

WEST LUTHERAN HIGH SCHOOL 2015-2016 STUDENT & PARENT HANDBOOK

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GENERAL INFORMATION

Mission

In view of the Great Commission in Matthew 28: 19-20 - “Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything I have commanded you”— West Lutheran has established the following:

The mission of West Lutheran High School is to use the Word of God to prepare youth as Disciples of Christ by developing spiritual, intellectual, and social skills for dedicated service to their Savior.

Philosophy

We believe God has given the parent(s) primary responsibility for the spiritual, mental, emotional, and social growth of their children. West Lutheran High School (WLHS) was established to assist parent(s) in fulfilling their God-given role by providing a program of unified Christian training for youth.

Christian training at West Lutheran High School is based solely on the Word of God in the Bible. In 2 Timothy 3:15-17 the Apostle Paul says to his student, Timothy, “and how from infancy you have known the Holy Scriptures, which are able to make you wise for salvation through faith in Christ Jesus. All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that all God’s people may be thoroughly equipped for every good work.”

We believe, as the Apostle Paul states, that God’s Word alone can work faith in our hearts for eternal salvation. Likewise, when Paul says that Scripture “thoroughly equips” God’s people for every good work he means that God’s Word alone has the power to fully prepare God’s people for the tasks He puts in front of us in this life. For these reasons, God’s Word must permeate all teaching and learning at West Lutheran High School. Daily religion classes and chapel and homeroom devotions give our students the opportunity to read, learn, and take God’s Word to heart and allows the Holy Spirit to work and nurture faith in the hearts of our students. All courses at WLHS are also taught from a biblical perspective and all programs and activities are designed to prepare our youth to become dedicated servants for Christ. WLHS offers academic programs for students at all learning levels and equips students with knowledge and skills necessary to enter the workforce or military, continue their education at secular and private colleges and universities, and study for full-time ministry after high school. WLHS strives for academic excellence, which is essential in training students to faithfully use the gifts that God has given them.

WLHS satisfies all of the State of Minnesota’s requirements for secondary education. The teaching staff has achieved bachelor or master’s degrees and is certified for teaching by the Wisconsin Evangelical Lutheran Synod. West Lutheran is accredited by the Minnesota Non-public School Accrediting Association (MNSAA), a nationally recognized accreditation organization.

Admissions

Families wishing to enroll their children at West Lutheran must meet with the principal either in an individual meeting or as a result of an open house or parent information session. In cases of open houses and parent information sessions, a written or verbal follow-up to registration will sometimes be necessary. An official registration form, a transcript request form, and a written recommendation from a pastor, teacher, or principal must be submitted prior to enrollment. All parents and students are asked to read the policies of WLHS as stated in the student & parent handbook. Students and parents are also asked to sign an enrollment form indicating both their support of the mission and philosophy of WLHS and that they have read and agree to comply with policies of the school. Submission of these forms completes the admissions process.

Freshmen Orientation

Enrolled freshmen and their parents are invited to attend a freshman orientation evening in August to acquaint themselves with day to day operating procedures at WLHS.

Financial Support and Tuition Costs

The cost of educating a student at WLHS is borne by the parents, the WLHS Association Congregations, gifts from the Wise Penny Thrift Store in Buffalo, and individual gifts to WLHS. Congregation offerings and individual gifts subsidize student tuition. The WLHS tuition schedule reflects levels of tuition cost based upon a student's church membership. Contact the office for current tuition rates and costs.

Registration/Incoming Fees

Freshmen register through the initial admissions process. Sophomores, juniors, and seniors register by mail during the spring/summer for continued enrollment the following fall. Payment of a nonrefundable yearly registration fee completes enrollment for the upcoming school year. Parent(s) are asked to arrange a payment schedule for tuition payments through the FACTS system.

Non-discrimination Policy

West Lutheran High School is a place for God's people to gather together, to study God Word, and to grow in mind and body and in the grace and knowledge of our Lord and Savior Jesus Christ. Students who are enrolled at WLHS have announced their commitment to become a contributing and fruitful member of this type of community during a meeting with the principal and have given verbal commitment to this type of relationship through registering for classes. WLHS admits students of any race, color, and national or ethnic origin who agree to live in peace with God's people and under God's grace as is outlined in the student & parent handbook. It does not discriminate on the basis of race, color, national, or ethnic origin in administration of its educational policies, scholarship and loan programs, or athletic and other school administered programs.

Control

West Lutheran High School is owned and operated by an association of Wisconsin Evangelical Lutheran Synod and Evangelical Lutheran Synod churches. Representatives from each church make up a General Board and meet semi-annually to receive the annual report and approve the yearly budget and other initiatives. A Board of Regents, which meets monthly, is elected from the General Board and governs West Lutheran High School. The Board of Regents makes and carries out policies that affect the daily operation of the school.

Location

West Lutheran High School is located just northwest of the Interstate 494 and Highway 55 interchange in Plymouth, Minnesota. The address is 3350 Harbor Lane North.

ACADEMICS

Academic Counseling/Guidance Counselor

Each student is assigned an academic advisor who helps the student select appropriate courses while at WLHS. The academic advisor must approve courses that are added or dropped during the school year. All general academic concerns should be directed to these advisors. A guidance counselor will also help coordinate course scheduling and will assist in career and post-secondary education planning. Problems of a spiritual nature may be discussed with any of the pastors or teachers on staff with whom the student feels comfortable.

Academic Probation/Ineligibility for Extracurricular Activities

All students of West must maintain minimum academic standards to be eligible for participation in extracurricular activities. Eligibility will be reviewed eight times per year at mid-quarter and quarter grading periods. Students with an "F," a "No Credit," or who have a GPA of less than 1.665 (C-) at the end of the designated review period will be placed on academic probation. An "Incomplete" upon review will be examined closer by the Academic Review Committee to determine whether a student will be placed on probation. If by the end of the next grading period this student again fails to meet minimum requirements, he or she will then be ineligible for participation in extracurricular activities until he/she is able to meet minimum requirements at a future academic review. Students who are either on probation or ineligible at the end of the school year will begin the following school year on probation.

