



**IN CHRIST THE WHOLE BUILDING IS JOINED
TOGETHER ... AND IN HIM YOU TOO ARE BEING
BUILT TOGETHER TO BECOME A DWELLING
IN WHICH GOD LIVES.**

Ephesians 2:21-22

Welcome



**WEST
LUTHERAN
HIGH SCHOOL**

Dear West Lutheran students and families,

Welcome to West Lutheran High School! Our faculty and staff are so excited that you have chosen West as your high school where you will grow academically, physically, and spiritually. Each day your student will have the opportunity to learn and grow in the knowledge of our Savior Jesus Christ. We can't promise that there won't be some challenging times during their high school years; as most can attest, these are difficult years that will set the tone for their adult lives. What we can promise is that your student will be reminded of their Savior's love for them. They will hear the Word of God every day through chapel messages and Homeroom devotions, and they will see our Savior's love and kindness reflected through the faculty and staff each and every day.

At West, your student will receive a quality academic education based on their unique abilities. Some will thrive on advanced studies, while others will benefit from a more individualized approach. Some may be leaders in athletics, while others have a passion for the fine arts. Some enjoy building lifelong relationships with friends, while others may struggle with anxiety and just need someone to be there for them during their times of need. Each faculty member will try to work with your student to make their high school years a positive experience.

We value your child not just as a student, but as a redeemed son or daughter loved by God. It is our goal to share the love of Jesus with each of our students while also giving them an excellent education that will allow each student to pursue their dreams for their college and professional lives. Thank you for going on this journey at West with your children!

*“Be strong and courageous. Do not be afraid or terrified because of them, for the LORD your God goes with you; he will never leave you nor forsake you.”
Deuteronomy 31:6*

David D. Gartner
Principal

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ENFORCEMENT & MODIFICATION OF POLICIES

All West policies are enforced year round and are cumulative throughout a student's course of study, beginning at the time a student completes all necessary admissions and registration materials.

West Administration may introduce new rules and procedures, or modify existing ones, at its sole discretion and any time, and reserves the right to interpretation. The provisions of this handbook do not constitute a contract, express or implied, between any applicant, student, or parent, and West Lutheran High school.

MISSION STATEMENT



Learn • Believe • Grow • Achieve

Learn academic and life skills, believe God's Word, grow in Christian character, and achieve personal excellence.

PHILOSOPHY

Learn rigorous college-prep academics and critical life skills.

West Lutheran High School provides students with high-quality academics to prepare them for life after school. Students of all ability levels benefit from personalized attention that caters to both the academically gifted and struggling learners who require additional support.

Believe the truths revealed in God's Word.

The most important part of students' education at West Lutheran High School is their preparation for lives as Christian men and women. At the core of our religion curriculum are the cornerstone beliefs of our faith: *Grace Alone, Faith Alone, Scripture Alone, In Christ Alone, To God's Glory Alone.*

Grow as Christian young adults.

Teenagers are surrounded by pressures and temptations in the world around them. West Lutheran does not aim to shelter students from the world; rather, we provide them the tools to build character and grow as spiritually mature Christians in a world that may test their faith. Students also are given various opportunities to grow their leadership skills and discover the talents God has given them.

Achieve personal excellence in academics, athletics, and the arts.

West Lutheran High School challenges students to have high personal standards of excellence. Whether it's in the classroom, in the sports arena, or in areas of fine arts, students strive to reach their highest ability to honor God, and thank Him for the gifts He has given them.

WHAT WE BELIEVE

West Lutheran High School is affiliated with the Wisconsin Evangelical Lutheran Synod (WELS) and Evangelical Lutheran Synod (ELS). For a more complete explanation of our religious beliefs, please review the "This We Believe" booklet distributed to all families of other faiths/religions upon enrollment. If you have further questions, please contact the campus pastor, Rev. Jon Ladner.

Accreditation

West Lutheran High School has been accredited by the Minnesota Non-Public School Accrediting Association (MNSAA), a nationally recognized accreditation organization, since the year 2000. Every seven years, West Lutheran renews its accreditation through a yearlong self-study, including an analysis of the school's seven-year strategic plan, and an on-site verification of MNSAA standards in practice.

West Association

West Lutheran partners with 21 different churches affiliated with the Wisconsin Evangelical Lutheran Synod (WELS) or Evangelical Lutheran Synod (ELS). These congregations support West Lutheran's ministry operations.

In addition to the congregations, West Lutheran is supported by a network of five area elementary WELS/ELS schools. We regularly collaborate with these schools and their faculty to ensure a smooth transition from elementary to high school. Special events such as Kindergarten Day, West Lutheran Day, and Warrior for a Day introduce the students to life at West.

What about students of other faiths/religions?

All denominations are welcome to attend West Lutheran High School, with the understanding that West is a Wisconsin Evangelical Lutheran Synod (WELS) school, and so God's Word will be taught in its truth and purity in all classes, and biblical truths will be taught in all of our religion classes. All students, regardless of their faith, must be respectful in their words, actions, and academic work, of West's religious teachings according to scripture from the Wisconsin Evangelical Lutheran Synod (WELS). Students are not allowed to defy or reject West's religious teachings, or to share beliefs with other students that are not in accordance with West's religious teachings in an effort to discredit what West teaches.

ADMISSIONS

FACTS Management System

West Lutheran uses the online FACTS system to monitor many facets of student life including the following:

- Attendance
- Discipline
- Staff and school directory
- Daily grades
- Homework
- Family account balances with online payment
- Progress reports
- Missing assignments
- Teacher email addresses
- Report cards
- School calendar
- Teacher websites
- Transcripts
- Student schedules
- Customized web survey and tests
- Lesson plans
- School announcements
- Other useful school information

FACTS is a student information system (SIS) that allows for convenient access of school information at a single site.

Tuition & Financial Aid

Please refer to current domestic and international tuition rates available through FACTS.

Requests may be made for tuition assistance to the FACTS system. Tuition assistance, if needed, will need to be applied for on a yearly basis. If parents feel the assistance approved by FACTS is insufficient, they are encouraged to speak to the principal and/or the Board of Education.

Be aware of the state's tax credit on deduction for tuition and registration fees.

** Applications for new students are accepted through FACTS starting February 1st of the previous year.

Returning students must re-enroll through the FACTS system during the enrollment window opening February 1st.

Registration & Fees

Freshmen register through the initial admissions process, which will operate through our FACTS registration and financial program. Sophomores, juniors, and seniors register through the FACTS online system during the spring/summer for continued enrollment the following fall. Payment of a nonrefundable yearly registration fee completes enrollment for the upcoming school year. Parents/guardians are asked to arrange a payment schedule for tuition payments through the FACTS system. There is an enrollment fee; please refer to the current tuition rates for the exact amount.

Delinquent Financial Accounts

Our FACTS system will track delinquent financial accounts, and the Executive Committee will contact families who do not respond to FACTS messages. Families with a delinquent account will not be allowed to enroll their students until all previous family bills are paid in full or arrangements have been made to settle the account.

ACADEMICS

Academic Philosophy

At West Lutheran High School, our students work hard - and not for recognition or outward rewards, but to honor the One who gave them their intellectual gifts. Mediocrity is not an option; students are challenged to push themselves and work to the best of their ability. Regardless of their ability level, students will learn academic content and skills that will prepare them for the rigors of college learning.

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 discipline-specific 21st century skills. 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 7 class hours per week, unless permission has been granted by the admin team. Students must have completed a minimum of 19.5 credits to qualify for graduation.

CURRICULUM

Graduation Requirements

Religion (4 credits): Students are required to take a religion course each semester they are enrolled, starting with the basics of the Old Testament, explorations into the New Testament, and ending with a practical life applications course.

English (4 credits): Students are required to take four years of English in areas of literature, composition, and speech in either an honors or mainstream-level track.

Math (3 credits): Students are required to take three years of math. Course offerings range from pre-algebra to trigonometry to accommodate students of all ability levels.

Science (3 credits): Students are required to take three years of science with combinations of lab and natural sciences, with the option of physics.

History (3.5 credits): Students are required to take 3.5 years of history. Survey courses provide students with a basic knowledge level, while AP and dual-credit courses provide more focused study. Included in this requirement is 0.5 credits of economics.

Fine Arts (1 credit): West believes that the fine arts are a critical component of a high-quality, well-rounded education, and provides fine arts electives in areas of art and music. Studies show that arts education promotes academic, social, emotional, and behavioral benefits, including improved skills in math and reading comprehension; the ability to connect with others and demonstrate empathy; development of healthy self-expression skills; and the cultivation of a positive, collaborative school culture. At West, every freshman is a part of the freshman choir; upperclassmen may register for the concert choir. All students with special interest in singing are invited to audition for the Western Accents, a touring choir that visits association churches and participates in community events.

Foreign Language: Although there is no foreign language graduation requirement, West offers a variety of both on-campus and online opportunities for foreign language study, including Spanish, German, and American Sign Language. Students interested in pursuing pastoral studies are especially encouraged to take Latin with our on-campus pastor, although these courses are open to any interested students.

COLLEGE PREP TRACK

RECOMMENDED COURSE PLAN

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

Note: Please be advised that the above list is only a suggested plan used by many colleges and universities, but other schools may have different requirements. Please speak to our guidance counselor regarding a specific college or university's admissions requirements.

