

# VLHS STUDENT HANDBOOK



**2011-2012**

*Embrace God's Future*

*"For I know the plans I have for you," declares the Lord, "plans to prosper you and not to harm you, plans to give you a hope and a future."*

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## **Mission Statement**

Established in 1977, Valley Lutheran High School has sought to provide students with opportunities to grow in their Christian faith, be challenged academically and become involved in extra-curricular activities. To this end:

Valley Lutheran High believes that *Christ is the foundation* of our school and everything that we do. We prepare our students as children of God academically, physically, socially, emotionally and spiritually to serve in the world today and tomorrow. (Based on Ephesians 4:12)

## **ADMISSION**

The Saginaw Valley Lutheran High School Association, operating Valley Lutheran High School, admits students of any race, color, national, and ethnic origin and physical handicap to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin, and physical handicap in administration of its educational policies, admission policies, scholarship and loan programs, and athletic or other school administered programs.

### **Home School Student Admission Policy**

Valley Lutheran High School is open to enrolling students who have been home schooled. When these students are potential sophomores, juniors, or seniors there is a need to evaluate carefully the grade level placement of the student. In order to place the student appropriately, there will be an interview with the principal and guidance counselor. At that interview, documentation of some form, which could include a portfolio, in as many of the following areas as possible should be provided: 1) courses taken 2) grades received 3) samples of homework or daily school work and tests 4) writing samples and 5) test scores (such as Iowa Basics, Explorer, HSPT, Stanford Achievement, California Test of Basic Skills, PSAT, ACT, SAT, MEAP, etc...). Grade placement will be determined by evaluation of the student's home school course work in combination with his/her chronological age. If it is determined to be necessary the student may be asked to take placement test(s) to assist in correctly placing the student. The student's family will pay the cost of such testing.

### **Conflict Resolution Procedure**

While it is our hope and prayer that we as Christian students, parents, and teachers would have no conflicts, it is the nature of this imperfect world that from time to time conflicts may arise. When it occurs, please use the following procedure in order to solve the problem as quickly as possible:

1. Contact the person with whom you have a complaint to discuss the problem.
2. If the problem still exists, contact the principal.
3. If still unresolved, contact the executive director.

## **ACADEMICS**

### **Academic Dishonesty**

Character is one of the most important traits that anyone can develop. As Christians we have some very clear direction regarding the development of our character as redeemed children of God. Our God expects us to be honest with Him, each other, and ourselves. Academic dishonesty prevents students from fully using their God-given gifts and destroys the trusting relationships that are so important in daily life.

**Academic dishonesty** is the giving and/or receiving unauthorized aid on any academic work. This includes but is not limited to:

1. copying another student's work.
2. using unauthorized materials during a test.
3. talking with another student during a test.

4. using, buying, selling, stealing, transporting, or soliciting in whole or part, the contents of a test or assignment.
5. plagiarism - uncredited use of another's information or ideas whether the writing is changed or not.

Students who have committed academic dishonesty will be reported to the administration. Consequences will be:

1st Offense - The student will receive a "0" on the test or assignment. Parents will be informed by letter.

2nd Offense - The student will receive a "0" on the test or assignment. A conference will be held with the parents.

3rd Offense - The student will receive a "0" on the test or assignment. The student will be suspended for 1 day.

Subsequent Offenses - The student will receive a failing grade in the class where any subsequent offense occurs and be removed from the class.

These offenses are cumulative over the course of the student's high school career.

Because of the nature of the course, any cheating in a computer class may result in failure for the quarter.

Cheating on a final exam will result in a "0" on the exam which may result in loss of credit for the semester.

### **Academic Honors**

The Honor Roll shall be made up of all students who have a 3.25 average or higher for the quarter. The Honor Roll will be published following the issuance of report cards each quarter. Any student having attained an average of 3.7 or higher shall be listed as a member of the High Honor Roll.

The R. A. P. (Raised Academic Proficiency) honor roll recognizes those students who increased their quarter GPA by at least 10% from the previous quarter.

### **Academic Awards/Letters**

Students become eligible for varsity academic letters at the end of the first semester of their sophomore year.

Sophomores with a cumulative grade point average of 3.7 or higher at the end of the first semester will receive an academic award.

Juniors and Seniors with cumulative grade point averages of 3.5 or higher at the end of the first semester will receive an academic award.

An academic letter will be awarded the first time that a student qualifies for the award. Students will receive pins to be worn on the letters for each subsequent honor.

