -- from any source. Cheating and/or plagiarism are regarded as very serious offenses. Copying or paraphrasing material/text from the work of another student, from published sources (i.e., Cliff Notes, Monarch Notes, Spark Notes, books, magazines, newspapers, etc.) and/or from the Internet without proper documentation constitutes academic theft.

Plagiarism: "The unauthorized use of someone else's material, which is then presented as being the result of the plagiarist's own primary research, creative impulse or insight. Plagiarism technically encompasses the borrowing of ideas of others, as well as their exact words...." Laurie Henry, *The Fiction Dictionary*, p. 219.

Whenever a teacher reasonably believes, based upon significant evidence, that a student has plagiarized part or all of an assignment or infringed upon copyright protection, the teacher shall evaluate the nature and extent of the plagiarism or copyright infringement, advise the student of the existence of the violation, and again warn the student that he or she is, or may be, subject to the following penalties:

VIOLATION	PROCEDURE	RESULTING PENALTY
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First offense	Teacher reports the plagiarism on a conduct report. It will be included in your discipline record.	<p>The student may earn a zero for the work in question.</p> <p>A conference will be held with counselor or Principal.</p> <p>Your parent(s) will be notified of the plagiarism/cheating/academic theft.</p>
Second offense	Teacher reports the plagiarism on a conduct report. It will be included in your discipline record.	<p>The student will earn a zero for the work in question.</p> <p>The principal will determine a disciplinary action which may include suspension.</p> <p>Your parent(s) will be notified of the plagiarism/cheating/academic theft and your disciplinary action. If suspended the required parent conference will be held before you may return to school.</p>
Third offense	Teacher reports the plagiarism on a conduct report. It will be included on your discipline record.	<p>The student will earn a zero for the work in question.</p> <p>The principal will process your suspension, which may be a multiple day suspension, from school as warranted.</p> <p>You will receive a failing grade for this course for the semester.</p> <p>Your parent(s) will be notified of the plagiarism/cheating/academic theft, of your suspension, and that you will receive an "F" for the semester. The required parent conference will be held before you may return to school.</p>

APPENDIX XII

SATURDAY DETENTIONS

- Saturday Detention is the only detention we offer. Students who cannot or will not attend Saturday detention are choosing to suspend themselves.
- Detentions for tardies/dress/violations are from 9-10 a.m. Saturday morning with a \$5 fine. The date and location of the detention to be served will be placed in the student's locker.
- Students must arrive on time and be in proper school sponsored dress to be admitted to detention. If a student arrives late or is out of dress code, an additional detention with an additional fee will be given.
- Detentions for disciplinary issues such as insubordinations/disruptions are from 9-11 a.m. Saturday mornings with a \$10 fine.

- The teacher on duty will collect the fee from each student. If a student does not have the fee they will be sent home and an additional detention will be assigned with an additional fee. Students who do not serve their scheduled detention will be subject to suspension. The Principal will determine excused absences for Saturday detentions--work, athletic events, or other activities are not an excused absence.
- Detentions are of two types: working and study hall. Working detentions have the students performing various tasks around campus (picking up trash, cleaning out the busses, wiping down lockers and desks, helping teachers organize classrooms/closets etc). Study hall detentions consist of silent work on homework/schoolwork for the duration of the detention. No reading magazines or books for pleasure, no sleeping, no headphones etc. The detention teacher will be responsible determining how to divide the detention time between the two detention types.

APPENDIX XIII

ADDITIONAL DANCE ATTIRE REQUIREMENTS

Casual Dances: General dress guidelines and no sleeveless tops or shirts (must have at least a cap sleeve), no tops that show bare midriff, sides, or are backless, and no shorts/skirts shorter than five inches from the middle of the knees are allowed.

Semi-Formal: In addition to the general dress guidelines, boys must wear a coat and tie and dress pants or sweater and tie with slacks. Girls must wear slack suits or knee-length dress or cocktail-length dress. Spaghetti and strapless dresses are allowed, but there must be no visible midriff, backless or laced-up dresses, or dresses with high slits (no higher than 5" from the middle of the knee). In all instances no shorts, no blue jeans, no sagging, and no caps.