HONORS, AP, & PSEO COURSES

Students interested in the college-prep track should also pursue admission into Honors, Advanced Placement (AP), and dual-credit PSEO (Post-Secondary Enrollment Options) courses. These courses offer high-level content that not only stand out on high school transcripts, but also prepare students for the rigors of college-level study. Students should be aware that some Honors courses are prerequisites for admission into PSEO and AP courses.

Each teacher follows specific procedures for informing students of their acceptance into Honors, AP, and PSEO courses. Some courses include a conditional acceptance for students who meet the GPA and state criteria, but whose previous classroom performance indicates potential for concern.

Honors Courses

- Honors English
- Honors Chemistry

AP Courses

- AP Literature & Composition
- AP United States History
- AP Calculus AB

PSEO Courses

- PSEO Introduction to Literature
- PSEO World History
- PSEO American Government
(taught by a professor of Bethany Lutheran College)
- PSEO Psychology
(taught by a professor of Concordia University, St. Paul)

PSEO

Post-Secondary Enrollment Options (PSEO) is a state program that allows students to earn college credit while still in high school, through enrollment in and successful completion of college-level courses. A number of courses offered at West Lutheran High School qualify as on-site PSEO courses. Students are able to receive credit for both West Lutheran High School and a college or university.

Participation in PSEO courses is a privilege, not a right, and students must meet specific state requirements, as well as all requirements of West and the participating college or university. 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-referenced 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-referenced test, such as ACT or SAT.

Both juniors and seniors must meet the minimum cumulative GPA as determined by the participating college/university for instance, West on-site PSEO courses through Concordia University require a GPA of 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.

OFF-CAMPUS DUAL CREDIT

Students wishing to participate in PSEO off-campus on a part-time basis and remain a student at West must meet with the principal to determine if a suitable program can be arranged in conjunction with their West schedule and according to the school PSEO policy.

AGVA - AMAZING GRACE VIRTUAL ACADEMY

AGVA is fully accredited by the Middle States Association - Commission on Elementary and Secondary Schools (MSA-CESS) through 2027, and is also affiliated with the Wisconsin Evangelical Lutheran Synod (WELS) and the Evangelical Lutheran Synod (ELS).

West Lutheran offers AGVA courses to aid in supplementing course offerings through online electives for grades 9-12.

These classes are an additional out-of-pocket cost for any student who wishes to enroll. If your student decides to take an AGVA course, they are expected to complete the WLHS Contract & Written Statement (can be found on WLHS website and/or in the Guidance Counselor office), and schedule a meeting with the Vice Principal. The meeting is to discuss academic readiness, future success in the course, and ultimately if the class is a good fit for the student and their schedule.

West Lutheran teachers are not involved with teaching any of these courses, and students are solely responsible to communicate with their online AGVA instructor(s) if problems or issues arise.

GRADING POLICIES

EXCUSED LATE WORK (ABSENCES)

Students will have two school days to complete assignments missed from absences. In the event that multiple days are missed in a row, students may consult with their teachers to create a written plan for making up missed assignments. It is the student's responsibility to follow up with any questions and/or concerns within 7 days of returning to school. After these 7 days, the student will receive a 0% on all missing work if they have not made arrangements with their teachers.

UNEXCUSED LATE WORK

Students who choose to turn in late work for other reasons will receive a 5% deduction on their scores. They have 7 days to speak with their teachers and make arrangements for completion. After these 7 days, the student will receive a 0% on all missing work if they have not made arrangements with their teachers.

CREDIT RECOVERY PLAN

In order for students to be successful in their coursework, it is imperative that both students and parents/guardians regularly check student grades on the FACTS grading platform, and speak with the teacher at least one month prior to the end of the semester, if possible. Concerns about your child's grade should be brought to teachers' attention as soon as possible to help students receive full credit for the course. Teachers will also be in contact with students and/or parents/guardians regarding grades of D or lower. In the event that students fail a course and thus do not receive credit, parents/guardians and students will work together with the teacher to find an appropriate credit recovery option. These may include online options.

ACADEMIC PROBATION/INELIGIBILITY

All students of West Lutheran High School 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. Students will have until the next grading period to raise both their failing grade and/or overall GPA; if they are unable to do so, they will be ineligible for participation in extracurricular activities until the student 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, and have the same period in which to raise their grade.

ACADEMIC REVIEW COMMITTEE

The Academic Review Committee serves as a liaison between parents/guardians, students, and faculty. Parents who wish to discuss their student's academic status may request a meeting with the committee. This committee consists of the principal, vice-principal, dean of students, learning coordinator, and necessary faculty.

DROP/ADD POLICY

Once a grading period has begun, classes may be added or dropped with valid reasoning using the drop/add form available from the registrar. This form must be returned to the office by the third Wednesday of the quarter. Students must obtain signatures on this form from their advisor, the necessary teachers, and their parents/guardians prior to being permitted to drop or add a course. Students should remain in their original classes until notified by the registrar that the course change process has been completed and approved.

STUDY HALL, MAXIMUM ENROLLMENT

Students are not allowed to sign up for three study hall periods in a quarter without prior written approval from West administration; such approval may only be given with proof of extenuating circumstances.

INCOMPLETE AND NO CREDIT

Grades will be marked on midterm or final report cards as Incomplete (I) if a student is unable to complete a course's requirements by its grade posting deadline, but a plan has been established between the teacher and student to complete the course requirements by a mutually agreed upon date. 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 and the student is not allowed to complete that course. The registrar will evaluate students' transcripts to determine if further credits are necessary for graduation. If a student earns an NC in a course required for graduation, the student will have to repeat that term and/or 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, but may be required to take a summer school course at the direction of the registrar due to graduation requirements. Grades for courses that are retaken for credit due to a NC status will replace the existing NC on the student's permanent record.

CHEATING

What is cheating?

Cheating is a form of academic dishonesty that attempts to gain a dishonest advantage in one's grade. This includes, but is not limited to, the following:

- Copying any portion of another student's work with or without his/her permission, or allowing someone to copy your work
- Contributing to the transfer of confidential information, such as test questions or answers, from one person or class to another
- Attempting to use unapproved notes or other class aids on a test, quiz, or other form of assessment.
- Having another student, parent or guardian do an assignment on the student's behalf

Consequences

Students who participate in cheating practices will be given a detention from either the teacher whose class was affected by the cheating, or the teacher who discovered the cheating practices.

Students will also have a note recorded in their academic file explaining the details of the offense, and a letter will be sent home informing parents of the situation.

The faculty, staff, and/or administration may request a meeting with the student's parents/guardians to discuss the offense and identify how to help the student avoid future offenses. Students who engage in continued and/or deliberate cheating practices may receive disciplinary action, including (but not limited to) detention, suspension, or expulsion.

PLAGIARISM

What is plagiarism?

Plagiarism is using another's words or ideas and presenting them as your own without acknowledging the original source. This includes the following:

- Copying of another person's ideas and/or works, whether intellectual or not, in whole or in part, from a print or non-print source, and using those ideas or works as one's own.
- Deliberate and/or consistent lack of proper documentation and citations in the project and/or paper.

If students use exact words/phrases or paraphrase ideas from another source, they must do the following:

- Put quotation marks around the words **and** include appropriate citation, or
- Summarize the information in their own words **and** include appropriate citation

Note that simply changing a few words in a sentence or paragraph is not an acceptable summary.

Consequences

Each offense of plagiarism is recorded in the office, and consequences are based on the total number of offenses. For example, if a student plagiarizes an English assignment in first quarter and a history assignment in second quarter, he/she will be penalized for the history assignment according to the second offense criteria, even though it may be the first offense in history class. If a student has committed plagiarism, the following disciplinary steps will be taken:

1st Offense

- Fix or redo original assignment
- Score of 0% on the assignment
- Letter notifying parents
- Note recorded in student’s academic file
- 1-hour detention

2nd Offense

- Fix or redo original assignment
- Score of 0% on the assignment
- Letter notifying parents
- Note recorded in student’s academic file
- 1-day in-school suspension

3rd Offense

- Fix or redo original assignment
- Score of 0% on the assignment
- Letter notifying parents
- Note recorded in student’s academic file
- 1-day out-of-school suspension
- May result in expulsion at the determination of the administration

The faculty, staff, and/or administration may request a meeting with the student’s parents/guardians to discuss the offense and identify how to help the student avoid future offenses.

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 (AP) 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 non-core 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 non-core 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	100-95	4.00	A	100-95	4.33	A	100-95	4.67
A-	94-90	3.67	A-	94-90	4.00	A-	94-90	4.33
B+	89-87	3.33	B+	89-87	3.67	B+	89-87	4.00
B	86-83	3.00	B	86-83	3.33	B	86-83	3.67
B-	82-80	2.67	B-	82-80	3.00	B-	82-80	3.33
C+	79-77	2.33	C+	79-77	2.67	C+	79-77	3.00
C	76-73	2.00	C	76-73	2.33	C	76-73	2.67
C-	72-70	1.67	C-	72-70	2.00	C-	72-70	2.33
D+	69-67	1.33	D+	69-67	1.33	D+	69-67	1.33
D	66-63	1.00	D	66-63	1.00	D	66-63	1.00
D-	62-60	0.67	D-	62-60	0.67	D-	62-60	0.67
F	59-00	0.00	F	59-00	0.00	F	59-00	0.00

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

Class Rank

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 West Lutheran. Students participating in the PSEO program away from the West Lutheran campus will only be eligible for Valedictorian and Salutatorian honors if they have completed a minimum of four credits on-site at West during their junior and senior years. West Lutheran on-site courses do not include any PSEO classes taken at a Minnesota college or university, or any online classes from a Minnesota college or university. They do include all online AGVA (Amazing Grace Virtual Academy) courses since these are part of the West Lutheran High School curriculum. Valedictorian and Salutatorian honors will only be awarded to students who have completed their last 4 academic semesters at West.

