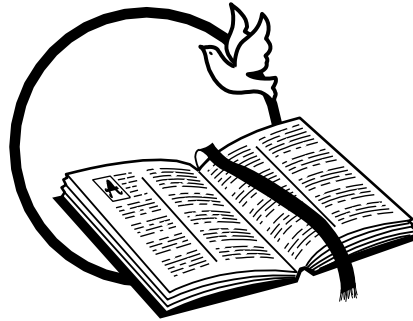


# **“Ministry in Motion”**



**“Therefore, as God’s chosen people, holy and dearly loved, clothe yourself with compassion, kindness, humility, gentleness, and patience.”**

**Colossians 3:12**

**West Lutheran High School  
3350 Harbor Lane North  
Plymouth, MN 55447**

Operated by an association of congregations of the  
Wisconsin Evangelical Lutheran Synod and  
Evangelical Lutheran Synod

## **A Message from the Principal**

West Lutheran High School is dedicated to offering students a quality Christ-centered education. Our primary purpose is to prepare young people to be disciples of Christ by developing their spiritual, intellectual, and social skills. We wish to meet the needs of today's youth so they can boldly serve as ambassadors of Christ in the world.

Daily religion classes and devotions are at the heart of the West Lutheran curriculum. All other classes are taught in the light of God's Word. Students at West are also encouraged to approach every aspect of student life from the same Christian perspective. Our aim is to help each student grow in his or her knowledge of the Scriptures, by using the Word of God to strengthen their faith, their commitment to God, and their love for their fellow man.

At West Lutheran, we are dedicated to meeting all of your child's educational needs. We strive to maintain the highest academic standards necessary to insure success in future years. Our curriculum emphasizes the basics - English, Mathematics, Sciences, History, and Music, while at the same time, offering students a variety of elective courses.

Extracurricular offerings are also important in meeting the needs of a student. For that reason, West Lutheran maintains a full sports program for both boys and girls. Student government, vocal and instrumental music, cheerleading, yearbook, drama, and other activities, designed to bring out the talents of every student, are an important part of the educational program at West.

A close relationship with the boards of control, parents, teachers, students, and the community help to make West Lutheran a positive environment and a great place to attend high school.

Merlin Meitner, Principal

3350 Harbor Lane North  
Plymouth, MN 55447  
School Office 763-509-9378  
Fax 763-509-0861

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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 the parent(s) in fulfilling their God-given role by providing a program of unified Christian training for our youth. Our high school environment provides Christ-centered and Bible-based education, guidance, example, and companionship. All academic disciplines such as: science & math, social studies, language, and fine arts are taught from a Christian perspective. WLHS strives for academic excellence, which is essential in training our students as towards of the gifts that God has given them.

WLHS satisfies all the State of Minnesota requirements for secondary education. The teaching staff has achieved bachelor or master's degrees. It is accredited by the Minnesota Non-public School Accrediting Association (MNSAA).

### ***Admissions***

WLHS exists primarily to educate teenagers from West Lutheran High School Association congregations.

All non-WELS/ELS students, along with their parents, wishing to enroll at West Lutheran, must first meet with the administration to discuss purpose, doctrinal position, and curriculum. Special needs and concerns are addressed at this meeting.

Prior to enrollment, the parent(s) must understand and agree with the purpose and policies of WLHS.

Prospective freshmen must have satisfactorily completed the eighth grade. A letter of recommendation must be provided by the student's pastor, principal or teacher. An official transcript of the student's academic elementary record is necessary for enrollment. Transfer students also need a current transcript.

### ***Nondiscrimination Policy***

West Lutheran High School admits students of any race, color, national, or ethnic origin. It does not discriminate on the basis of race, color, national, or ethnic origin in administration of its educational policies, admissions policies, scholarship, and loan programs, or athletic and other school administered programs.

### ***Control***

West Lutheran High School is governed by a Board of Regents which meets monthly, and a General Board, which meets semi-annually. These representatives are chosen from the churches that comprise the association. 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.

## **ENROLLMENT**

### ***Finances***

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

### ***Parent Information Night***

Every year WLHS holds an informational meeting for parents of prospective students. Students, parents, faculty members, and alumni present information about WLHS academics and extra-curricular activities. Following the meeting, parent(s) may pre-enroll students.