Academic Review Committee

The parents of students who are ineligible may appeal their child's status to the Academic Review Committee. This committee consists of the student's advisor, the Vice-Principal, the Dean of Students. The Vice Principal of Academics will serve as the chairman of the committee and can invite other faculty members to join the committee in an advisory capacity.

It is the responsibility of this committee to review all circumstances surrounding the student's academic status and make a decision regarding a status for participation in future extracurricular activity. The committee has the authority only to grant probation status to any student who was previously considered academically ineligible.

Attendance Policy

Since regular classroom attendance is important for academic success, minimum attendance standards have been established by the state of Minnesota and will be enforced at West Lutheran High School.

Attendance is tracked for each student for each period of the school day. The attendance log records students as present, excused absence, unexcused absence, excused tardy and unexcused tardy for each class period. The paragraphs below will clarify these terms and outline policy for recording attendance and for consequences associated with excessive absences and tardiness.

Present:

A student is considered present for a class period if he/she is present from the time the period starts until it ends. Students are considered present for class if absent due to school sponsored activities. In these cases, it is the responsibility of the student to initiate conversation with teachers about assignments in advance of these activities.

Perfect attendance awards are given to students who are present for every class period during the school year.

Excused Absences:

A student is considered absent for class if he/she misses a minimum of one half of the class period. An excused absence occurs when a student is absent from class but the student's parent/guardian communicates with the office to give permission for being absent **and** to explain the reason for being absence. Acceptable communications can be in the forms of a telephone call, email, or signed note.

In the case of **unplanned absences**, such as sickness or poor weather and road conditions, parent/guardians are required to call the school by 9:00am on the day of the absence. Messages may be left on the school voicemail system if unable to contact anyone in the office. This phone call will excuse the student's absences from classes. If a phone call is not received by 9:00am on the day of the absence, the school office will make an attempt to contact the parents to check on the student's wellbeing. This is for the safety of the student. If the school is unable to identify the reason for the absence at this time, the student will be marked as unexcused absent for each missed class period. Upon calling, parents/guardians may request a folder of homework to be collected from the student's teachers. If this request is made, the expectation will be that this folder will be picked up from the office before it closes on that day.

In the case of **planned absences**, an email or note to the office from a parent is expected well in advance of the absence. These forms of communications will excuse the absence. Planned absences may include medical or dental appointments, weddings and funerals, court appearances, etc... In cases of planned absences, students are required to obtain an absence slip from the office. They will then communicate with teachers in advance of the absence to derive plans for making up homework, quizzes, or tests, which will be put into writing on this slip by the teacher. It is the teacher's discretion as to whether or not assignment, quizzes, or tests should be completed before or after the absence. It is expected that planned absences will be kept at a minimum. There is no substitute for student learning time in the classroom. If at all possible, planned absences should be avoided. Especially in the case of family vacations that take place during the school year, parents and students should not expect teachers to personally tutor students to catch up after planned absences.

If parents/guardians intend for students to **leave the school building at some point during the school day**, an email or note should also be used to inform the office. Upon receipt, the office will give the student a permit slip to leave the building at the requested time, which the student should give to his/her teacher at the time of departure. Students should stop into the office to check out before leaving the building.

Grades will not be penalized for excused absence, provided that communication with the teacher is initiated by the student and is timely according to the policy stated above, and that homework is made up in a reasonable time frame as is outlined by the classroom teacher. Students who do not make up work from absence or fail to communicate with teachers prior to absence risk losing credit for assignments, quizzes, tests and potentially the course.

Unexcused Absences:

Any student who is absent from a class without parental or school permission will be considered truant and unexcused for those class periods. "Sleeping in" or "skipping school" are not considered excusable absences and carry with it a violation for truant behavior. In these cases, the Principal or the Dean of Students will handle discipline accordingly, which may include detention(s) or suspension.

Students absent from class with no phone call, email, or note received within 48 hours of the absence will be permanently marked unexcused absent.

Excessive Absences During a Semester:

After 6 (six) absences for a class period, whether excused or unexcused, the parents and students will be notified in writing about our concern for regular attendance.

After 9 (nine) absences for a class period, whether excused or unexcused, the parents and students will again be notified in writing that the student is in danger of losing credit for the classes missed.

After 12 (twelve) absences for a class period, whether excused or unexcused, the matter will be referred to the Academic Review Committee to determine further actions, which include loss of semester credit for classes missed and likely placement on academic probation or ineligibility, unless there are extenuating circumstances. Consequences may also be appropriate for missing twelve or more study hall periods.

Absences are considered any period missing (excused or unexcused) other than school sponsored activities. Notifications will be sent for excessive absences even if we are aware of the circumstances. This notification makes all parties aware of the number of absences and helps us to work together to try to minimize absences.

Absences and Extracurricular Activities:

Students must be in attendance the entire school day to participate in after school extracurricular activities. However, in the case of sporting events the athletic director may grant exception to this policy based on unusual circumstances. For all other extra-curricular activities the advisor of the participating group has this authority.

Excused Tardy:

Students are considered tardy for class if they are late to class by up to one half of the class period. Students submitting an excuse from a parent/guardian or a teacher for missing this amount of class will be considered excused tardy. Students late for school must stop at the school office and receive an Admit Slip before going to any class or to chapel. Parents/Guardians must provide a note or phone call asking for the tardy to be excused. This note or phone call must be received in the office within 48 hours following the day when the tardy occurred. This 48 hour time frame is given to allow parents a chance to communicate with the office in the case of unforeseen events that might make a student late to school, including poor traffic, an accident, missed ride, etc...

Students who are late for a class during the school day need to excuse themselves to the instructor and should have a pass from a faculty or staff member indicating the reason for tardiness.

Unexcused Tardy:

Students who are unable to supply a valid excuse for being late to class within 48 hours of tardiness will be considered unexcused tardy. If 1st hour tardiness becomes a chronic issue, the WLHS administration may reject excuses from parents/guardians in any communicable form and determine appropriate action to encourage a student's arrival to school on time.

Consequences for unexcused tardiness during a semester are found below:

- 3rd Tardy Student serves one 60 minute tardy detention.
- 4th Tardy Student serves one 60 minute tardy detention.
- 5th Tardy Student serves one 60 minute tardy detention.
- 6th Tardy Increased consequences, including multiple tardy detentions or in-school suspension, will be issued.