Valedictorian and Salutatorian will be selected after the third quarter of senior year.

Honor Roll

The Honor Roll is prepared at the close of each quarter and recognizes outstanding academic achievement. Honor Roll recipients have earned an average between 3.5-3.75. High Honor Roll recipients have earned an average of 3.75 or higher.

Standardized Testing

Students at West will take the Northwest Evaluation Association (NWEA) Standardized MAP tests (Measures of Academic Progress) three times per year, testing in the subjects of math, reading, and language. The purpose of these tests is to provide data for student and instructional growth, as well as academic review and curriculum planning.

ATTENDANCE

West recognizes that regular classroom attendance and participation are important for academic success, and therefore has minimum attendance requirements, as detailed in this policy.

Attendance is tracked for each student for each period of the school day. Students are recorded present, absent - excused, absent - unexcused, tardy - excused, or tardy - unexcused.

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 who are absent for a class period due to their approved participation in school-sponsored activities are still considered present for class ;students are required to inform their teachers well in advance of such absences and make appropriate arrangements for fulfilling all assignments.

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

Excused Absence

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 parents/guardians communicate with the office to give permission for being absent **and** to provide an appropriate reason for the absence. Acceptable communications can be in the form of a telephone call, email, text or signed note.

In the case of **unplanned absences**, appropriate reasons may include sickness, poor weather and road conditions, etc., parents/guardians are required to call the school by 9:00 a.m. on the day of the absence (note: sleeping in is not considered an appropriate reason). If a phone call is not received by 9:00 a.m. on the day of the absence, the school office will make an attempt to contact the parents to check on the student's well-being. 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.

In the case of **planned absences**, an email or note to the office from a parent is expected well in advance of the absence to excuse the student from classes. Appropriate reasons for planned absences may include medical, dental appointments, weddings, funerals, court appearances, etc. In cases of planned absences, students are required to obtain an absence slip from the office, and ask teachers for all necessary homework/quizzes/tests. It is the teacher's discretion as to whether or not assignments, quizzes, or tests should be completed before or after the absence. It is expected that planned absences, such as vacations, will be kept at a minimum or avoided. 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, text, or note should be used to inform the office. Upon receipt, the office will give the student a permission 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 absences (but note that course credit may be lost - see Excessive Absence Policy), provided that timely communication with the teacher is initiated by the student, and that homework is made up within the time frame established by the policy (two days per day of absence - see Late Work). Students who do not make up work from absences or fail to communicate with teachers prior to absences, 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. The consequences for an initial unexcused absence is detention equal to the amount of time of the unexcused absence.

Consequences for five or more unexcused absences will result in further discipline, as determined by the principal or dean of students, which may include additional detention, loss of academic credit, suspension, dismissal from school, and a referral to the appropriate law enforcement agency.

Extracurriculars

Students must be in school by 10:00 am in order to participate in after-school extracurricular activities. If students leave school for appointments and subsequently return with a doctor's note, they are allowed to participate.

Students who go home during the school day with an illness are not allowed to participate in after-school extracurricular activities.

EXCESSIVE EXCUSED ABSENCE POLICY

After six excused absences for a class period the parents and student will be notified in writing about West's concern for regular attendance.

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

After twelve excused absences for a class period or study hall, the matter will be referred to the Academic Review Committee to determine further actions, which may include loss of semester credit for classes missed, placement on academic probation, extracurricular ineligibility, suspension, and/or expulsion.

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.

Excessive absences due to verified medical conditions noted in the student's 504 and/or IEP plan will be monitored by the Academic Review Committee and administration.

Excused Tardy

Students are considered tardy for class if they are not present at the beginning of the class period and miss up to half of the period. Students submitting an appropriate excuse from a parent/guardian or a teacher for missing this amount of class will be considered tardy - excused. 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 24 hours following the day when the tardy occurred. This 24 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.

If first hour tardiness becomes a chronic issue, absent extenuating circumstances, West administration may reject excuses from parents/guardians and such tardiness may be considered unexcused.

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 24 hours of tardiness will be considered tardy - unexcused.

Consequences for unexcused tardiness during a semester are found below:

3rd - 5th Tardy 60 minute detention.

6th + Tardy Increased consequences, including multiple tardy detentions in-school suspension, loss of academic credit, suspension, and/or expulsion.

Senior Skip Days

West Lutheran High School does not endorse the practice of Senior Skip Days. Students who choose to participate in this unsanctioned activity will be marked with an unexcused absence (even if they provide parental approval of the absence).

ATHLETICS & EXTRACURRICULARS

Letter from the Athletic Director

The West Lutheran High School mission is to prepare youth as disciples of Christ ... for dedicated service to their Lord. Athletics at WLHS accomplishes this by instilling in each student-athlete the desire to bring honor and glory to their Lord in their competition and teamwork..

We believe:

*Athletics at WLHS is another facet of training the total person.

*Athletics is an avenue to develop Christ-like character in our young people.

*That our success at utilizing our God-given talents is measured far more by effort, conduct, and progress than by our won-loss record.

Here at West Lutheran High School, the athletic program offers 20 sports for our students. Some of these sports are cooperative with other schools.

Our athletic administration, staff and coaches are committed to providing a challenging, supportive and caring environment where our student-athletes can reach their academic, spiritual, athletic and personal potential.

The parents and different athletic clubs play a pivotal role in providing support, energy, and enthusiasm for our athletes and coaches. This is done through positive cheering and support as outlined in our athletic handbook as well as helping sports through fundraisers and working in our canteen.

I look forward to helping each student-athlete grow spiritually and physically through athletics at West Lutheran High School.

Steve Jensen
Athletic & Activities Director

SPORTS

West offers the following athletic activities:

Fall	Football*	Volleyball	Soccer	Cross Country*	Trap Shooting	Bowling
Winter	Basketball	Hockey*	Nordic Skiing*	Alpine Skiing		
Spring	Baseball	Softball	Track & Field	Trap Shooting	Lacrosse*	
Summer	Bass Fishing*					

* Indicates cooperative arrangement with another school

Athletic schedules for fall, winter, and spring sports can be found in the [athletic handbook](#).

Note: This document may be updated throughout the season.

At the beginning of the school year, students sign their agreement to abide by the rules of the [MSHSL](#) (see 100 and 200 bylaws).

FINE ARTS

Drama

Each fall, the West Players put on a theater production open to area elementary schools and the general public. Every spring, the West Players alternate between drama and musical productions. Students have the opportunity to experience firsthand both the performance and technical aspects of theater.

Western Accents

Students in grades 9-12 may audition for this select choir. Members are selected based on vocal musicianship, collaborative ability, and a faith-based interview with the director and, if necessary, the principal. The Western Accents perform at area churches (approx. 8-10 Sundays during the school year), music competitions, in community events, and at the WELS Choral Festival held in November. A schedule of events is provided to students and parents early in the year. Students will receive a credit for this course.

STUDENT LEADERSHIP

Student Council

Student Council consists of the student government (president, vice president, secretary, and treasurer) and two class representatives per grade, one male and one female. Sophomores, juniors, and seniors are elected during the previous year. Freshmen are elected early during the current school year. To be considered for the election ballot, students must nominate themselves. Student Council is responsible for organizing Homecoming and Snow Days activities and dances, as well as two annual blood drives.

National Honor Society

The West Lutheran chapter of the National Honor Society is part of a larger, nationally recognized service group. Students must apply for membership based on examples of academic excellence and community service. Members must also demonstrate a commitment to service and high academic success while at West. Students are selected by a random panel of faculty members. Examples of past activities include laying wreaths at Fort Snelling, conducting a Pennies for Patients fundraiser, and organizing Teacher Appreciation Week.

Yearbook

Students are given the opportunity to plan and publish the school's yearbook. Responsibilities include design, layout, interviewing, photography, and writing. Planning for the yearbook begins in the summer and the students are expected to work independently and collaboratively throughout the school year to meet monthly deadlines.

Robotics Team

West Lutheran High School's robotics teams, the Aluminum Warriors and the Titanium Warriors, immerse students in the hands-on world of engineering and 21st century technology. Students work collaboratively with their teammates and engineering professionals to build a robot that meets the given competition challenge of the year. The challenges are designed to help students think critically and develop leadership skills. Teams meet typically 2-3 times per week and participate in qualifying events from November through January, with the state competition being held in February.

Mock Trial

West Lutheran students participating in Mock Trial learn how to conduct a trial from start to finish. They are trained by a professional lawyer and faculty coach in various aspects of a court case, including how to plan, draft, and present opening statements, direct examinations, cross examinations, and closing arguments. Mock Trial also teaches students public speaking skills, as they learn how to argue objections using legal verbiage, as well as how to handle various courtroom procedures like entering an exhibit into evidence and impeaching a witness. Aside from the technical aspects of trial advocacy, students learn how to think creatively when dealing with matters of trial strategy. Competitions are held at the Hennepin County Courthouse in Minneapolis, and are open to parent/guardian attendance.