### ***Registration/Orientation/Incoming Fees***

Freshmen, sophomores, juniors, and seniors register by mail during the spring/summer for the following fall. Freshman and their parents are invited to attend a freshman picnic each August to acquaint them with the high school. Parent(s) are asked to arrange a payment schedule for tuition payments.

### ***Warrior for a Day***

During the school year, upper graders from all area elementary schools are invited to spend a day as guests of the student body and as part of our Warrior for a Day Program.

## **ACADEMICS**

### ***Academic Counseling***

Each student is assigned an advisor who will be consulted before courses can be added or dropped. All academic problems or other concerns will be directed to these advisors first. A guidance counselor will coordinate career planning and college choices at WLHS. 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***

All students of West will maintain minimum academic standards in order to be eligible for participation in extracurricular activities. Eligibility will be reviewed eight times per year at both quarter and mid-quarter grading periods. Students with one or more "F's," "NC's," or who have a GPA of less than 1.665 (C-) will be placed on probation. If by the end of the next grading period this student continues to show one of these academic shortcomings, he or she will then be ineligible for participation in any extracurricular activities until the next 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 status to the Academic Review Committee. This committee consists of the student's advisor, the vice-principal, and the Director of Curriculum. The Director of Curriculum will serve as the chairman of the committee.

It is the responsibility of this committee to review all the circumstances surrounding the student's academic status and make a decision regarding any further participation in extra-curricular activities. The committee

has the authority to grant probation status to any student who was considered academically ineligible.

### ***Attendance Policy:***

The school is the governing authority in matters of attendance. Since regular attendance is conducive to academic success and minimum attendance standards are established by the state of Minnesota, WLHS will enforce the following policies.

Attendance is tracked for each student for each period of the school day. The attendance is recorded as present, excused absence, unexcused absence, excused tardy and unexcused tardy. The areas below will clarify what type of absence or tardy falls into each recording category.

#### **Present:**

- A student would be present for the entire school day marking each period as attended. Perfect attendance awards are given for this accomplishment of no periods missed in a school day every day of the school year.

### **Absences**

#### **Excused Absences:**

- The parents(s) are required to call the school by 9:00 am when a student will not be present at the start of the school day. Messages may be left on the voicemail at anytime regarding an absence. This phone call will excuse the student's absence. If the parent doesn't notify the school by 9:00 am on the day of the absence, the school office will make an attempt to contact the parents to check on the students well being. This is for the safety of the student. If we are unable to identify the reason for the absence, the student will be marked unexcused absent. Homework will be collected for the absent student, if the parent requests it when they call in their absence.
- Notes from the parent(s) for the following reasons: medical or dental appointments, weddings and funerals, court appearances and unusual weather or transportation problems should be brought to the office so students can get an admit to class or a permit to leave the building slip depending on the circumstance. This note will excuse the absence.
- Excused absences have no effect on grades, provided the work is made up on time.
- School sponsored activities are not considered absences from school. It is the responsibility of each student to make-up missing assignments in those circumstances. Advisors should notify the office and faculty when activities take place by providing a list of students who will not be in school during these hours.
- Students have two days per day absent to make up the work. It is the student's sole responsibility to ask each teacher for a list of work that must be made up.

#### **Pre-planned Absences:**

Because attendance is vital to the success of your student, pre-planned absences should be kept to a minimum, and family events/activities should try to coincide with school vacation days.

- When students know ahead of time that they are going to be missing a day of school, they need to notify the office so that a Make Up/Admit Slip can be completed and given to them. This notification of a pre-planned absence must come in the form of preferably a note signed by a parent, but a phone call from a parent will also be accepted. The student is responsible for showing the Make Up/Admit Slip to each teacher and collecting the homework they will be missing. For prearranged absences, all work is to be gathered ahead of time and is to be handed in either before the student leaves or when the student returns, at the discretion of each teacher. If a student fails to turn in their work at the specified time, the teacher is to have a set late policy for grade reduction on the assignment.

- If a student/family fails to communicate in advance of a pre-arranged absence, but calls the morning of the absence, the student will be marked excused, but may receive a reduction in percentage points for each class in which work will be turned in late due to their missing classes.