Counseling Services

WLHS offers the services of trained Christian school counselors/psychologists from Wisconsin Lutheran Child and Family Services. Counselors are available to meet with students and/or their parents by appointment either in person in our building or through video-counseling sessions. Before a student meets with the counselor, a signed permission slip from the parents must be on file in the school office.

Course Changes

Once a grading period has begun, classes may be added or dropped if done by the dates established on the annual calendar. A Drop/Add Class form must be obtained from the class advisor and returned to the office by the date specified on the annual calendar. Students will need to receive permissions from the advisor, the involved teachers, and the parents, who will sign this form, prior to being permitted to drop or add the class. Students should remain in their original classes until notified by the registrar that the course change process has been completed.

Curriculum

Each student at West Lutheran High School has been given a unique set of academic gifts from God. WLHS offers a Christ-centered curriculum that helps students of varying academic abilities develop these gifts, preparing them for post-secondary education and careers of the future according to God's plan of service to Him for their lives. All courses are aligned with state or national educational standards and focus on the development of 21st century skills in technology and in each discipline. Courses are divided into two categories: required (Req.) and elective (Elec.). Some elective courses are offered online. Each student must be enrolled in a minimum of 25 class hours per week.

Graduation Requirements: Students eligible for graduation are required to take a religion course each semester he/she is a student at WLHS. Graduation requirements also include the completion of a minimum of 19.5 credits. One credit is equal to five class hours per week for one full school year. A list of all courses taught at WLHS can be found at the end of this handbook. Among the 19.5 credits necessary for graduation, the following credits must be completed:

English 4 cr.

Social Studies 3.5 cr.

Math 3 cr.

Science 3 cr.

College Prep: Those planning on attending a 4 year college or university after graduation should make every effort to take the following minimum course load during their four years at WLHS:

- 4 credits of English
- 3.5 credits of Social Studies
- 4 credits of Mathematics
- 3 credits of lab Science
- 2-3 credits of one foreign language

Dual Credit: Because of their academic rigor and the alignment with college course content, some courses at WLHS are classified as dual credit opportunities, meaning that completion of the course can award students both high school and college credit. Students eligible for these courses meet certain academic requirements based on their GPA, standardized test scores, and completion of prerequisite courses taken prior to enrollment of the class. WLHS offers the following dual credit courses on-site:

- AP U.S. History (junior year)
- AP Literature (senior year)
- PSEO World History (senior year)
- PSEO Calculus (senior year)

Off Campus Dual Credit: Students are eligible for Minnesota's Post Secondary Enrollment Option (PSEO) if they meet certain state of Minnesota and college/university requirements. Those willing to participate in PSEO off campus on a part-time basis and remain a student at WLHS must meet with the principal to determine if a suitable program can be arranged in conjunction with the WLHS schedule and according to the WLHS PSEO Policy. A description of PSEO and the WLHS PSEO Policy is found below.

PSEO

Postsecondary Enrollment Options (PSEO) is a state program that allows 10th-, 11th- and 12th-grade students to earn college credit while still in high school, through enrollment in and successful completion of college-level courses. With traditional PSEO, these courses are generally offered on the campus of the postsecondary institution; some courses are offered online. **A number of courses offered at West Lutheran High School qualify as on-site PSEO courses. Students are able to receive credit for both WLHS and a college or university. This policy does not apply to these course offerings.**

Most PSEO courses are only open to high school students during their junior and senior year, with each participating college and university setting their own requirements for enrollment into the PSEO courses and programs. Students who meet eligibility requirements may take PSEO courses on a full- or part-time basis, beginning in their junior year of high school. According to the state of Minnesota, students must meet the following criteria to be eligible for this program:

Juniors must rank in the upper one-third of their class or achieve a composite score at or above the 70th percentile on a nationally standardized, norm-reference test, such as ACT or SAT.

Seniors must rank in the upper one-half of their class or achieve a composite score at or above the 50th percentile on a nationally standardized, norm-reference test, such as ACT or SAT.

Both juniors and seniors must meet the minimum cumulative GPA as determined by the participating college/university. (For WLHS on-site PSEO courses through Concordia University, this GPA requirement is 3.25)

If unable to meet the requirements listed above, students may be able to provide other documentation of readiness to perform college-level work. This documentation would be reviewed and approved by the potentially participating college or university.

PSEO as an Option for WLHS Students

WLHS recognizes PSEO as an option for its students who are willing to take classes from both WLHS and from a Minnesota college/university during the same school year. A number of policies and procedures have been developed by WLHS for this circumstance and although there is great benefit to earning college credit while in high school, there is also liability assumed by each student. The WLHS policies and assumed liability should be carefully considered prior to enrollment and participation in the PSEO program. For this reason, a meeting with both the Principal and Vice Principal of Academics at WLHS must take place with the interested student and parent(s)/guardian(s) to further discuss the state of Minnesota's PSEO program guidelines, the WLHS PSEO policy, and PSEO's benefits and risks for each student. This meeting **MUST** take place prior to making contact with any college or university.

PSEO Policy

The following policy has been established for students who participate in classes both at WLHS and at a Minnesota college or university during the junior and/or senior years:

Students who participate in PSEO part-time and attend WLHS part-time will be considered full-time students at WLHS for the purpose of extra-curricular activities as long as a minimum of two courses are taken at WLHS. One course must be religion and the other must be a core course (math, science, english, history, foreign language).

Although WLHS will produce all paperwork necessary for registration in the PSEO program, WLHS will not research courses or programs for students who intend to or are considering participating in PSEO. This responsibility falls on the student and parent(s)/guardian(s).

All PSEO courses will be reviewed by the vice principal of academics and registrar who will determine if they will be accepted as credit toward the various requirements for graduation at WLHS.

Students must declare their commitment to participate in the PSEO program when they register for WLHS classes in the spring.

Students will only be eligible for Valedictorian/Salutatorian honors if they have completed a minimum of four credits on-site at WLHS during their Junior and Senior years. WLHS on-site courses do not include any PSEO classes taken at a MN college or university, or any online classes from a MN college or university. They do include any online ALHS courses since these are part of the WLHS curriculum. Note that students who do not complete a minimum of four credits at WLHS during their junior or senior years for whatever reason, are not eligible for WLHS Valedictorian/Salutatorian honors.