SCHOOL SAFETY

Letter from Dean of Students

The West Lutheran High School mission is to learn academic and life skills, believe God's Word, grow in Christian character, and achieve personal excellence.

More and more safety in schools is necessary to support the academic success of each student, giving them the opportunity to learn and achieve in a safe and nurturing environment. Strict policies on school safety promote increased learning, feelings of school unity, higher levels of prosocial behavior and decreased levels of violence.

Keeping schools safe allows students to look forward to being in an encouraging environment that promotes social and creative learning. When their basic safety needs aren't met, students are at risk for not feeling comfortable at school and may stop showing up, or they may remain on edge throughout the day.

West Lutheran promises to make every effort to protect the special community we have, and protect students' right to learn and enjoy school. We want this community to be one that is free from harassment, bullying, discrimination, and favoritism. We want our students to feel safe from not only external forces that may threaten our physical safety, but also from internal situations that cause anxiety and insecurity.

Do not be conformed to this world, but be transformed by the renewal of your mind, that by testing you may discern what is the will of God, what is good and acceptable and perfect. Romans 12:2

Nathan Veach
Dean of Students

TOBACCO, DRUGS, ALCOHOL, & VAPING POLICY

West Lutheran High School is a nicotine-free school. Nicotine includes any form of nicotine or tobacco products, including but not limited to cigarettes, cigars, e-cigarettes, chew, snuff, plugs, pipe tobacco, etc. The use or possession of nicotine in any form by students is not permitted on school grounds or in the general vicinity of campus. The use or possession of nicotine is not permitted at any school sponsored events, on or off campus, including but not limited to school dances, athletic events, graduation, retreats, and school trips.

Sanctions for Violations

First Offense: The student will receive a 60-minute detention.

Second Offense: The student will receive a 2-day out-of-school suspension. The student will be encouraged to enroll in a tobacco cessation course approved by school administration; documentation of completion of this program must be provided to school administration within 30 days of parent notification of the offense.

Third Offense: Consequences may include 3-5 day suspension, further chemical treatment, and possible expulsion. The student will be suspended while the student's continued enrollment is considered.

For each offense, the student's parents will be notified as violations occur to facilitate their cooperation in changing the student's behavior. Unwillingness by the student or parents to cooperate in changing behavior to comply with this policy may result in suspension and/or expulsion after any offense.

ALCOHOL AND DRUG POLICY

No student shall possess, use, sell, distribute, deliver, supply, or be under the influence of alcohol or any illegal, controlled, or mood altering substance, or possess, use, sell, distribute, deliver, or supply drug paraphernalia, or misuse prescription drugs, at any time, at any place, on or off school property. "Supply" includes hosting a party in which alcohol or any illegal controlled or mood altering substance is present.

Policy Procedures

Tests: Breathalyzers and saliva based drug tests may be used, and/or parents called, if there is any suspicion of a student being under the influence of alcohol or drugs in violation of this policy. Refusal by the student to submit to a breathalyzer or saliva based drug test will be considered a violation of this policy and appropriate consequences will apply.

Searches: West Lutheran High School reserves the right to make periodic locker checks and searches; backpacks, purses, electronic devices, and anything else a student brings on campus are also subject to search. If chemicals are found in or on a student's personal property, including but not limited to items found in a school locker, backpack, purse, jacket, coat, or vehicle, this policy will be enforced and law enforcement may be contacted.

Urine Analysis: At the discretion of school administration, a student may be required to submit to an immediate urine analysis at West Lutheran High School, or a parent will be asked to bring the student to be tested at a facility designated by the administration within one hour of the request. Refusal by the student to provide a urine analysis, or submission of an altered urine analysis, will be considered a violation of this policy, and appropriate consequences will apply.

Sanctions for Violations:

First offense in a school year:

- Suspension lasting one to five days
- Undergo a chemical assessment and follow all recommendations, which shall be provided to West Lutheran High School and the student's parents
- Be reported to law enforcement, as appropriate
- Follow any and all other conditions (e.g. random drug or alcohol testing, etc.) as may be established by West Lutheran High School at its sole discretion
- Consideration for expulsion

West Lutheran High School reserves the right, at its sole discretion, to immediately expel any student who does not comply with the First Offense sanctions.

The student's parents will be notified of a first offense to facilitate their cooperation in changing the student's behavior, should the student remain enrolled. Unwillingness by the student or parents to cooperate in changing behavior to comply with this policy may result in expulsion.

Second offense in a school year:

- Any student who is determined to have violated this policy a second time within the same school year shall be expelled. "School year" means the 12-month period that begins on the first day after the last day of school for the preceding academic year.
- Third offense within a high school career:
- Any student who is determined to have violated this policy three times in their high school career shall be expelled.

At the beginning of the school year, students sign their agreement to abide by the rules of the [MSHSL](#) (see 100 and 200 bylaws).

WEAPONS

West Lutheran High School has a zero tolerance policy for weapons on school grounds and in the building. Students, faculty/staff, and others visiting the school are forbidden to 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 and ammunition, 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. Violation of this policy will result in discipline up to and including detention, suspension, and/or expulsion.

EMERGENCY PLANS

West has emergency plans established for the safety and well-being of our faculty, staff, and students.

ALICE

ALICE will occur when there is a threat to our students. Teachers, staff, and students are to protect themselves using the ALICE steps: Alert, Enhanced Lockdown, Inform, Counter, and Evacuate. Students regularly review these steps as part of our planned drill practice.

Other Emergency Plans

West regularly conducts five fire and tornado safety drills throughout the course of the year.

LOCKER, PROPERTY, AND PERSONAL SEARCHES

Students are assigned a locker for their use. It is the responsibility of each student to maintain it and any damage will be charged to the student. However, school lockers remain property of West Lutheran High School, and the school reserves the right to inspect lockers for any reason at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school officials have a reasonable suspicion that the search will uncover evidence of a violation of law or school rules. This policy applies to all lockers issued to students throughout the school year, including athletic lockers.

School desks are property of West Lutheran High School. At no time does West Lutheran High School relinquish its exclusive control of desks provided for the convenience of the students. Inspection of the interior of desks may be conducted by school officials for any reason at any time, without notice, without student consent, and without a search warrant.

The personal possessions of students and/or a student's person may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law or school rules. The search will be reasonable in its scope and intrusiveness. When necessary and possible under the circumstances, a member of the student's gender will conduct the search to preserve the student's privacy.

It is a violation of this policy for students to use lockers and desks for unauthorized purposes or to store contraband on their person or in their personal possessions.

SENIOR CLASS PRANKS

West Lutheran High School does not tolerate planned or spontaneous senior class pranks, regardless of the scope or level of harm presented to faculty, staff, students, community members, or external/internal facilities. Students who participate in an individual or group prank may be disciplined by administration. Consequences may include but are not limited to removal from graduation exercises, detention, suspension, and/or expulsion. Local authorities may also be contacted, depending on the severity of the actions.

POSTERS & NOTICES POLICY

Students may post notices or posters in authorized areas of the school for publicity purposes. Unauthorized posters and notices may be removed at administration's discretion. Authorization may be obtained from the principal or vice principal.

STUDENT SERVICES

SPIRITUAL SERVICES

West Lutheran High School values the spiritual health and well-being of the students, faculty, and staff. Chapel and homeroom devotions are valuable times when the entire student body comes together to worship our Savior. Chapel services are led by male faculty members and area pastors from the West association. These services feature a blended worship music style with both traditional hymns and popular contemporary songs; students are invited to assist in leading worship through instrumental and vocal music. Parents/guardians and community members are especially invited to chapel services for special events such as the opening service and Veterans Day.

For more individual spiritual support, a campus pastor is available during the school day to provide confidential spiritual counseling. Students are also encouraged to talk to a pastor with whom they feel comfortable.

EMOTIONAL COUNSELING

West Lutheran High School partners with Christian Family Solutions, the official emotional counseling service affiliated with the WELS/ELS. Christian Family Solutions Counseling uses God's Word as a foundation for addressing mental health issues through clinically sound and evidenced-based solutions and goals. Their licensed counselors assist our students and families in a supportive, Christ-centered atmosphere. A counselor from Christian Family Solutions is available to students on selected days of the week for confidential sessions. Students are offered five complimentary sessions with parent/guardian permission. Additional services may be conducted on campus or through one of the WLCFS offices in the metro area; please contact your insurance provider for additional questions. If any student and/or family is interested in these services, please contact the Counseling Department for permission paperwork.

COLLEGE COUNSELING

WLHS provides a certified and licensed Guidance Counselor who serves grades 9-12, and is uniquely qualified to address the developmental needs of all students through a school counseling program addressing the academic, career, and social/emotional development of all students. During the school year, these areas may be addressed through the following:

- Individual meetings
- Group Guidance meetings (by grade level)
- Parent/guardian and/or administration team meetings

The guidance counselor at West Lutheran High School will also help coordinate students' course scheduling and will assist in career and post-secondary education planning. There are several opportunities throughout the year to learn more about specific colleges, universities, and technical colleges through individual meetings with school representatives. A wide variety of schools also attend our annual college fair, which provides students with valuable college planning and selection resources.

NURSE & MEDICATION POLICY

Students who become ill during the school day and need to leave school must wait for their ride in the office.