#### **Unexcused Absences:**

- Any student who is absent from a class without parental or school permission will be considered truant. "Sleeping in" or "skipping school" are **not** considered excusable absences and carry with it a violation for truant behavior. Any periods missed due to truant behavior are considered unexcused absences. The principal or his representative will handle discipline accordingly.
- Students absent with no phone call or note received within 48 hours of the absence will be marked unexcused absent.
- Suspensions may or may not be excused at the discretion of the administration.
- The penalty for unexcused absences will be reflected in the final quarter grade. The penalty is set at minus 3% per unexcused absence per day, with a maximum deduction of minus 9% per class per quarter.

#### **Excessive Absences:**

- After 6 (six) absences per class period during a semester, the parents and students will be notified in writing about our concern for regular attendance.
- After 9 (nine) absences per class period during a semester, the parents and students will again be notified in writing that the student is in jeopardy of losing credit for the classes missed.
- After 12 (twelve) absences per class period during a semester, the matter will be referred to the Instruction Committee to determine further actions, which will include loss of credit for classes missed, unless there are extenuating circumstances. The consequences for missing 12 study hall periods will be either detention or in-school suspension.
- 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.
- The coach or supervisor in charge of the activity may grant exception for unusual circumstances.

## **Tardies**

#### **Excused Tardies:**

- Students late for school must stop at the school office and receive an Admit Slip before going to any class or chapel. The parent(s) must provide a note or phone call asking for the missed periods to be excused. This note or phone call must be received in the office within 48 hours following the day when the absence or tardy occurred. This 48 hour time frame is given to allow grace for events which may make a student late to school, i.e. traffic, accident, missed ride, in which a parent would not know about this until after the incident and therefore the student would need to bring an excuse within the 48 hour time period.
- Students who are late for a class need to excuse themselves to the instructor and should have a pass indicating the reason for the tardy.

#### **Unexcused Tardies:**

- Students who are unable to supply a viable excuse for being late are considered unexcused tardy.
- Students who do not produce a note for a tardy within 48 hours following the tardy, will have it recorded as an unexcused tardy.

- Because late entrances tend to disrupt classes, tardiness needs to be discouraged. The following system is used to discourage tardiness:

3 <sup>rd</sup> Tardy	Student serves one Tardy Detention
4 <sup>th</sup> Tardy	Student serves one Tardy Detention
5 <sup>th</sup> Tardy	Student serves one Tardy Detention
6 <sup>th</sup> Tardy	Student serves three consecutive Tardy Detentions
7 <sup>th</sup> Tardy	Student serves five consecutive Tardy Detentions
8 <sup>th</sup> & ff.	Sternmer measures may be deemed necessary, including in-school suspension.

All tardy detentions are 60 minutes long. Tardies accumulate through the semester and students start over again with each new semester. Tardy detentions are not counted as Misconduct Detentions.

### **Counseling Services**

Trained school counselors/psychologists from Wisconsin Lutheran Child and Family Service visit WLHS regularly. The counselors are available to meet with students and/or their parents by appointment. Before a student may meet with the counselor, a signed permission slip from the parents must be on file in the school office. More information about this service is available by calling WLCFS at (651) 455-0580.

### **Course Changes**

Classes must be added or dropped 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 should remain in their original classes until notified of the course change approval.

### **Courses of Study**

West Lutheran High School offers three programs of study in Christian Secondary Education: *General*, *College Prep* and *Pre-Ministerial*. The *General* course prepares students for the work force, armed services, or business and technical colleges. The *College Prep* course prepares students for college admission. This course includes higher level math, English, social studies, laboratory sciences, and foreign languages. This course also trains students for the teaching ministry program offered at Martin Luther College in New Ulm, MN and Bethany Lutheran College in Mankato, MN. The *Pre-Ministerial* course prepares students who plan to enter the pastoral ministry-training program at Martin Luther College in New Ulm, MN and Bethany Lutheran Seminary Mankato, MN. Boys preparing for the pastoral ministry need to take all the offered Latin and German courses.

### **Curriculum**

West Lutheran High School offers a Christ-centered education that will prepare students for future educational and career goals. New courses are added as scheduling, student interest, and staffing allow. Courses are divided into two categories: required (**Req.**) and elective (**Elec.**). Each student **must** be enrolled in at least 25 class hours per week.