Formal: Appropriate gentleman’s attire includes suits and tuxedos with dress shoes (no athletic shoes). Appropriate ladies’ attire includes semi-formal and formal outfits. Skirt length may be no shorter than five inches from the middle of the knee (including skirt slit). The top may not be low-cut in the front, may not show bare midriff or sides, and must have three inches of material from the natural waistline in the back. Spaghetti and strapless dresses are allowed, but there must be no visible midriff; backless or laced-up dresses, or dresses with high slits (no higher than 5” from the middle of the knee). Transparent material and athletic shoes are not allowed.

Dance Attire: For the duration of the dance, students will be expected to be in compliance with the standards of dress stated above.

APPENDIX XIV

Upper School Dress Code Factors

This listing is being composed to serve as examples only in areas of frequent misunderstanding for some families and is not to be construed as a complete listing. Please refer to the entire dress code section of this handbook, pages 28-31, for the complete dress code.

“Acceptable” Dress Code Items	<i>Samples of “Unacceptable” Dress Code Items</i>
Naturally blonde, brunette or red <u>hair</u>	Any non-natural hair colors-or color additives, or multiple colors of hair.

Skort/short length: A 4x6 index card can be used to measure the correct length. Place the card at the top of the knee. Skort/short must (at minimum) reach the top of the card. This means they will be no shorter than 3 inches above the knee.	Skorts/shorts that are not worn in a modest fashion, or are rolled/hemmed to an inappropriate length.
Black or brown belts only.	No studs, grommets, messages, writing, tassels
Khaki flat-front or pleat-front chino pants from Lands End for ladies and gentleman- refer to the main dress code chart.	Pants with cargo pockets, pockets sewn on the outside, grommets or studs, made of jean or spandex materials, with belled and/or slitted legs; low-riders, hip-huggers, or similar pants that risk exposing midriffs.
Black or brown tie shoes or low-cut loafers- the shoe may not extend beyond the malleolus (ankle bone).	Sneakers or tennis/sneaker look alike, boots, clogs, sandals, flip flops, bedroom slipper type shoes, "skater shoes", anything with a heel more than 2 inches
Solid colored panty hose, knee highs, tights (black, navy, brown or white) when wearing a skort. When wearing shorts solid color socks or socks high enough in back to cover the Achilles tendon <i>in colors that complement the rest of school dress</i> (e.g., red, white, gold, navy).	"Footies", socks that only cover the toes, <i>no</i> socks, socks in pastel or multiple colors, socks that are a color not complementary to the school uniform, stockings that are fishnet or patterned.
Red or white turtleneck pullover	Any <i>other</i> color turtleneck, whether worn alone or under other attire.
Any shirt worn underneath a BLS logo or oxford shirt must be white only . They may not have any writing and/or pictures.	Any <i>other</i> color shirt, a white shirt with writing or pictures of any type...
Oxford Cloth Shirt with button-down collar: Powder Blue or White.	Fitted or tailored shirts that prevent a shirt from being tucked in, shirts with broadcloth collars that are not button-down, shirt colors other than Powder Blue or White.
Shirts must be tucked in with the beltline visible.	Un-tucked shirts, sloppy shirts, beltline not visible

APPENDIX XV

Honor Pledge

"Whatever you do, do it all for the glory of God." I Corinthians 10:31

As a student at Baltimore Lutheran School, I understand and accept my responsibility to uphold the Honor Code at all times. I agree to the following:

- I will not improperly give or receive any material or information for any school assignment or test.

- I will not use or submit any material published or presented by any other person without proper citations (plagiarism).
- I will not alter or misuse any academic record.
- I will conduct myself honestly in all academic matters

Student's Signature

Date

APPENDIX XVI

Acknowledgement of Policies of Baltimore Lutheran School

I, (print student's name) _____
have read and consent to the policies of the *Baltimore Lutheran School Upper School Student-Parent Handbook 2011-2012*.

Student Signature: _____ Date: _____

I, (print parent's name) _____
have read and agree to consent to the policies of the *Baltimore Lutheran School Upper School Student-Parent Handbook 2011-2012*.

Parent Signature: _____ Date: _____

Please remove this form from the Handbook and return it to the school office.

List of Important Numbers

Absentee Line 410-825-2323 ext. 229

Weather Hotline 410-825-2323 *500

Athletic Hotline 410-825-2323 *400

School Nurse 410-825-2323 ext. 244

Athletic Director 410-825-2323 ext. 238

Guidance 410-825-2323 ext. 235

EDP 410-825-2323 ext. 232