All off campus and online PSEO core courses (English, Math, Science, History, Foreign Language) will receive the same GPA grade bump as is given for AP and PSEO courses taken on-site at WLHS. All non-core PSEO classes will not receive the grade bump.

WLHS Tuition and Fees will be determined on a case-by-case basis. As a minimum, all PSEO students will be responsible for paying the WLHS registration fee, a pro-rated tuition based on the time a student is in the school building, and any additional fees including, but not limited to, class fees, technology fees, athletic fees, etc...

PSEO Risk and Liability

Although earning college credit while in high school is an excellent opportunity, students participating in the PSEO program should understand the potential risks and liabilities associated with the PSEO program. Students must realize that all grades received during the PSEO program will be documented on an official college transcript from the participating school. Although grades higher than a D will receive college credit, all grades are official and may have an impact on future admission to other schools and on future scholarships/academic awards if grades are poor.

GPA Determination

All 9-12 grade general courses will contribute to a grade point average (GPA) determined by the credit value of each course and the letter grade earned based on a 4.0 scale. A cumulative GPA will appear on each student's transcript. Honors classes will be awarded an additional 0.33 points to scores of C- and greater as shown in the chart below. All Advanced Placement and on-site PSEO courses will be awarded an additional 0.67 points to scores of C- and greater as shown in the chart below. All online AP and PSEO core courses not offered at WLHS will receive the same GPA bump as AP and PSEO courses taken at WLHS, however, all online noncore courses will not. All PSEO core courses not offered at WLHS and taken on college campuses will receive the same GPA bump as AP and PSEO courses offered at WLHS, however, all PSEO noncore courses taken on college campuses will not.

TRADITIONAL GPA			HONORS GPA			AP and PSEO GPA		
Letter Grade	%	Grade points	Letter Grade	%	Grade points	Letter Grade	%	Grade points
A	100-96	4.00	A	100-96	4.33	A	100-96	4.67
A-	95-91	3.67	A-	95-91	4.00	A-	95-91	4.33
B+	90-88	3.33	B+	90-88	3.67	B+	90-88	4.00
B	87-85	3.00	B	87-85	3.33	B	87-85	3.67
B-	84-82	2.67	B-	84-82	3.00	B-	84-82	3.33
C+	81-79	2.33	C+	81-79	2.67	C+	81-79	3.00
C	78-76	2.00	C	78-76	2.33	C	78-76	2.67
C-	75-73	1.67	C-	75-73	2.00	C-	75-73	2.33
D+	72-70	1.33	D+	72-70	1.33	D+	72-70	1.33
D	69-67	1.00	D	69-67	1.00	D	69-67	1.00
D-	66-65	0.67	D-	66-65	0.67	D-	66-65	0.67
F	64-00	0.00	F	64-00	0.00	F	64-00	0.00

A student's GPA becomes an official part of their transcript after each semester is completed. Transcripts that are generated by West will show the cumulative GPA scores based on weighted scores.

Class Rank and Valedictorian/Salutatorian Honors

Class rank will be determined according to the GPA guidelines stated above and will be used by WLHS solely for the purpose of determining Valedictorian and Salutatorian honors. Class rank will not appear on any transcripts unless requested by colleges or other organizations for the purposes of admission or awarding scholarships/grants.

Valedictorian and Salutatorian honors will be awarded to the graduating seniors who rank number one and two in their graduating class at WLHS. Students participating in the PSEO program away from the WLHS campus will only be eligible for Valedictorian and Salutatorian honors if they have completed a minimum of four credits on-site at WLHS during their Junior and Senior years. WLHS on-site courses do not include any PSEO classes taken at a MN college or university, or any online classes from a MN college or university. They do include all online ALHS courses since these are part of the WLHS curriculum. Valedictorian and Salutatorian honors will only be awarded to students who have completed their last 4 academic semesters at WLHS.

Honor Roll

The Honor Roll is prepared at the close of each quarter and recognizes outstanding academic achievement. High Honor Roll recipients have earned an average of 3.65 or higher. Honor Roll recipients have earned an average between 3.00-3.64.

Incomplete Courses and No Credit

The status of a course on a report card or midterm report will be classified as **Incomplete (I)** if, for one reason or another, a student is unable to complete a course's requirements by its grade posting deadline, but a plan has been put in place between teacher and student to complete the course requirements in a reasonable amount of time. A grade for an incomplete course will be issued upon completion of course requirements and will replace the incomplete status on the permanent academic record. The status of a course on a report card or midterm report will be classified as **No Credit (NC)** if a student is unable to complete the course's requirements by its grade posting deadline, but the student is not allowed to complete that course. If the NC is in a course that is required for graduation, the student will have to repeat that term, and potentially the entire class, to gain the necessary credit for graduation. If the NC is in an elective course, the student will not be required to retake the course. Grades for courses that are retaken for credit due to previous receipt of No Credit will replace the existing NC on the student's permanent record.

Plagiarism

Plagiarism is presenting someone else's thoughts or ideas as your own. If students use someone else's words exactly (quote) or if they used someone else's thoughts in their own words (paraphrase) credit must be given to the author using the appropriate citation style as adopted by the school. A detailed plagiarism policy including consequences for students found plagiarizing is distributed and explained to students in their English classes. A copy of the policy may be found on the WLHS web site.

Academic Support

Additional academic support is available to students who need assistance to ensure academic success. Upon enrollment, the Principal and parents should work together to recognize a student's unique learning needs. Students and parents then meet with the Vice-Principal of Academics, Learning Coordinator, Guidance Counselor and various faculty members to develop accommodations for classes and develop plans to work with WLHS's Learning Coordinator. 504 Plans and IEPs may be written to document accommodations, guide teachers for effective instruction, and make additional support services available through the school district.

In cases where a considerable amount of accommodation is necessary to ensure academic success, credit for classes and diplomas for program completion may be awarded with "Special Academic Consideration." Conditions for Special Academic Consideration can be discussed with the Vice Principal of Academics. In these cases, official academic records would list completed courses accompanied by "SC." The diploma would also then be awarded under Special Academic Consideration. WLHS also offers support and works to develop appropriate programs for students who work to receive a Certificate of Attendance upon graduation, rather than a diploma.