Students wishing to participate in the Minnesota Post Secondary Education Option (PSEO) on a part-time basis will meet with the principal to determine if a suitable program can be arranged in conjunction with the WLHS schedule.

### **Grade Reporting and Determining Grade Point Average**

Quarter and semester grades will be mailed to parents. Ongoing scores within a course are available as well through an administrative website. (See link for Sycamore at [www.WLHS.net](http://www.WLHS.net))

All 9<sup>th</sup> and 10<sup>th</sup> grade courses and 11<sup>th</sup> and 12<sup>th</sup> grade general course will contribute to the grade point average (GPA) of a student's transcript based on letter grade and credits using the following point system:

Letter grade	Percentage	Grade Points
A	100-96%	4.00
A-	95-91%	3.67
B+	90-88%	3.33
B	87-85%	3.00
B-	84-82%	2.67
C+	81-79%	2.33
C	78-76%	2.00
C-	75-73%	1.67
D+	72-70%	1.33
D	69-67%	1.00
D-	66-65%	0.67
F	64%--	0.00

(I) Incomplete is used for students with an excused absence who have work to make up.

(NC) No Credit is given when a student has failed to do the minimum required course work, as deemed by the instructor.

11<sup>th</sup> and 12<sup>th</sup> level courses that have been designated at Honors Level by department and the Instruction Committee will be awarded an additional 0.33 points to scores of C- and greater as shown in the chart below.

Letter grade	Percentage	Grade Points
A	100-96%	4.33
A-	95-91%	4.00
B+	90-88%	3.67
B	87-85%	3.33
B-	84-82%	3.00
C+	81-79%	2.67
C	78-76%	2.33
C-	75-73%	2.00
D+	72-70%	1.33
D	69-67%	1.00
D-	66-65%	0.67
F	64%--	0.00

Courses eligible for college credits including Advanced Placement and Post Secondary Option courses that have designated as such by the departments and the Instruction Committee with awarded an additional 0.67 points to scores of C- and greater as shown in the chart below.

Letter grade	Percentage	Grade Points
A	100-96%	4.67
A-	95-91%	4.33
B+	90-88%	4.00
B	87-85%	3.67
B-	84-82%	3.33
C+	81-79%	3.00
C	78-76%	2.67
C-	75-73%	2.33
D+	72-70%	1.33
D	69-67%	1.00
D-	66-65%	0.67
F	64%--	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 and class rank based on weighted scores.

### **Graduation Requirements**

A student needs to accumulate a minimum of 19.5 credits plus a credit for Religion for each semester enrolled. Specific academic areas of studies will include meeting the following credit requirements:

English	4 cr.	Science	3 cr.
Social Studies	3.5 cr.	Mathematics	3 cr.

Students receive their credits on a semester basis only.

### **Honor Roll**

The Honor Roll is prepared at the close of each quarter and recognizes those whom the Lord has blessed with the zeal to use their God-given talents. High Honor Roll recipients have earned an average of 3.6650 or higher. Honor Roll students' averages are 3.0-3.6649.

### **No Credit**

Because all assignments contribute to the grade a student receives in a course; all assignments must be turned in for grading. If a student does not complete a given assignment, by first and third quarter's end, he/she will receive a **No Credit** (NC) in that course. All second and fourth quarter work is due by the end of the school day on the day before semester exams. If a **No Credit** is given in a required course, the student will have to repeat that quarter to graduate. If the NC is in an elective course, the student must have the necessary number of credits without that course to graduate.

### **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 MLA style. 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 West web site.

### ***Special Academic Consideration***

Special academic consideration is given to those students to whom the Lord has given limited academic ability. The principal, learning coordinator, and faculty identify these special students. The special student receives the traditional grades of A, B, C, D, F and NC.

WLHS also awards a traditional diploma to such students; however, the special student's permanent record card will contain the statement: "Diploma was awarded with Special Academic Consideration." The course title will include "SC" in its name if it is a Special Consideration Course.