Prescription Medication

An authorization form completed and renewed annually by the parent/legal guardian and physician/licensed health care prescriber will allow a student to take prescription medication in the office. Medications must be administered by the school nurse or a designee to whom the school nurse has delegated this responsibility. Medication must be in a container with a label prepared by a pharmacist and must be administered in a manner consistent with the instructions on the label, and should include the student's name, the name of the medication, prescribed dosage, the times or circumstances under which the medication may be given, period for which the medication is prescribed, route of administration and potential side effects, and contact information for the physician.

Non-Prescription Medication

Students may possess and use non-prescription, over the counter (OTC) medication in a manner consistent with the labeling, if the office has received written authorization from the parent or guardian permitting the student to self-possess and administer the medication. Authorization must be provided at least annually. West Lutheran High School may revoke a student's privilege to possess and use nonprescription medications if the school determines that the student is abusing the privilege. This section does not apply to the possession or use of any drug or product containing Ephedrine or Pseudoephedrine as its sole active ingredient or as one of its active ingredients. Students may not share ANY medication.

EpiPens®, asthma inhalers, and other medical devices may be carried on the student's person and administered by the student, but must have a written doctor's order to carry it, a note from the parent/guardian, and administrative consent.

PARENT/GUARDIAN SERVICES

TRANSCRIPTS & RECORDS

A student transcript is an official record containing the academic history of a student while at WLHS. A transcript contains the following: Student name; Parent name and address; Student date of birth; Date of enrollment; Date of graduation (or withdrawal); Course name, credit, and letter grade earned by semester, and; GPA information. Disciplinary incidents are not part of the student's official transcript.

Official transcripts must be requested directly through Parchment; WLHS office staff is not able to print and send them. In order for a student's record to be released, all financial accounts must be settled, including tuition, payment for lost textbooks, and fines for unreturned athletic equipment and library materials.

PARENT VOLUNTEER POLICIES

Parents who have a reason to enter the building during school hours must report to the office. Because of our commitment to school safety, those who are there to volunteer will receive a visitor badge and further instructions from the office staff before being allowed to proceed through the building.

Each family is required to complete volunteer hours at the Wise Penny Thrift Shoppe, which subsidizes a substantial portion of students' education here at West. Parents/guardians will have a \$2000 charge reflected on their tuition statement, which will be removed once mandatory volunteer hours have been completed.

TECHNOLOGY

Acceptable Use Policy

At various times throughout the year, students will be using technology, including the Internet, to carry out research and other academic pursuits. The use of any such technology at school, including the Internet, is a privilege, not a right. Students will need to exercise common sense and good Christian judgment when using technology. All students are required to agree to the Acceptable Use Policy through our online FACTS program.

This Acceptable Use Policy is intended to promote good use of the West technology system ensuring students to be responsible in the following ways:

- that students be responsible users in the interest of personal safety while using the internet and other communications technologies for educational, personal and recreational use.
- that students be responsible for the proper treatment of the school technology systems so that equipment is maintained and users are protected from accidental or deliberate misuse that could put the security of the systems and users at risk.

Acceptable Use Policy Agreement

I understand that I must use the school technology system in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the technology and its users.

For my own personal safety and for the safety of others:

- I understand that the school will monitor my use of the technology systems, email and other digital communications.
- I will not share my username and password with anyone, including other students, nor will I try to use any other person's username and password.
- I will be aware of potentially harmful situations and conversation when I am communicating online.
- I will not disclose or share personal information about myself or others when online.
- I will not access, send, or receive material or sites that are illegal, pornographic, or otherwise inappropriate.
- I will immediately report to the West administration any inappropriate material and any offensive or ungodly communications viewed when using the West technology system.
- I will not send bulk email from WLHS hardware.
- I will not engage in cyber-bullying, cyber-stalking, or cyber harassment.
- I will not send messages or communications that bully, harass, intimidate, insult, threaten, or gossip.
- I will not record video or pictures of any students or teachers for personal use without permission.
- I will not use my phone or other device in the school locker room or bathroom.
- I understand that my personal electronic devices may be searched if it is believed that a criminal or school policy violation has occurred.

I agree that all West users have equal rights to use technology as a resource:

- I understand that the school technology systems are primarily intended for educational use and I will not use the systems for personal or recreational use such as online gambling, social networking, and internet shopping. In addition, gaming, file sharing, or video broadcasting (eg. YouTube) should not be used unless I have permission to do so.
- I will not (unless I have permission from West faculty or staff) make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I understand that downloading materials or images not relevant to my studies is in direct breach of the school's acceptable use policy. This includes videos and movies.
- I will only make print-outs from the school's printers for classroom use. A three-page limit is observed; anything exceeding three pages must be approved by the classroom teacher.

I will act as I expect other users to act toward me and I will comply with copyright laws:

- I will respect other users' original works and property and will not access, copy, remove or otherwise alter any other user's devices or files without the owner's knowledge and permission.
- I will respect copyright restrictions when accessing and using research information online. Where property is protected by copyright, I will not download copies (including music and videos).
- I will be polite and responsible when I communicate with others. I will not use strong, aggressive, or inappropriate language when communicating, but instead will appreciate that others may have different opinions.
- I will not take or distribute images and/or video of anyone without their permission.

I recognize that West Lutheran High School has an interest in maintaining the security and integrity of the technology it offers me. To ensure the efficient running of the school:

- I will only use my personal, hand held /external devices (mobile phones / USB devices, etc...) in school if I have permission. I understand that if I do use my own devices in school, I will follow West policies and the rules set out in this agreement, in the same way as if I was using school equipment.
- I will not use any programs or software that might allow me to bypass the filtering / security systems in place which are designed to prevent access to inappropriate materials.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.
- I will not open any attachments to emails, unless I know and trust the person / organization who sent the email, due to the risk of the attachment containing viruses or other harmful programs.
- I will not install or attempt to install programs of any type on a machine, or store programs on a computer, nor will I try to alter computer settings including screensavers and backgrounds.
- I will only use chat and social networking sites with permission and at the times that are allowed (Google Suite, Edmodo, Moodle, etc.)..

When using the internet for research or permitted recreation, I recognize that:

- I need to use discretion in checking that online information I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

I understand that I am responsible for my actions, both in and out of school:

I understand that the school has the right to take action against me if I am involved in incidents of inappropriate behavior that are covered in this agreement. These incidents may take place in school, out of school, and/or where they involve my membership of the school community (examples would be bullying, cyberbullying, discrimination, and sexual harassment; use of images or personal information). I understand that these policies apply both while school is in session and while school is out of session.

STUDENT LIFE

Age of Majority

The age of majority in Minnesota is eighteen. All students regardless of age are required to follow West Lutheran High School policies. All students must have notification from their parent/guardian to attend appointments, leave school grounds, etc., unless a legal document or letter of release from the parent/guardian or notary is on file with the school. Please note that even if a student has signed an age of majority form on file, parents/guardians will still receive information from the school.

Live Animals

West will only allow live animals to be brought into the building for educational purposes, and only under conditions which ensure the health and safety of children, staff, and the well-being of the animal. Please be aware that faculty, staff, and students may be allergic to any live animal brought into the building. Service animals are permitted by the Americans with Disabilities Act.

DRESS CODE & RELIGIOUS HEADWEAR

Dress and Appearance

This dress code is intended to provide all students with a comfortable and respectful learning environment. The following four rules, which all students must follow, are intended to help students make God-pleasing decisions about their dress and appearance.

Modesty – As a Christian community, we want to present ourselves in a modest manner in a way that honors God.

Being a Witness – As ambassadors for Christ, our appearance gives us the opportunity to share our Savior by the way we live, dress, and present ourselves to the world.

Appropriateness – Appropriate grooming and appearance will prepare students for life after high school.

Orderliness – Students are asked to keep in mind that when dressing for school they are to dress for the task at hand.

The following guidelines are intended to help students uphold our dress and appearance policy:

Modesty

- Back, midriff, and cleavage must be covered.
- Undergarments may not be showing at any time.
- Hair may be dyed a single color or using modest highlights; extreme or immodest hairstyles that draw inappropriate attention are not allowed.
- Modest facial jewelry is allowed. A clear or skin-toned piercing retainer is acceptable.

Being a Witness

- Students should consider the role their appearance plays in representing West Lutheran and their Savior while on campus and in the community.
- The content of all clothing and visible body art may not contain offensive messages or symbols. Body art that contains offensive messages or symbols must be covered at all times.

Appropriateness

- Students' general appearance should be neat, clean, and modest.
- Modest athletic attire is allowed.
- Hats and hoods may not be worn indoors with the exception of special activities such as class presentations and dress-up days. Headwear worn for religious or medical reasons is allowed.

Orderliness

- A distinction will be made between expectations for the school day and after-school events, including, but not limited to, athletic contests. Modesty guidelines remain in effect at all times.
- Acceptable attire for athletic and other extracurricular events will be determined by coaches and advisors in consultation with the athletic director. Coaches are encouraged to consider the modesty guidelines.
- Jackets and winter coats must be stored in student lockers (exception: students may wear letterman jackets in the classroom).
- The judgment of the faculty and/or administration will be respected.

Students not following the above rules will be spoken with privately by a member of the faculty or administration, and may be asked to change into more appropriate clothing if necessary. Repeated violations of the dress and appearance guidelines may result in additional disciplinary action.

Consequences

1st offense	Verbal warning recorded in the office
2nd offense	Detention
3rd offense	Detention
4th + offense	Further disciplinary measures, up to and including detention, suspension, and/or expulsion

Dances

Styles: Dances will be announced as casual, semi-formal, formal. Students are expected to observe modesty in choosing their outfits. Please avoid plunging necklines, extreme cleavage, slits above the knee, etc.