Standardized Testing

Students at WLHS will take standardized tests yearly to provide data for academic review and planning. WLHS uses ACTs Standardized Test battery for this purpose.

Transcripts

The office is able to produce and send academic transcripts upon formal request by parents, students, or another academic institution. No transcripts, report cards, or records of any type will be released unless a student's account has been paid in full, or formal arrangements for payment have been approved by either the Executive Committee of the Board of Regents or the principal. According the Minnesota State Law, any student may request to see his school file and request clarification or correction of any information, which is felt to be in error. All requests must be made only through the Principal.

EXTRACURRICULAR ACTIVITIES

Participation in extracurricular activities is a privilege for students who are regular in attendance and who are in good academic standing. As a member of the Minnesota State High School League, WLHS offers students a variety of athletic and nonathletic extracurricular activities. In athletics, most of the major sports teams also participate as a member of the Minnesota Christian Athletic Association (MCAA). Check with the Athletic Director for a complete list of current sports offerings including coop opportunities. All nonathletic offerings are listed below. **Students must also be in attendance during the entire school day to be eligible to participate in extracurricular activity later that day, unless otherwise approved by the Athletic Director in case of athletic events and the group advisor in the case of other extra-curricular events, due to extenuating circumstances.**

West Players

Each fall the West Players put on a children's theater production. Every spring the West players alternate between drama and musical productions. Students have the opportunity to experience firsthand the performance and technical aspects of theater.

Mock Trial

Students participate annually in an imaginary legal case, under the auspices of the Minnesota Bar Association. Students prepare and present a prosecution vs. defense in this Mock Trial program.

National Honor Society

The WLHS chapter of the National Honor society is part of a larger, nationally recognized service group. Students must apply for membership, demonstrating a commitment to service and high academic success while at WLHS.

Student Council

Students are given the opportunity to represent their class or student body in student government.

Western Accents

Students who enjoy singing may audition for this select choir. The Western Accents perform at area churches, music competitions, in community events, and at the WELS Choral Festival.

West Ambassadors

Students represent the school by being student mentors and acting as tour guides for various school activities. Students must apply for membership into this group and are trained to represent WLHS effectively. All students involved in this group will receive a commendation letter of service accompanying their high school transcript.

Yearbook

Interested students are given the opportunity to plan and publish *Aegis*, the school's yearbook. Responsibilities include design, layout, and writing.

STUDENT LIFE

Automobiles

Students are permitted to keep their vehicles on campus during school hours. Parking permits and cling on stickers are issued to students who drive to school on either a regular or temporary basis. Students should keep their stickers on one of the windows in the vehicle. Registration for this permit is done on the emergency form.

Books and School Supplies

WLHS furnishes textbooks for most courses. Any excessive wear or abuse of texts will result in a fine being levied at the conclusion of the school year. Some courses require the student to purchase additional supplies. A complete list of school supplies for each course is sent to students and parents each summer.

Each student is required to have a personal copy of the N.I.V. Bible and *Christian Worship: A Lutheran Hymnal*.

Respect for Building and Grounds

WLHS students have been blessed with a fine school facility. We ask that students treat the building and grounds with care. For the safety of the student body, students are not to leave their personal possessions and school supplies unattended around the school building. These items, including backpacks, computers, textbooks, etc..., should be placed in lockers. Items left unattended will be placed in the lost-and-found or will be brought to the office. Students may be asked pay a penalty for obtaining their items. Students accounts are also billed for any damage to the site attributed to their actions.

Building Hours

Policies regarding building hours are put in place for the safety of the students. The school building will be opened at 7:00am each school day. Students who arrive before 8:15am should use the Commons area to study or socialize. Students are not permitted to leave the school building after they have arrived for school. Leaving the building after arrival will be treated as an unexcused absence. During the school day, all external doors will be locked. Visitors allowed to enter the building must report to the school office to sign in upon arrival. After school, students who are not involved with an activity should leave school as soon as possible. Any students waiting for rides should remain in the Commons area. The doors to the school will be locked each night at 4:00pm, unless there is an activity.

Christian Conduct

Students are expected to conduct themselves in a manner consistent with God's Word. Students, as Christians, have been declared by God to be saints in his sight. Those who are Christians by the grace of God are prompted by the Lord to live as the children of light, and should have nothing to do with the fruitless deeds of darkness. (Eph. 5) When students register at WLHS, they are declaring that they desire the Spirit of God to guide all of their thoughts, words, and actions.

Any conduct that reflects negatively upon a student's character or the reputation of the school, whether on campus or off, will be dealt with in a spirit of love with the hope of reconciliation. Spiritual counseling as well as civil consequences for such actions will be addressed accordingly.

Closed Campus

WLHS is a closed campus. Students may not leave school before the designated closing time without permission from the office.

All students are the school's responsibility from the time they arrive in the morning until school is dismissed. Therefore, once arriving, a student may not leave the building without a written request from the parent and specific permission from the principal.

Juniors and Seniors who are regular in attendance and in good academic standing are allowed to leave the campus during the lunch break. Juniors are allowed to leave 4 times per school year and seniors are allowed to leave 5 times per school year with written permission from their parents/guardians. The administration is permitted to prohibit students from leaving campus for lunch at their discretion.

If it is necessary to leave during the school day, written permission from parents or a faculty member must be presented to the office. If the student returns during the school day, they are to sign in once again in the office.

Clothing and Appearance

Christian students realize that their bodies are the temples of the Holy Spirit and that their appearance represents their God, school, family, and reputation. **It is school policy that during the school day and during extracurricular activities, students keep their appearance neat, clean, well groomed, and modestly dressed.** The following items of clothing are acceptable for wear in keeping with this school policy.