### ***Testing Program***

The following tests are administered yearly:

- 9<sup>th</sup> Grade - Explore
- 10<sup>th</sup> Grade - Plan
- 11<sup>th</sup> Grade - PSAT
- 11<sup>th</sup>/12<sup>th</sup> Grade - ACT

### ***Transcripts***

The office will send Transcripts upon request. Before any records are released, a parent's written authorization must be given to the office. 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 the Executive Committee of the Board of Regents. 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, and done at the school official's convenience.

## **STUDENT LIFE**

### ***Athletics***

WLHS offers ten varsity sports: Boys' and Girls' soccer, Boys' football, and Girls' volleyball in the fall, Boys' and Girls' basketball in the winter, Boys' baseball and Girls' softball, and track and golf in the spring. Junior varsity programs are offered in volleyball, soccer, football, golf and both girls' and boys' basketball and softball. The Warriors are members of the Minnesota Christian Athletic Association (MCAA), which is the athletic conference in all varsity sports. WLHS also competes in the Minnesota State High School League in soccer, volleyball, football, basketball, dance, baseball, softball, track and golf. Cheerleading is available during football season and dance team participates during basketball.

### ***Boarding***

Although WLHS does not have dormitories, a number of students have come to our school from some distance. Some of these have taken residence with families in the area. The office does have names and addresses of those families willing to take on boarding students. Financial arrangements are made privately between the parties. Contact our office for more information.

## **Books**

The school 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 purchase of a text or handbook.

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

## **Building and Grounds**

WLHS students have been blessed with a fine school facility. We ask that students treat the building and grounds with care. Student's accounts are billed for any damage to the site attributed to their actions.

## **Building Hours**

The school building will be opened at 7:30a.m. Students who arrive early should use the Commons Area only. After school, students not involved with an activity should leave school as soon as possible. Also, any students staying after school should remain in the Commons Area. The doors to the school will be locked at 3:30p.m. unless there is an activity. During school hours, all visitors need to report to the school office upon arrival.

## **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.

When students err, members of the staff and fellow students will advise and admonish them to lead them to repentance, and thus resume both attitude and conduct which are pleasing to God. Disciplinary action, initially, is the responsibility of the staff member who is directly involved. If the situation warrants, the matter may be referred to the principal as well.

## **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.

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 students return during the school day, they are to bring the slip to the office indicating time left, purpose, and time of return.

## **Clothing and Appearance**

During the school day, students at West Lutheran are to choose clothes to wear that are neat, clean, and modest with the following in mind:

- Pants: Docker or Cargo style of pant or a brand that is similar; jeans; wind or sweat pants that are neat, clean and modest in appearance. In addition, female students may wear capri style pants and skirts or dresses.
- Shirts: All shirts must be longer than the waist of the pants, so the midriff does not show and have a modest neckline. Buttoned shirts are to be buttoned unless there is a crew neck type shirt underneath.
- Shorts: Students may wear Docker or Cargo style shorts. Nice sport shorts and jean style shorts are allowed. Shorts are acceptable in 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.
- Students may wear sweaters or sweatshirts that are in keeping with the guidelines below.
- All clothing should follow these guidelines given below.

The following are offered for students who need assistance in adopting **modest apparel and a well-groomed appearance**. Christian students realize that their bodies are the temples of the Holy Spirit and as such strive to keep themselves neat, clean, *well groomed*, and *modestly dressed*. Students are reminded that this should be your attire at all times as you represent your school and your faith, this includes extra-curricular activities. In a school setting, the listed items tend to detract from this image and are to be avoided.

**Clothing that detracts from a Christian school setting:**

- 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
- unkept, dirty, ill-groomed or extremes in hairstyle
- all hair is to be kept out of the student's eyes
- goth style clothing or accessories
- No visible body piercing, i.e. physical adornments (exceptions: ears, small nose stud for women)
- No facial body markings (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
- frayed or patched pants or shorts
- sag or "slouch" or baggy jeans, pants or shorts - underwear is not to be visible
- lounge wear, pj pants & slippers during the school day - no pants that have writing on the seat
- leggings should not be worn as pants, acceptable wear would be under something of dress length
- any other item of apparel which is inconsistent with the structured atmosphere of the school
- jackets and winter coats are to be stored in lockers

As a basic guideline, dress at all school functions is to follow the rule of clean, neat, and modest. A general rule of thumb to follow when trying to determine if the length of shorts/skirts/dresses is appropriate; the bottom hem of the item should meet or exceed the reach of the fingertips when your arms are placed comfortably at your side.