Guests: Students are allowed to bring one guest from another school, as long as the guest is approved by the dean of students and/or the principal. Students may pick up a guest approval form from the office, and must return it by the posted date to be reviewed and signed by the principal and dean of students. Students in grades 9-12 are invited to the Homecoming and Snow Days dances. Students in grades 11-12 and their guests are invited to prom. All guests must be at least in ninth grade and under 20 years old.

Behavior: Students will only be allowed to leave a dance early after a chaperone has contacted a parent/guardian using the phone number on file. Once students leave the dance, they will not be able to re-enter.

Inappropriate dancing will not be allowed. Students who are dancing inappropriately may be asked to leave the dance and may be subject to disciplinary action, including suspension from future dances.

Pricing: Admission prices will be announced prior to the event. Students are encouraged to attend as either individuals or friends/couples. There will be no special price breaks for couples. Students are able to purchase tickets at the door.

Breathalyzer: All students and guests may be breathalyzed as they enter the dance. West Lutheran may also administer breathalyzer tests to any student if there is reasonable suspicion that the student has consumed alcohol. WLHS' policy on chemical issues will be enforced. Refusing to undergo a breathalyzer test is an automatic chemical violation.

Safety: Students are encouraged to bring a pair of comfortable shoes to change into if necessary. West Lutheran High School is not responsible for any lost or stolen items.

For their own personal safety, students must keep their shoes on during the dance. Students are encouraged to bring a pair of comfortable shoes to change into if necessary. West Lutheran High School is not responsible for any lost or stolen items left behind at the dance.

Prom

West Lutheran High School's annual prom is planned by a committee consisting of students in the junior class and their parents, plus a representative of West faculty or staff. Prom is funded through attendee ticket sales and registration fees paid by the junior class.

STUDENT CONFLICT-RESOLUTION PROCEDURE

During the course of a school year, conflicts may arise between students, teachers, and parents, even in a Christian setting. It is most important that such conflicts be settled through proper communication. As a Christian school, every decision we make revolves around the truths in God's Word:

"My dear brothers and sisters, take note of this: Everyone should be quick to listen, slow to speak and slow to become angry, because human anger does not produce the righteousness that God desires." James 1:19-20

Students should observe the following procedural steps in when a student has concerns about a conflict with a teacher:

1. The student should make every effort to resolve the conflict between the student and the teacher.
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 should contact the dean of students. The dean of students will review the conflict with all parties involved, determine whether it is appropriate for the dean to be involved, and if so attempt to resolve the situation. This may involve meetings between student, parent/guardian, 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.
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.

Students should observe the following procedural steps in the case of a student-student conflict:

1. The students should make every effort to resolve the conflict between the two of them in a Christian manner.
2. If the matter remains unresolved, students should ask a trustworthy friend or adult to help mediate the situation.
3. If no resolution of the conflict is reached, the students should contact the dean of students. The dean of students will review the conflict with all parties involved, determine whether it is appropriate for the dean to be involved, and if so attempt to resolve the situation. This may involve meetings between the students and their parents.
4. If no resolution of the conflict is reached, the students may present their case to the principal.
5. If no resolution is reached after working through the principal, the students may ask to present their case to the Executive Committee where a final resolution of the matter will be determined.

Automobiles

Students are permitted to keep their vehicles on campus during school hours.

Books and Supplies

West furnishes textbooks for most courses. Any excessive wear or abuse of textbooks 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 Bible (preferably NIV) and Christian Worship Hymnal(Blue). Students who do not own these materials will be able to purchase them from the front office.

Building Hours & Parent Pick-up Hours

Policies regarding building hours are put in place for the safety of the students. The school building will be opened at 7:00 a.m. each school day. On some occasions, the building may be open prior to 7:00 a.m., but this is not to be expected when planning student drop-offs.

Students who arrive before 7:55 a.m. should use the Commons area to study or socialize. Students are not permitted to leave campus after they have entered the school building. 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 and receive a visitors pass. 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 4:00 p.m., unless there is an activity. Please make sure your student is picked up by no later than 4:00 p.m.; students who are still on campus waiting for rides after 4:00 p.m. may be relocated outside (weather permitting).

Christian Conduct

Students are expected to conduct themselves in a manner consistent with God's Word, and let their lights shine through their behavior. When students register at West, they agree to follow this guideline in their thoughts, words, and actions.

Any conduct that reflects negatively upon a student's character or the reputation of West Lutheran High School, whether on campus or off, will be dealt with in a spirit of love with the hope of reconciliation. Discipline in accordance with these policies, spiritual counseling, and civil consequences for such actions will be addressed accordingly.

Christian Teachings

West is a Wisconsin Evangelical Lutheran Synod (WELS) school, and so God's Word will be taught in its truth and purity in all classes, and biblical truths will be taught in all of our religion classes. All students, regardless of their faith, must be respectful in their words, actions, and academic work, of West's religious teachings according to scripture from the Wisconsin Evangelical Lutheran Synod (WELS). We are also in fellowship with the Evangelical Lutheran Synod (ELS). Students are not allowed to defy or reject West's religious teachings, or to share beliefs with other students that are not in accordance with West's religious teachings in an effort to discredit what West teaches.

Closed Campus

West Lutheran High School has a closed campus. Students may not leave school before the designated closing time without permission from the office.

Juniors and seniors are allowed to leave the campus during lunch break with permission from their parents/guardians (indicated on their FACTS application) and approval from administration. Juniors are allowed to leave four times per school year and seniors are allowed to leave five times per school year. 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 or verbal permission from parents/guardians must be presented to the office. If the student returns during the school day, they are to sign in at the office upon return.

Emergency Closing

All school closings, delays, and early dismissals will be announced on KSTP (channel 5), KARE 11 television, and the FACTS Parent Alert system (text message alert). These alerts will only go out to those who have signed up for the instant alert system through their FACTS Family Portal. The office staff will also send out notification emails to families. Even when school is in session, parents in outlying areas should keep their children home if they consider travel hazardous.

Focus on Ministry

Martin Luther College, the WELS college of ministry for training future pastors, teachers, and staff ministers, hosts a yearly Focus on Ministry experience on their New Ulm campus. West Lutheran High School seeks to encourage and develop students who show an interest and ability in these areas of ministry. West students interested in pursuing a career in ministry are encouraged to attend this school-sponsored event.

Leaving Messages

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

If you are trying to contact a teacher who is currently teaching class, you will be directed to his/her voicemail system. The teacher will return your message as soon as possible.

Lockers

Hall lockers and gym lockers are assigned at the beginning of the school year. Lockers are the property of the school, on loan to students. The school reserves the right to inspect lockers at any time for a reasonable cause. Students are expected to keep their lockers and surrounding hallway areas clean. Students should not jam the locker at any time to prohibit it from locking. Broken lockers are to be reported immediately to administration. 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 safekeeping. West is not responsible for money, valuables, or other property left in lockers. 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.
- Report any damage, 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 Commons area, hallway, and school cafeteria. Lunch bags are to be stored in the students' lockers until lunchtime. Hot lunches are ordered and paid for through the FACTS program.

Food and drink may be allowed in classrooms if allowed by the teacher for a classroom or homeroom event. Teachers and students should be sensitive to allergy restrictions.

Parent/Guardian Relationship With the School

The partnership between the school and the student's parents/guardians is essential. Parents/guardians are expected to cooperate with the school at all times.

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 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 also be assigned. Further violations may result in a student's cell phone privileges being revoked at school and other disciplinary measures. In case of family emergency and the need to contact a student, parents are encouraged to contact the office staff (763-509-9378).

PREGNANCY / PARENTING POLICY

(adapted from the US Department of Education)

West Lutheran believes that human life is sacred in all forms, that sex is a celebration of a loving and committed marriage, and that all West students are called to be chaste and abstinent. However, if a West student becomes pregnant or makes another pregnant, West teachers and staff will affirm the value of life for both the baby to be born and the student(s) involved. West employees will meet with the student and family to offer emotional support, to ensure medical and social services, and to consider ways that the student can meet his/her educational and extracurricular goals. During the pregnancy, the student is required to continue to follow dress code policies. Following the birth, special arrangements must be made prior to bringing the baby to school.

Study Hall

Students are allowed to take 1-2 study halls during their school day. Students who wish to take an additional study hall need to receive permission from the admin team. Students are expected to use their study halls for productive individual and collaborative studying, and may schedule appointments to seek extra academic help with other available teachers. Students are not allowed to leave the building during study hall without the principal's permission.

Students are allowed to listen to music during their study hall using earbuds or headphones. They must keep volume levels low enough so as to not distract other students from studying. Students are prohibited from wearing earbuds or headphones outside of the study hall. Failure to follow these guidelines will result in this privilege being taken away. Students may also be subject to a misconduct detention.

Students may be placed in a guided study hall at their request or the request of their parents/guardians and/or teachers. Guided study halls are monitored by the learning coordinator, who assists students in staying organized, advocating for their personal academic needs, and completing late work.