### **Valedictorian and Salutatorian**

The student(s) with the highest cumulative grade point average (calculated to 4 decimal places) of the graduating class after seven (7) semesters will be named valedictorian(s). The valedictorian(s) will address the class at graduation ceremonies. The student(s) with the second highest grade point average (calculated to 4 decimal places) after seven (7) semesters will be named salutatorian(s). The salutatorian(s) will address the class at the Senior Honors Banquet. Valedictorians and salutatorians will be notified by letter after the first semester of the senior year. In the case of a tie, all students with the highest or second highest cumulative GPA (calculated to 4 decimal places) will serve as the valedictorian or salutatorian, respectively.

To be eligible for valedictorian or salutatorian, a student must have completed at least two consecutive semesters of work at Valley Lutheran

### **National Honor Society**

National Honor Society is an organization that recognizes students who reflect outstanding accomplishments in the areas of scholarship, character, leadership and service. Membership in this group is both an honor and a commitment. Through service activities, students maintain and extend the qualities that won them selection into NHS.

The selection process begins in the fall of each year and is open to any junior or senior who has a 3.5 cumulative GPA. Eligible students complete an information packet that details their accomplishments in the four areas of scholarship, character, leadership, and service. These information packets are reviewed by a selection committee of 5 faculty members. Students selected by the committee for membership are inducted into the National Honor Society at a special evening ceremony.

Details on the selection criteria will be given to all academically eligible juniors and seniors at the beginning of the school year.

### **Academic Probation**

Students who accumulate two or more "F" grades for a semester or students who enter Valley Lutheran High School with a marginal academic performance record, will be placed on academic probation for the following semester. Their counselor will be asked to solicit academic standings for such students at the third, and eighth weeks of each quarter in the probationary semester and share these findings with the student's parents. Students who do not show improvement will be evaluated by the administration for continued enrollment.

### **Thursday School**

Thursday School is a structured monitored study hall held on Thursday from 3:15 p.m. until 6:15 p.m. Its primary purpose is to provide supplementary motivation for students to turn in homework regularly and on time.

Students may be assigned Thursday School for a number of reasons. The most common reason is for failure to complete homework assignments in a timely manner; however, it may be assigned for other disciplinary reasons as well. Thursday School can be picked up with 5 tardies. Parents, in consultation with the administration, may assign their child to Thursday School. Students who are tardy to or absent from an assigned Thursday School may be assigned to additional Thursday Schools. Students who chronically turn homework in late may be assigned Thursday School even though the assignments are completed by Wednesday at 3:15 p.m.

Students will receive a warning of missing homework at least one day prior to assignment to Thursday School with a deadline of 3:15 p.m. Wednesday for completion of that homework. Students will receive a minimum of one week notice prior to the assigned Thursday School. Students may opt to attend Thursday School prior to the assigned date. Students assigned to Thursday School may not participate in other school activities scheduled for that day until they have attended Thursday School.

Student may request a postponement of their assignment for the following reasons:

- Personal illness verified in writing by a doctor.
- Death in the immediate family.
- Attendance required in court.
- State recognized religious holiday.
- SAT or ACT test or other standardized tests approved by the Guidance Department.

Students who fail to cooperate with Thursday School assignments will face the following consequences:

**First absence:** Make up the initial assignment plus an additional Thursday School assigned for skipping.

**Second absence:** Make up the initial assignment plus probation from all extra-curricular and social activities until the "skip" has been made up. This includes all teams, school plays, extra-curricular music activities, dances, etc. The student may not participate or attend any activity.

### **Book Damage Fees**

Students are expected to care for and return books given them for classes. Students will be required to pay for lost or damaged books. Final report cards will not be issued until all books are returned or paid for.

## **Community Service**

Community service is an important component of a Christian education. It offers students the opportunity to share Christ's love through serving others. In addition, students learn more about their community and fellow citizens. Students are required to participate in the two school-wide service days that are organized each year. Students who are unable to participate in the scheduled service days will be required to attend a make-up service project that will be scheduled after regular school hours.

## **CO-OP Program**

CO-OP allows students to experience possible career choices firsthand by working part time while receiving 2 credits per year.

1. The program is open only to seniors.
2. All jobs must be career oriented and approved by the CO-OP coordinator. Although the school occasionally is able to provide job opportunities for the student, it usually is the responsibility of the student to find his/her own job.
3. Students must work a minimum of 15 hours per week and submit weekly reports to the Coordinator.
4. CO-OP students must currently be enrolled in at least 4 classes at Valley Lutheran including one that is related to their job. (For example: A student working for a chemical company would be required to take a chemistry course.) Where no job related classes are offered, there will be no CO-OP program available.
5. Students must have passed all classes prior to entering the program or have already made up any failures.
6. Students must pass all classes while in the program. Students who receive an "F" in any class for the semester will be removed from the program.
7. Students must provide their own transportation to and from the job.

## **Course Load**

Students are required to take a minimum of 6 classes each semester but are strongly encouraged to take 7. A student may take no more than one physical education class unless they take seven classes. The only exceptions to the 6 class requirement are made through the principal's office.