Students may wear selective clothing with logos. However, the following types of logos are not to be worn:

1. alcohol, drugs, tobacco
2. suggestive, double-meaning, cursing, vulgarities, skulls, satanic symbols, morbid images
3. music-related (groups, concerts, individual, album covers, etc.) except those associated with WLHS or WELS musical programs.

It is not practical for WLHS to establish written rules for every single issue of dress that may arise. At those times when personal judgments are made, Christian young people will honor the decisions of those whom

the Lord has placed into positions of authority. The decision of the administration will be final.

**Consequences:** Students will always attempt to rectify the violation by correcting the violation, including changing clothes, putting on West wear in the office, or getting the appropriate attire from home.

1<sup>st</sup> offense: verbal warning recorded in the office

2<sup>nd</sup> offense: dress code violation slip sent to parents, student sent to the office, recorded in the office

3<sup>rd</sup> & 4<sup>th</sup> offenses: detention

5<sup>th</sup> and consequent offenses: sterner measures may be deemed necessary, including suspensions

## ***Computer and Internet Usage***

All parents and students are asked to sign an agreement each year outlining acceptable use of the computer systems and Internet by our students.

Students will also be asked to be respectful of their classmates, teachers, and school in their electronic media use inside and outside of school. This includes items such as public website postings.

## ***Conflict Resolution***

**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 St. Matthew 18:15ff. The following procedural steps should be followed:

- 1) The student and teacher make every effort to solve the conflict.
- 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 vice-principal. The vice-principal will review the conflict with all parties involved and attempt to resolve the situation. This may involve meetings between student/parent and teacher.
- 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.
- 6) If you confiscate any student property, follow this procedure:
  - a) Have a valid reason for taking the item(s).
  - b) Either: give the item(s) back to the student at the end of the class or school day; **or** give the item(s) to Pastor Neitzel or Mr. Meitner with an explanation. In all cases it is hoped that Christian care and concern will be displayed by all parties in the best interest of the student's well being. In all our dealing we should heed the words of Jesus, "As I have loved you, so you must love one another." (John 13:34)

## ***Discipline***

Parents receive a letter every time a student is involved in any disciplinary action.

WLHS employs three major forms of disciplinary action for rules 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 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.

## **Drama**

As a West Player, students can experience first hand the performance and technical aspects of theater.

## **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.

The consumption, use, or possession of any illegal drug is not permitted both according to the 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 or early dismissals will be announced on WCCO (830 AM) and on KARE 11 television. Even when WLHS is in session, parents in outlying areas should keep their children home if they consider travel inadvisable.

## **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. When an announcement is made to go to the tornado shelter area, students are to proceed directly to the hallway. In the event of an evacuation (Code Yellow) students would evacuate 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 34<sup>th</sup> Avenue). If the Plymouth Creek Community Center were not available, we would use Ascension Church in Plymouth. In the event of a lock-down (Code Red) 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 students.

## **Focus on the Ministry**

There is always a pressing need for pastors and Christian day school teachers, WLHS seeks to encourage and develop students who show an interest and ability in those areas. WLHS has in place a "Focus on the Ministry"

program where students are able to see firsthand what working full time in God's kingdom is like.

### ***Insurance***

Students are automatically 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. 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 provide their own locker room locks. The lock combination or a duplicate key must be given to the designated faculty representative. For their own protection, students should observe the following rules:

1. *Do not keep valuables in your locker.*
2. *Keep your locker locked and your combination to yourself.*
3. *Immediately report any damage or loss of property or complaint about your locker to the office.*
4. *Do not change lockers without office permission.*
5. *Keep your locker neat and clean. Don't draw or deface the locker. Do not use tape.*

### ***Lunches/Food and Drink***

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

### ***Media Center***

The library is an important resource area where students have opportunity to work independently and enjoy the materials in a quiet and orderly atmosphere.