- **Pants:** Khaki pants, Cargo style pants, jeans, wind pants, and sweat pants that are neat, clean and modest in appearance are acceptable wear. In addition, female students may wear Capri style pants, jeggings, and skirts or dresses that are part of a modest outfit.
- **Shirts:** Shirts that when worn are longer than the waist of the pants, so the midriff does not show are acceptable. Shirts must also be worn so that they display a modest neckline. Buttoned shirts are to be buttoned unless there is a crew neck type shirt underneath.
- **Shorts:** Khaki shorts, Cargo style shorts, jean shorts, and nice sport shorts are acceptable wear. Shorts are acceptable during warm weather, from the beginning of school in the fall through October 31, and again from April 1 until the end of the school year.
- **Sweaters and sweatshirts** are acceptable if in line with the expectations set below.

The following prohibit students from maintaining a neat, clean, well-groomed, and modest appearance and are not permissible:

- Shirts unbuttoned or unzipped to the point of immodesty
- Spaghetti strap dresses or tops
- Shirts resembling underwear but worn as an outer garment, such as a tank top, muscle shirt or off the shoulder top
- Unkempt, dirty clothing
- Unkempt, dirty, poorly groomed, or extreme hairstyle
- Hair hanging in the student's eyes
- Goth style clothing or accessories
- Visible body piercing, i.e. physical adornments (exceptions: ears, small nose stud for women)
- Facial body markings such as tattoos (other visible body markings need to be covered)
- Head wear
- Any shirt or top that leads to a bare midriff or has an immodest neckline
- Any shirt that is off-the-shoulder or shows a bare back
- Frayed, holey, or patched pants or shorts
- Extreme sag in jeans, pants or shorts – underwear is not to be visible
- Lounge wear, pajama pants, spandex sport pants, and slippers
- Pants that have writing on the seat or waistband
- Leggings, yoga pants, sports pants, and spandex pants unless worn underneath a dress or skirt (or shorts when shorts are acceptable)
- Any wear with logos, pictures, or terminology representing alcohol, tobacco, drugs, sex, secular music groups, concerts, or album covers, cursing, vulgarities, skulls, satanic symbols, morbid images, and anything else that may upset a Christian community
- Any other item of apparel that may detract from a Christian community

Basic guidelines:

- Jackets and winter coats are to be stored in lockers
- The length of dresses, skirts, and shorts must meet or exceed the reach of the student's fingertips when his/her arms are placed comfortably to the side

Consequences:

It is not practical for WLHS to establish written rules for every single issue of dress that may arise. At times when the Christian community is disrupted because of a student's appearance, Christian young people and parents will honor the decisions of those whom the Lord has placed into positions of authority. The decision of the WLHS administration will be final.

Students must resolve any appearance or dress violation by immediately correcting the issue including, but not limited to, changing clothes, putting on clothing provided by the office, or getting the appropriate attire from home. Failure to resolve the situation in a timely manner will result in immediate suspension from school.

Appearance and dress code violations will be accompanied by the following consequences during a school year:

- | | |
|---------------------------|--|
| 1 st offense | Verbal warning recorded in the office |
| 2 nd offense | Detention |
| 3 rd offense | Detention |
| 4 ^h + offenses | Stern measures may be deemed necessary, including multiple detentions or suspensions |

Computer and Internet Usage

All parents and students are asked to sign an agreement each year outlining acceptable use of the WLHS Information, Communication, and Technology systems.

Students are expected to be respectful of their classmates, teachers, and school when speaking about them using electronic media both inside and outside of school.

Student (Parent) – Conflict Resolution Procedures

During the course of an educational experience, academic and disciplinary conflicts may arise between student and teacher, even in a Christian setting. It is most important that such conflicts be settled through proper communication between the people involved according to Matthew chapter 18. The following procedural steps should be followed:

- 1) The student and teacher make every effort to solve the conflict between the two of them.
- 2) If the matter remains unresolved, the student and parent should approach the teacher to discuss the conflict.
- 3) Should the matter not be resolved, the student and parent are to contact the Dean of Students. The Dean of Students will review the conflict with all parties involved and attempt to resolve the situation. This may involve meetings between student/parent and teacher and facilitated by the Dean of Students.
- 4) If no resolution of the conflict is reached, the student/parent may present their case to the Principal. Similar steps as outlined in point (3) will be followed.
- 5) If no resolution is reached after working through the Principal, the student/parent may ask to present their case to the Executive Committee where a final resolution of the matter will be determined.

Discipline

Parents receive a letter every time a student is involved in any disciplinary action. WLHS employs three major forms of disciplinary action for policy infractions.

Misconduct Detention:

A teacher or principal may assign a detention (60 minutes before or after school) when a student has disrupted class or committed minor infractions. On the fourth detention in a semester, the student may receive a suspension. Further offenses will result in firmer action.

Suspensions:

After repeated minor infractions, or after major rules violations, a student will serve either an In-School Suspension (ISS) or an Out-of-School Suspension (OSS). An ISS is usually one day, while an OSS may be from 1-5 days. The length of the suspension is at the principal's discretion. Major rules violations include use of tobacco or controlled substances, theft, vandalism, and fighting. In some cases, the student and parents may be asked to appear before the Executive Committee to discuss the student's continued enrollment.

Expulsion:

Students who are unrepentant or whose presence is deemed to be harmful to others will be required to discontinue attending WLHS, after a review by the Executive Committee.

Drugs, Alcohol and Tobacco

Possession or use of any kind of illegal drug, tobacco, or alcohol is strictly forbidden at WLHS or WLHS-related functions. This includes eCigs.

The consumption, use, or possession of any illegal drug is not permitted both according to civil law and school policy. Coming to school or any school sponsored function under the influence of or in the possession of any illegal drug may result in expulsion. To protect itself and its students, WLHS reserves the right to confiscate any drugs in the possession of the students. This includes, but is not limited to, drug testing of students involved in extra-curricular activities or who are in a contract with WLHS concerning their enrollment when there is "reasonable suspicion" that a student may be using drugs. Families should also be aware of the presence of drug searching dogs within the building. Drug testing is done at the expense of the student's family. All medications should be brought to the office. A parent or doctor note is required for all medications.

Emergency Closing

All school closings, delays, or early dismissals will be announced on WCCO (830 AM), KARE 11 television, and the West Lutheran web site. WLHS will also send out emails to families to notify of cancelation or delays. Even when WLHS is in session, parents in outlying areas should keep their children home if they consider travel hazardous.