## **Advanced Placement Courses**

Advanced Placement (AP) courses offer capable motivated students the opportunity to earn college credit while completing their high school requirements. In order to insure that students with these characteristics are included in the class the following requirements must be met:

1. Students who wish to enroll in AP Calculus, AP English or AP Spanish must have earned a minimum of a B- in both semesters of the previous course (Pre-Calculus, English 4 or Spanish 3 respectively).
2. Students enrolled in AP Calculus, AP English or AP Spanish must earn a minimum of a C- for first semester in order to continue in the class for second semester.
3. Students may not register to take the AP Exam for AP Calculus, AP English, or AP Spanish unless they are currently enrolled in the course offered by Valley Lutheran High School.
4. Students may register for other AP Exams (i.e. Government, Economics, Psychology, U. S. History, etc.) with the permission of the instructor who teaches the corresponding course at Valley Lutheran High School.
5. Students register for AP Exams through the guidance counselor and are responsible for the total cost of taking the exam.

## **On-Line Courses**

Students may earn credit through online high school courses while enrolled at Valley Lutheran.

1. Each online course must be pre-approved by the Academic Dean or Principal. Some courses or programs may not be appropriate for a high school college-prep program.
2. Students are responsible for all costs associated with taking the online course.
3. Students may receive credit for “core” courses if the course, or one comparable to it, is not offered at Valley Lutheran.
4. Upon completion of the course, the student must obtain an official report card or transcript from the online program which confirms a final grade for the course and the amount of credit awarded.
5. Students will receive .5 credits for each approved online semester course and the grade will be included in the cumulative GPA.
6. The student may be able to complete online coursework during the school day if the computer lab or RC computers are available and a faculty member is supervising.
7. Students taking online courses must still take a minimum of 6 classes at Valley Lutheran each semester.
8. Students may take as many online courses for elective credit as they wish as long as they maintain a 2.0 cumulative GPA. If a student has below a 2.0 cumulative GPA, they may take only as many online courses as are needed to fulfill graduation credit requirements. A maximum of two online courses may be substituted for required “core course” credit if the student is unable to take the course at Valley Lutheran.
9. Any exceptions to the above guidelines must be approved by the Academic Dean or Principal.

## **Dual Enrollment**

### **Saginaw Career Center/Saginaw Arts and Science Academy/Bay Arenac Skills Center**

#### *Saginaw Career Complex/Bay Arenac ISD*

Juniors and Seniors may dual enroll in one of the career technical programs offered by the Saginaw Career Complex (SCC) or Bay Arenac ISD (BA). Both programs are part of the local public schools. Students selecting this option should select the earliest session so that they may rejoin the school day beginning with chapel and then 4<sup>th</sup> hour. Transportation to and from SCC/BA is the responsibility of students and their parents.

Credit for SCC/BA courses will be granted as follows:

1. Students enrolling in SCC/BA will develop, with the help of the guidance counselor, a personalized curriculum program that includes a plan for courses to be taken at Valley Lutheran for the junior and senior years. This plan will demonstrate how SCC/BA courses and Valley Lutheran courses work together to meet graduation requirements.
2. Students successfully passing a program at SCC/BA will receive a total of 3 credits (1.5 credits per semester) for that course and the grade will be included in the student’s Valley Lutheran grade point average.
3. Student will receive .5 credits in Communication and Composition for each successfully completed year. A student completing two years at SCC/BA may substitute the 1 credit of Communication and Composition for a senior year English course as long as they have completed up through English 4 at Valley Lutheran. This 1 credit will be applied to the English requirements for graduation.
4. Student may also elect to substitute 1 credit per year for either a math or science course as long as they have completed up through Advanced (or Intermediate) Algebra 2 for math and completed Biology and Intro to Chemistry/Intro to Physics for science. The name of the course will be as it is transcribed by the SCC/BA. For the second year of the SCC/BA program, the math credit may be substituted for the fourth math credit required in the senior year.
5. The remaining 1.5 credits for the year will be transcribed under the name of the career technical course.
6. Students attending SCC/BA must be currently enrolled in at least four courses at Valley Lutheran.
7. If a student registers for a career technical program and completes the first semester, they must stay in the program through the end of second semester.
8. Any exceptions to the above guidelines must be approved in advance by the Academic Dean or Principal.

### *Saginaw Arts and Science Academy*

Students in grades 9-12 may dual enroll at the Saginaw Arts and Sciences Academy (SASA), a gifted and talented program of the Saginaw Public Schools. Students selecting this option will have Valley Lutheran classes in the morning and will be dismissed for SASA classes in the afternoon. Transportation to and from SASA is the responsibility of students and their parents. Students successfully passing a program at SASA will receive 1.5 credits per semester for that course which is included in the student's Valley Lutheran grade point average. The credits may fulfill English, Science, Math, or elective graduation requirements. Students must be currently enrolled in at least four courses at Valley Lutheran.