1. *A fine is levied on overdue books.*
2. *After 30 days overdue, the replacement cost of the material is added to the student's school bill.*
3. *Each student will have a signed Internet agreement on file with the school in order to obtain Internet usage.*

### ***Mock Trial***

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

### ***Motor Vehicles***

Students are allowed to bring a motor vehicle to and from school. **All vehicles must be registered in the school office. When registered, the student will receive a parking permit. Student vehicles will not be allowed on school property without a permit.**

The vehicle cannot be used during the school day. Exception can only be granted by the principal and with parental consent.

## ***National Honor Society***

The National Honor society is a service group for those who have achieved high academic success while at WLHS.

## ***Phones/Cell Phones/Pagers***

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

Cell phones/pagers may not be used during school hours. There are to be no calls and/or text messaging made during school class hours. Cell phones may only be used before and after school and during lunchtime. Cell phones can be stored in lockers, or they can be on the student's person. They must be turned off and not visible. They are not to be taken out during the prohibited times of the day. Any cell phone used improperly or viewed during the school day by staff will result in 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 with the first violation. **There Are No Warnings!!** After a second violation, student and parents will be advised that student has lost all cell phone privileges at school. Subsequent offenses will result in more serious consequences.

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.

## ***Radio Policy***

Radios, I-Pods, MP3 Players, and any other listening devices may be used before school. From the beginning of the first class until school is dismissed, they must be turned off and stored in lockers. They are not allowed in extracurricular activities without the consent of the advisor. The first violation of this policy results in a detention. Further violations result in confiscation of the device for the duration of the school year.

## ***Student Council***

Students at WLHS have a chance to participate in student government activities through our Student Council. The Student Council is responsible for setting up activities that enhance student life. Each class elects two members to represent them on the Student Council.

## ***Trips and Tours***

All trips and tours are planned by and are under the direction of a faculty advisor. Except for class-related trips, students bear the cost of the trip and transportation. Regardless of transportation or chaperones, the faculty advisor is responsible for all decisions regarding the trip. Students are expected to conduct themselves in a manner befitting their school.

## ***Visitors***

The school building will be locked during the school day except the main entrance. All visitors are required to register at the office immediately upon arrival. They must also sign out upon departure.

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.

Prospective students are encouraged to visit the school for a  $\frac{1}{2}$  day or a full day. This visit should be arranged with the principal and they will be paired with a host student for their visit.

Unauthorized persons entering the building are to be brought to the attention of office personnel immediately.

## **Weapons Policy**

West Lutheran High School has a zero tolerance policy for weapons. 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:

1. All firearms, including "look alikes" of any kind
2. Knives of any type
3. Artificial knuckles, blackjacks, etc.
4. Explosives
5. Poisons or substances capable of causing bodily harm
6. 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 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.

## **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 the WELS Choral Festival.

## **Worship**

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

## **Yearbook**

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

## Course Listing

### ***Freshman Courses***

The Old Testament\*  
Latin I/Spanish I  
Fundamentals of English/Writing and Grammar\*  
Pre-Algebra/Algebra I/Honors Algebra\*  
General Science\*  
World Geography\*  
Physical Education\*  
Concert Band  
Fundamentals of Music\*

\*Freshmen are required to take these courses

### ***Sophomore Courses***

The New Testament and the Early Church\*  
Latin II/Spanish I, II  
Introduction to Literature/World Literature\*  
Algebra I/Geometry/Honors Geometry\*  
Biology\*  
Western Civilization\*  
Concert Band/Concert Choir  
Physical Education/Health\*  
MS Office Applications I/Computer Graphics Design

\*Sophomores are required to take these courses

### ***Junior and Senior Courses***

Christian Doctrine/Christian Faith/Life\*  
Latin III/Spanish I, II & III  
Written Composition/Speech  
Genres of Literature  
Journalism/Honors English  
PSEO/Advanced Placement Literature  
Algebra II/Honors Algebra II  
Trigonometry/PSEO Calculus  
Advanced Mathematics  
Chemistry/Honors Chemistry  
Environmental Science  
Physics  
Physiology/Anatomy  
Online PSEO Geography of North America  
U.S. History\*/Advanced Placement U.S. History  
Political Science\*  
PSEO Western Civilization  
Intro to Psychology  
Concert Choir/Concert Band  
Fundamentals of Art/Drawing and Painting  
Accounting/Intro to Business  
Computer Graphic Design/MS Office Applications I

\*Junior and Senior are required to take these course

## Schedules

### 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