Emergency Procedures

West Lutheran High School has emergency plans in place in case of fire, tornado, lock down, or evacuation emergencies. Fire drill maps are posted in each room noting the route students should take for exiting the building in case of fire. When an announcement is made to go to the tornado shelter area, students are to proceed directly to the designated place in the hallway. In the event of an evacuation of any kind students would evacuate the building like a fire drill and move in an orderly fashion to the Plymouth Creek Community Center (approximately 1½ blocks to the West of our school on 34th Avenue). If the Plymouth Creek Community Center were not available, students should go to Ascension Church in Plymouth. In the event of a lock-down students are instructed to stay where they are, turn off lights, lock doors, take cover and stay away from the windows until the all clear is given. This information is reviewed annually with the teachers and students. Drills to practice these procedures occur throughout the school year.

Focus on the Ministry

WLHS seeks to encourage and develop students who show an interest and ability in areas of ministry. To help promote ministry, WLHS participates yearly in the *Focus on the Ministry* program, where ministry prospective students are to tour Martin Luther College, the WELS College of ministry preparation.

Insurance

All students in the school building and on school grounds are covered by the school's insurance plan. Outside of family medical plans, no additional insurance is required.

Leaving Messages

Calling after regular office hours or occasionally during the day may result in your receiving the "voice mail" system. Please leave a message on that system. We will return your call at the earliest opportunity.

Lockers

Hall lockers and gym lockers are assigned at the beginning of the school year. Students are asked to keep their lockers clean and to avoid writing on and using tape on their lockers. Students should not jam the locker at any time to prohibit it from locking. Students using gym lockers must provide their own locks. The lock combination or a duplicate key must be given to the designated faculty representative for safe keeping. WLHS will not be liable for loss of property or damage to personal property when lockers are not appropriately locked. For their own protection, students should observe the following rules:

- Do not keep valuables in your locker.
- Keep your locker locked and your combination to yourself.
- Immediately report any damage or loss of property or complaint about your locker to the office.
- Do not change lockers without office permission.

Lunches/Food and Drink

Food and drink may be consumed only in the student commons, hallway, and school cafeteria. Lunches are to be stored in the students' school locker until lunchtime. Lunches are provided for student purchase.

Media Center

The media center is an important resource area where students have opportunity to work independently and utilize resource materials in a quiet and orderly atmosphere. It is a privilege to use school media. Students are asked to treat school media, including books, magazines, and computers, with respect. Mistreatment resulting in damage to school owned media will result in the replacement cost of the material being added to the student's school bill.

Phones/Cell Phones

Students will be allowed to make phone calls from the phone in the front office waiting area with permission from the office.

Cell phones are permitted in the school building, but may only be used before school, after school, and during the lunch hour. Students may not use cell phones for any reason during school hours without permission from a teacher or staff member. Cell phones may be kept on a student as long as the device does not disrupt the learning environment at any time. Any cell phone use or misuse during the school day will result in the cell phone being confiscated and placed in the school office until the end of the school day. A detention will be assigned to the offender already on the first violation. **There Are No Warnings!!** After a second violation, student and parents may be advised that student has lost all cell phone privileges at school. Subsequent offenses will result in more serious consequences. Even when not in use, a cell phone disrupting the learning environment may also lead to detentions at the discretion of the teacher. *In case of family emergency and the need to contact a student, parents are encouraged to contact the office staff (763-509-9378), and the student will be contacted and given permission to make phone contact.*

Listening to Music during Study Hall

Trustworthy students in good academic standing are given the privilege of listening to music during study hall periods, provided that the music is appropriate and God-pleasing. Students listening to music must do so wearing earbuds or headphones plugged into their music playing device, such as a cell phone, MP3 Player, I-Pod, computer, or other device. Students are not permitted to use these devices for any other purpose while in the study hall room. Students are not allowed to share devices or earbuds at any time and must keep volume levels low enough as to not distract other students from studying. In addition, students are prohibited from wearing earbuds anywhere on their person outside of study hall. Failure to follow these guidelines will result in this privilege being taken away. Students may also be subject to a misconduct detention.

School Day Schedules

Students may follow a variety of school schedules depending upon the happenings of the day. For quick reference, the most common school schedules are found below:

Daily Schedule	
1	8:15 to 8:55
2	8:58 to 9:38
Chapel	9:41 to 9:58
Break	9:58 to 10:03
3	10:06 to 10:46
4	10:49 to 11:29
5	11:32 to 12:12
Lunch	12:15 to 12:41
6	12:44 to 1:24
7	1:27 to 2:07
8	2:10 to 2:50

Lyceum Schedule	
1	8:15 to 8:50
2	8:53 to 9:28
Chapel	9:31 to 9:48
Break	9:48 to 9:53
3	9:56 to 10:31
4	10:34 to 11:09
5	11:12 to 11:47
Lunch	11:50 to 12:16
6	12:19 to 12:54
7	12:57 to 1:32
8	1:35 to 2:10
9	2:13 to 2:48

10AM Late Start Schedule	
1	10:00 to 10:30
2	10:33 to 11:03
3	11:06 to 11:36
4	11:39 to 12:09
Lunch	12:12 to 12:38
5	12:41 to 1:11
6	1:14 to 1:44
7	1:47 to 2:17
8	2:20 to 2:50
1	10:00 to 10:30

Field Trips, Educational Tours, and Class Trips

All field trips, educational tours, and the senior class trip are planned by and are under the direction of a teacher or faculty advisor for the benefit of student learning. Students are expected to bear the cost of these activities and for transportation. Field trips occur in various classes at the classroom teacher's discretion. Every other year an educational tour to Europe is offered to students and families of WLHS. This tour can potentially earn students elective credits toward graduation requirements. All seniors are also given the opportunity to participate in their class trip. During any of these experiences, students are expected to conduct themselves in a manner befitting their school.

Visitors

The school building will be locked during the school day. All visitors may ring the door bell for entrance and are required to register at the office immediately upon arrival. They must also sign out upon departure. **Unauthorized persons entering the building are to be brought to the attention of office personnel immediately.**

In some cases, current students of WLHS may invite friends to visit the school for a day. For a friend to visit, permission from the principal/vice principal must be received at least one day in advance of the visit. Visitors must adhere to the school policies regarding dress and decorum while at WLHS. It is the current student's responsibility to let their guests know of the guidelines. The current student takes liability for any violations to school policy.