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		Afternoon Lyceum Schedule	
1	8:00 - 8:39	1	8:00 - 8:36
2	8:42 - 9:21	2	8:39 - 9:15
Chapel /Homeroom	9:24 - 9:43	3	9:18 - 9:54
3	9:46 - 10:25	4	9:57 - 10:33
4	10:28 - 11:07	5	10:36 - 11:12
5	11:10 - 11:49	6	11:15 - 11:51
Lunch	11:52 - 12:21	Lunch	11:54 - 12:29
6	12:24 - 1:03	7	12:32 - 1:08
7	1:06 - 1:45	8	1:11 - 1:47
8	1:48 - 2:27	9	1:50 - 2:26
9	2:30 - 3:05	Lyceum	2:29 - 3:05

1 Hour Late Start		2 Hour Late Start	
1	9:00 - 9:34	1	10:00 - 10:28
2	9:37 - 10:11	2	10:31- 10:59
3 + Devotion	10:14 - 10:48	3 + Devotion	11:02 - 11:30
4	10:51 - 11:25	4	11:33 - 12:01
5	11:28 - 12:02	Lunch	12:04 - 12:30
Lunch	12:05 - 12:42	5	12:33 - 1:01
6	12:45 - 1:19	6	1:04 - 1:32
7	1:22 - 1:56	7	1:35 - 2:03
8	1:59 - 2:33	8	2:06 - 2:34
9	2:36 - 3:05	9	2:37 - 3:05

Field Trips & Educational Tours

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 may be 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 West Lutheran students and parents/guardians. 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 follow these policies and conduct themselves in a manner befitting their school.

Student Visitors

The school building is locked during the school day. All visitors may ring the doorbell 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.

Outside visitors wanting to eat lunch with a West student are allowed to do so with permission from the principal and/or office personnel; visitors are not allowed to attend classes with the West student. These visits must be scheduled at least one day in advance, pending administrative approval. Visitors are not allowed to leave the campus with the West student without verbal, written, or emailed permission from the student’s legal parent/guardian.

Our student shadowing program allows interested prospective students to visit the school for a half-day or full day. The visit will be arranged through the principal or office staff and will involve shadowing a current student for the day. Visitors must adhere to the school policies, including those regarding dress and decorum at West Lutheran. In some cases, current West students may invite friends to visit the school for a day. Permission from administration must be received at least one day in advance of the visit; it is the host student’s responsibility to explain rules to their guest, including dress code and behavioral expectations.

Discipline

Detention, Suspension, & Expulsion

Parents receive a letter, email, or phone call every time a student receives any disciplinary action. West employs three major forms of disciplinary action for policy infractions. West will consider the severity of the infraction and determine the appropriate disciplinary action. The cooperation of the student’s parents/guardians is expected throughout the disciplinary process.

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. After three detentions in a semester, the student will receive a suspension. Further offenses will result in additional discipline, up to and including suspension and/or expulsion.

Suspensions

Suspension is a warning to students and parents that the behavior exhibited is not in keeping with the West philosophy and that if it continues it will lead to expulsion. Suspension is used for specific behavior as cited in this handbook or when an administrator determines it to be necessary. After repeated minor infractions, or after major rules violations, a student may be required to serve an In-School Suspension or an Out-of-School Suspension. An In-School Suspension is usually one day, while an Out-of-School Suspension may be from 1-5 days. The length of the suspension is at the discretion of the administrative team. In some cases, the student and parents may be asked to appear before the Executive Committee to discuss the student’s continued enrollment.

Classes missed due to a suspension will not count toward unexcused absences.

Students may be suspended from attending school functions (e.g. dances, games, etc.) as an additional consequence for misbehavior. The length of time and the conditions of the suspension will be determined by the administration.

Expulsion

Expulsion is the most severe penalty at West. Students who have committed major behavior infractions or repeated minor or other policy infractions, or students whose presence is deemed to be harmful to others may be required to discontinue attending West Lutheran High School. West may follow any of the procedural steps listed below relating to a proposed expulsion as it deems appropriate under the circumstances:

- Provide information regarding the basis for the proposed dismissal to the students and/or the

student's parents/guardians, which may be done orally or in writing;

- If doing so does not jeopardize the safety or well-being of the individual, the school may be legally required to disclose the identity of persons providing information about the basis for the proposed expulsion;
- Allow the student and/or the student's parents/guardians to review materials relating to the basis for the proposed dismissal;
- Arrange a meeting between the student, the student's parents/guardians, and the principal or dean to allow the student and the student's parents/guardians an opportunity to provide information to rebut the basis for the proposed expulsion.
- Possible review of the dismissal determination by the Executive Committee;
- Suspend the student while the proposed expulsion is under consideration;
- If it is determined that dismissal is not supported, arrange a meeting between the student, the student's parents/guardians, and the principal and/or dean to discuss the terms and conditions of the student's return to school.

Students who are expelled may not be on the West campus without prior written approval from a member of the administration. This includes all athletic and extracurricular events, including dances.

EXAMPLES OF MINOR BEHAVIOR INFRACTIONS (HANDLED BY INDIVIDUAL TEACHERS)

Note: The following list is intended to give a sense of what types of policy violations could be considered minor behavior infractions, and is not an exhaustive list. West retains the right to determine in every circumstance the level of infraction and the appropriate disciplinary measures.

- Dress code violations
- Disruptive/non-approved electronic device use
- Disrespectful/inappropriate language
- Horseplay
- Public displays of affection (anything beyond hand-holding and quick hugs)
- Off-task behavior

EXAMPLES OF MAJOR BEHAVIOR INFRACTIONS (HANDLED BY THE INVESTIGATOR OR INVESTIGATIVE TEAM)

Note: The following list is intended to give a sense of what types of policy violations could be considered major behavior infractions, and is not an exhaustive list. West retains the right to determine in every circumstance the level of infraction and the appropriate disciplinary measures.

- Bullying/harassment
- Noncompliance/insubordination
- Threatening behavior
- Illegal substance use/possession
- Fighting / physical aggression
- Weapon possession

- Theft
- Profanity, verbal harassment
- Vandalism
- Inappropriate sexual behavior
- Academic dis-honesty

INAPPROPRIATE LANGUAGE

The Second Commandment tells us, "You shall not misuse the name of the LORD your God." As such, using God's name in vain, or to curse, swear, or lie will not be tolerated at West Lutheran. Similarly, using profane and offensive language is also unacceptable, and may result in disciplinary action including, but not limited to detention, suspension, and/or expulsion.

VANDALISM & RESPECT FOR PROPERTY

Each student is responsible to help maintain the cleanliness and aesthetic quality of West Lutheran's external and internal facilities. Students should make every effort to clean up messes caused by everyday use, such as the following:

- Cleaning spills and food crumbs in the commons or lunchroom
- Properly disposing of personal garbage and recycling from classroom floors and lockers
- Keeping personal items stored in backpacks and/or lockers
- Avoid making temporary or permanent markings in school property, such as desktops, lunch tables, bleachers, and lockers
- Respecting residential neighborhoods near the school when playing music outdoors and/or in vehicles

Vandalism is defined as the willful destruction or damaging of property in a manner that defaces, mars, or otherwise adds a physical blemish that diminishes the property's value. Student actions that cause damage to school property or equipment, or property belonging to faculty, staff, and/or students may result in disciplinary action including, but not limited to detention, suspension, and/or expulsion.

Items left unattended will be placed in the lost and found or will be brought to the office.

Bullying and Harassment

West Lutheran believes that every person is deserving of respect and safety, and is committed to providing a learning environment that is safe and free from harassment, including but not limited to race, religion, gender, ethnicity, body type, ability, age, sexual orientation, or other incidents deemed to be harassment by the administration. Students who violate this policy may face detention, suspension, and/or expulsion depending on the severity of the situation.

Bullying and harassment are determined by the administration (Principal, Vice-Principal, Dean of Students) not the intentions of the one who has been accused or the perceptions of the accuser, whether the act is verbal, written, physical, sexual, psychological or cyber. Bullying and harassment include, but are not limited to, unwanted and unwelcome words, actions, gestures, or symbols that make the recipient feel uncomfortable. They also includes offensive, threatening or intimidating speech or actions made toward another person(s) or through a third party.

I. PROHIBITED BEHAVIOR.

Bullying and harassment may include, but are not limited to, the following:

A. Abusive Relationships: any relationship involving any type of bullying or harassment by an individual or group toward another individual or group, regardless of whether requests to cease such contact have been made. This includes contact that occurs both in and outside of school. West Lutheran reserves the right to interview students, involve students in a counseling process, contact parents, and require students to participate in a process which may include, but is not limited to, on-going participation in groups, no contact requirements, and one-to-one counseling. If deemed necessary or required, appropriate legal authorities may be contacted. School administration also reserves the right to refuse attendance to students not abiding by these provisions.

B. Bullying: Intimidating, threatening, abusive, or harming conduct that is objectively offensive and:

1. An actual or perceived imbalance of power exists between the student engaging in the prohibited conduct and the target of the prohibited conduct, and the conduct is repeated or forms a pattern; or
2. Materially and substantially interferes with a student's educational opportunities or performance or ability to participate in school functions or activities or receive school benefits, services, or privileges.

C. Cyber bullying/Cyber Harassment: when a student or adult is tormented, threatened, humiliated, embarrassed, intimidated or otherwise harassed by another using any type of electronic media, including, but not limited to, the internet, interactive and digital technologies or phone. Behaviors include cruelty, taunting, name calling, put-downs, intimidation, slander and posting of threats of any kind toward another person or group, whether it occurs in or outside of school. This form of harassment includes, but is not limited to, flaming, denigration, impersonation, outing and trickery, posting inappropriate images of self and others, and/or cyber stalking.