Prospective students are encouraged to visit the school for a ½ day or a full day. This visit will be arranged through the principal and will involve shadowing a current student for the day.

Weapons Policy

West Lutheran High School has a zero tolerance policy for weapons on school grounds and in the building. Students and other minors visiting the school are forbidden to knowingly possess or store in an area subject to one's control, any weapon or "look alike" weapon in school, on school grounds, or in connection with any school event regardless of where it is held. The policy covers the following objects:

- All firearms, including "look alikes" of any kind
- Knives of any type
- Artificial knuckles, blackjacks, etc.
- Explosives
- Poisons or substances capable of causing bodily harm
- Any other device used to intimidate, threaten or inflict harm

In the event of any violation of this policy, the police may be called, a student may be required to leave the school immediately in the custody of a parent, and the student is liable for detention or immediate suspension until further notice, pending further action by the Executive Committee of the Board of Regents. The Executive Committee may expel the student or take other disciplinary actions.

Worship

As sincere Christians, WLHS students will want to make use of every opportunity for Christian worship. Students are expected to attend our chapel services and homeroom devotions and to participate in the same manner they would a church service. Attendance is required, and absences and tardiness are treated as if chapel was a class. A weekly mission offering is taken to support a mission project the students have chosen.

EQUAL OPPORTUNITY, DISCRIMINATION, HARASSMENT, BULLYING

Equal Opportunity

Equal opportunity applies to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. West Lutheran High School provides equal opportunity to all students regardless of race, color, national and ethnic origin, sex, or status with regard to public assistance or disability.

Discrimination and Unlawful Harassment

West does not discriminate on the basis of race, color, national and ethnic origin, sex, or status with regard to public assistance or disability. This policy applies to administration of educational policies, admission procedures, scholarship programs, and athletic and other school-administered programs.

West expects that students will treat others with respect and courtesy. The school will not tolerate harassment based on race, color, creed, religion, national origin, sex, or status with regard to public assistance or disability.

West will take action to ensure that all school practices and activities are free of unlawful discrimination or harassment.

Sexual Harassment/Intimidation of Students

Sexual harassment of students is prohibited. Sexual harassment (MN 363.01) includes unwelcomed sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct. An employee or student engages in sexual harassment whenever he/she makes unwelcome advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

- 1.) denies or limits the provision of educational aid, benefits, services, or treatment, or that makes such conduct a condition of a student's academic status; or
- 2.) has the purpose or effect of:
 - a) substantially interfering with the student's educational environment;
 - b) creating an intimidating, hostile, or offensive environment;
 - c) depriving a student of educational aid, benefits services, or treatment; or
 - d) making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

The terms "intimidating", "hostile" and "offensive" include conduct which has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include, but are not limited to, online digital postings, text messages, emails, unwelcome touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. Students who believe that they may have been sexually harassed or intimidated should contact the Dean of Students, a counselor, teacher, or administrator who will assist them in filing a complaint. Supervisors or teachers who knowingly condone, or fail to report or assist a student to take action to remediate such behavior of sexual harassment or intimidation may themselves be subject to discipline.

Any School employee who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any student of the School who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person knowingly making a false accusation regarding sexual harassment will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

The School will make every effort to insure that employees or students accused of Sexual Harassment or intimidation, are given appropriate opportunity to defend themselves against such accusations. Retaliation against persons who file a complaint is a violation of law prohibiting discrimination, and will lead to disciplinary action against the offender. Any individual seeking further information should contact the Dean of Students or the Principal of West Lutheran High School. When a complaint has been filed, an investigation will begin promptly. The accused student/s will be suspended while the investigation is being conducted. The Dean of Students, in consult with members of the Administration will involve concerned and necessary parties, up to and including law enforcement to continue investigating the allegations.

Penalties for violating this policy may include, but are not limited to suspension and/or expulsion/dismissal.

What to do if you are a victim of discrimination or harassment

Violation of West's discrimination or harassment policies may result in disciplinary action, including detention, revocation of privileges or dismissal. If you believe that you have not been provided equal opportunity in any manner, or if you become aware of discrimination or harassment, you should immediately report that conduct to the Dean of Students or the Principal. West will promptly investigate and attempt to resolve your concerns. Your identity will be kept confidential to the extent possible under the circumstances. If you do not find your concerns have been handled to your satisfaction, you should report the matter to the Chairman of the Board of Regents.

Bullying

Students, either individually or as part of a group, shall not engage in bullying. Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim.

Bullying can be:

- Emotional: Being unfriendly, excluding, tormenting through actions and gestures.
- Physical: Pushing, kicking, hitting, punching, or any use of violence.
- Racist: Racial taunts, graffiti, gestures.
- Sexual: Sexually abusive comments or physical contacts.
- Verbal: Name-calling, sarcasm, spreading rumors, vicious teasing.
- Cyber: All areas of internet use, such as email and internet chat room, sites like Facebook or Snapchat misuse, text messaging or calls, misuse of associated technology, i.e., cell phone cameras or video.

What to do if bullied

- Incidents of bullying should be reported to the staff.
- Staff will record details and share with the Dean of Students or Principal.
- In serious cases parents will be informed and may be asked to meet to discuss this matter concerning their child.
- If necessary and appropriate, local police will be consulted.
- If the bullying behavior does not stop immediately, the result may be suspension or expulsion.

Retaliation Prohibited

We will not tolerate retaliation against a student or parent who brings a good faith report of discrimination or harassment. If you believe retaliation has occurred you should promptly notify the Dean of Students or the Principal. If this is not satisfactory, your concern should be brought to the Chairman of the Board of Regents. All students and parents are expected to be cooperative and forthright in responding to any report of discrimination or harassment.

Offensive Conduct

West Lutheran promotes a Christian environment in which all students are comfortable and can work productively. We will not tolerate offensive, degrading, or harassing remarks or conduct, even if the conduct does not rise to the level of unlawful discrimination or harassment. Conduct prohibited by this policy includes any action by any student, faculty, staff or member of administration that directly or indirectly threatens unwelcome physical contact, or offensive conduct that threatens or adversely affects a student's performance or participation in school activities.