D. Hazing: any activity undertaken by a student or group of students towards another student or group of students with the sole purpose of "initiation" into West Lutheran, a student organization, or a team. This includes, but is not limited to, any physical, sexual, verbal or psychological abuse that is demeaning, harming, or embarrassing anyone as a "rite of passage."

E. Physical: physical force or touch that is unwanted, that shames, hurts, alienates, threatens, intimidates or attacks another person. This form of harassment includes, but is not limited to, stealing another's possessions and damaging or destroying another's property.

F. Psychological: humiliating or abusive behavior that lowers a person's self esteem or causes him/her torment or emotional harm. This can take the form of verbal or written comments, actions or gestures.

G. Racial: the harassment of an individual or a group because of their race or ethnicity.

H. Religious: the harassment of an individual or group because of their religious beliefs and/or practices.

I. Sexual: physical, psychological, or any form of behavior that offends, shames, taunts, hurts, threatens, intimidates, dismisses, and ultimately violates the gender, sexual identity, or sexual orientation of another person. This form of harassment includes, but is not limited to, unwanted sexual advances, sexual gestures, sexual jokes, sexual comments, sexual symbols, inappropriate questioning, unwanted and unwelcome touching, inappropriate remarks about one's clothing, body type, gender, orientation, or sexual activity, displaying pornography, and/or promoting rumors of a sexual nature.

J. Sex Harassment: is a form of sexual harassment that consists primarily of repeated comments, jokes, actions, and innuendos directed at a person or group because of their sex or sexual orientation.

K. Sexual Abuse: physical, psychological and other behavior that abuses the gender, sexual identity, or sexual orientation of another, especially a child or vulnerable adult, by any person responsible for their care.

L. Sexual Exploitation: sexual, physical and/or emotional contact between an adult member and a student, regardless of who initiated the contact (the employee or the student).

M. Verbal: face-to-face interaction using offensive speech, i.e., taunts, name calling, put-downs, intimidation, slander and threats of any kind toward another person or group. This form of harassment includes, but is not limited to, offensive speech made toward another through a third party.

N. Written: written statements that offend, taunt, name call, put down, intimidate, slander or threaten another person or group. This form of harassment includes, but is not limited to, written statements made toward another through a third party (cf. Cyber bullying).

II. REPORTING PROCEDURES

If a student has experienced bullying or harassment in any way, or has knowledge or belief of conduct which may constitute bullying or harassment prohibited by this policy toward a student, teacher, administrator, or other school personnel, the student should report the alleged acts immediately to a faculty or staff member, or the principal, vice-principal, and/or dean of students. The person taking the report cannot promise confidentiality, and all faculty/staff members are obligated to tell the principal, vice-principal, or dean of students immediately. The school encourages the reporting party or complainant(s) to use the report form available from the principal or available from the school office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment or violence directly to the principal and/or investigative team. If the complaint involves the principal and/or a member of the investigative team, the complaint shall be made or filed directly with the chairman of the Board of Regents. All reports, including oral reports, will be documented.

No teacher, administrator, volunteer, contractor, or other employee of the school shall permit, condone, or tolerate bullying or harassment. School personnel who fail to inform the principal, vice-principal, dean of students, and/or investigative team of conduct that may constitute bullying or harassment or who fail to make reasonable efforts to address and resolve the bullying or harassment in a timely manner may be subject to disciplinary action.

III. INVESTIGATION

A. Upon receipt of a report or complaint alleging bullying or harassment, the investigator (the principal, vice-principal, or dean of students) shall, within three (3) days of, undertake or authorize an investigation with the assistance of an investigative team. The investigative team consists of the principal, vice-principal, dean of students, campus pastor, and at least one female staff member. The principal, vice-principal, and/or dean of students will receive the official report; after reviewing the information, the investigative team will render a final decision.

B. The investigation may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint, and notification of the parents/guardians of the students involved. The investigation may also consist of any other methods and documents deemed pertinent by the investigator. The investigation will be conducted in a confidential manner to the extent possible, but confidentiality cannot be guaranteed.

C. In determining whether alleged conduct constitutes a violation of this policy, the school will consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

D. In addition, the school may take immediate steps, at its discretion, to protect the target or victim, the complainant, students, teachers, administrators or other school personnel pending completion of an investigation of alleged bullying or harassment.

E. The alleged perpetrator of the act(s) of bullying or harassment shall be allowed the opportunity to present a defense prior to the imposition of discipline or other remedial responses.

F. The investigation will be completed as soon as practical. The principal and/or investigative team shall make a written report to the chairman of the Board of Regents upon completion of the investigation. The report shall include the allegations, steps taken to investigate, a determination of whether the allegations have been substantiated as factual, and whether the allegations were determined to be violations of this policy.

IV. RETALIATION OR REPRISAL

Retaliation of any form will not be tolerated. The school will discipline or take appropriate action against any student, teacher, administrator or other school personnel who commits an act of reprisal or who retaliates against any person who makes a good faith report of alleged bullying or harassment or any person who testifies, assists or participates in an investigation, proceeding, or hearing regarding alleged bullying or harassment

V. DISSEMINATION OF POLICY AND TRAINING

A. This policy shall be conspicuously posted throughout each school building in areas accessible to students and staff members. This policy shall be given to each school employee and independent contractor, who regularly interacts with students, at the time of initial employment with the school.

B. This policy shall appear in the student handbook.

C. The school will develop a method of discussing this policy with students and employees.

D. This policy shall be reviewed at least annually for compliance with state and federal law.

VI. TRAINING AND EDUCATION

A. The principal and/or investigative team shall discuss this policy with school personnel and volunteers and provide appropriate training to school personnel regarding this policy. The school shall establish a training cycle for school personnel to occur during a period not to exceed every three school years. Newly employed school personnel must receive the training within the first year of their employment with the school district. A school administrator may accelerate the training cycle or provide additional training based on a particular need or circumstance. This policy shall be included in employee handbooks, training materials, and publications on school rules, procedures, and standards of conduct, which materials shall also be used to publicize this policy.

B. The Board of Regents shall require ongoing professional development to build the skills of all school personnel who regularly interact with students to identify, prevent, and appropriately address bullying, harassment, and other prohibited conduct. Such professional development may include, but is not limited to, the following:

1. Developmentally appropriate strategies both to prevent and to immediately and effectively intervene to stop prohibited conduct;
2. The complex dynamics affecting a perpetrator, target, and witnesses to prohibited conduct;

3. Research on prohibited conduct, including specific categories of students at risk for perpetrating or being the target or victim of bullying or other prohibited conduct in school;

4. the incidence and nature of cyberbullying; and

5. Internet safety and cyberbullying.

C. The school annually will provide education and information to students regarding bullying and harassment, including information regarding this policy prohibiting bullying and harassment, the harmful effects of bullying and harassment, and other applicable initiatives to prevent bullying, harassment, and other prohibited conduct.

D. The administration of the school is directed to implement programs and other initiatives to prevent bullying and harassment, to respond to bullying and a harassment in a manner that does not stigmatize the target or victim, and to make resources or referrals to resources available to targets or victims of bullying and harassment. The administration is encouraged to provide developmentally appropriate instruction and is directed to review programmatic instruction to determine if adjustments are necessary to help students identify and prevent or reduce bullying, harassment, and other prohibited conduct, to value diversity in school and society, to develop and improve students' knowledge and skills for solving problems, managing conflict, engaging in civil discourse, and recognizing, responding to, and reporting bullying, harassment, or other prohibited conduct, and to make effective prevention and intervention programs available to students.

E. The administration must establish strategies for creating a positive school climate and use evidence-based social-emotional learning to prevent and reduce bullying, harassment, and other improper conduct. The administration is encouraged, to the extent practicable, to take such actions as it may deem appropriate to accomplish the following:

1. Engage all students in creating a safe and supportive school environment;

2. Partner with parents and other community members to develop and implement prevention and intervention programs;

3. Engage all students and adults in integrating education, intervention, and other remedial responses into the school environment;

4. Train student bystanders to intervene in and report incidents of bullying, harassment, and other prohibited conduct to the schools' primary contact person;

5. Teach students to advocate for themselves and others;

6. Prevent inappropriate referrals to special education of students who may engage in bullying, harassment, or other prohibited conduct; and

7. Foster student collaborations that, in turn, foster a safe and supportive school climate.

F. The school may implement violence prevention and character development education programs to prevent or reduce policy violations. Such programs may offer instruction on character education including, but not limited to, character qualities such as attentiveness, truthfulness, respect for authority, diligence, gratefulness, self-discipline, patience, forgiveness, respect for others, peacemaking, and resourcefulness.

G. The school shall inform affected students and their parents of rights they may have under state and federal data practices laws to obtain access to data related to an incident and their right to contest the accuracy or completeness of the data. The school may accomplish this requirement by inclusion of all or applicable parts of its protection and privacy of pupil records policy in the student handbook.

VII. NOTICE

- A. The school will give annual notice of this policy to students, parents or guardians, and staff, and this policy shall appear in the student handbook.
- B. This policy or a summary thereof must be conspicuously posted in the school office.
- C. This policy must be given to each school employee and independent contractor who regularly interacts with students at the time of initial employment with the school.
- D. Notice of the rights and responsibilities of students and their parents under this policy must be included in the student discipline policy distributed to parents at the beginning of each school year.
- E. This policy shall be available to all parents and other school community members in an electronic format in the language appearing on the school's website.