### **Delta College or Saginaw Valley State University**

Students may earn credit from Delta College or Saginaw Valley State University while enrolled at Valley Lutheran.

1. Students are responsible for tuition for the college classes.
2. Students may take "core" courses during the Valley Lutheran school day if the course, or one comparable to it, is not offered at Valley Lutheran.
3. Grades in classes taken for both college and high school credit will be recorded on the student's high school transcript and computed as part of his/her high school grade point average.
4. Students are required to provide their own transportation to and from the college.
5. Because of the wide variety of options offered by colleges, arrangements must be made with the counselor and approved by the principal or academic dean on an individual basis.

### **Extra-Curricular Eligibility Policy**

Students must maintain academic eligibility in order to participate in any extra-curricular activities which require an ongoing time commitment such as athletics, extra-curricular drama, extra-curricular music groups, cheerleading, student government, pompons, etc.

Students who receive an "F" or an "I" on a mid-term will be reevaluated in all of their classes on or about the second Friday following the midterm. Failures in any class at that time will make the student ineligible to participate in any extra-curricular activities until the next quarter grades are posted. Any "I" on mid-terms or follow-up evaluations would make the student ineligible until the "I" is replaced with a passing grade.

Students who receive an "F" on a quarter grade will be ineligible until the next mid-term evaluation. Students who receive an "I" will be ineligible until the incomplete is replaced with a passing grade.

Students who receive an "F" for a fourth quarter grade may gain immediate eligibility for the fall by taking a summer school class in the subject that was failed. Where no corresponding summer school class is offered the student may complete an independent study with the teacher of the course that was failed.

### **Final Exams**

All non-activity classes will give final exams each semester. Final exams will count 20%-33% of the semester grade.

Seniors may be excused from taking the second semester exam in full-year classes where they maintain a "B" average. Teachers may require the exam of all students. Seniors with excessive absences may be required to take all exams. Seniors may be required to take exams as part of school discipline as determined by the administration.

### **Testing Out of a Course**

Students may test out of a course (other than a religion course) by attaining a grade of 70% or higher on each component of a comprehensive final examination. Components may include portfolios, papers, projects, or presentations as well as a comprehensive test. One credit (for a year long course) will be granted and the grade will be recorded on the official transcript as "pass" for each course that a student passes at the 70% or higher level. The credit

may be applied towards graduation. Grades of “pass” are not computed as part of a student’s cumulative GPA. Students may not test out of a course in which they are currently enrolled or that they have previously failed. Teachers are not required to provide instruction to prepare students for the test although they may help in locating some review materials. One attempt to test out of each course is allowed. Testing out of a course is available in December/January and June at the time of our normal final exams. See the Academic Dean before the end of the first week of the semester to make arrangements.

### **Graduation Requirements**

4 Credits of English—English 2, 3, 4, and one additional English credit required  
4 Credits of Mathematics—Algebra I (Algebra 1A & 1B), Geometry, Algebra 2; must include one credit in Senior year  
3 Credits of Science—Biology, Intro to Chemistry and Intro to Physics, Chemistry or Physics  
3 Credits of Social Studies—Global Issues, US History, .5 credit in Government, .5 credit in Economics  
1 Credit PE/Health—Includes .5 credit of PE and .5 credit of Health  
1 Credit Visual, Performing, Applied Arts—Includes selection from Music, Art, or Drama courses  
4 Credits (or one for each year in attendance) Religion  
Total number of credits required for graduation is 20 credits plus one credit of religion for each year of attendance.  
Under our current 9-period system, students with one study hall each year have the opportunity to earn 28 credits over four years of high school.

The above requirements are consistent with the State of Michigan Improved High School Graduation Requirements.

### **Guidance Services**

Valley Lutheran offers full-time guidance services, including academic, career and personal counseling. Students are encouraged to visit the guidance office during their study hall, lunch period, or before or after school.

### **Make-up Work**

Students are required to make up work that has been missed. Students are to take the initiative in making up work.

A student will have 2 days after the first day of absence and one more day for each additional day of absence, with a maximum of two weeks, to hand in make-up work. However, long-term assignments, such as reports, term papers, and/or projects are due as assigned. If a student is absent one day only, and a test is given on that day, the test must be taken on the day the student returns to school.

Failure to hand in make up work by the designated date results in a "0" or "F" for that work.

### **Records**

Parents and students have the right to review the information in the student's cumulative record. A parent or student who believes the record to be in error can appeal for the correction of that portion of the record. When a student or parent requests to review a cumulative file, an appointment will be made with an authorized member of the school staff to review the record with the parent or student. Such a review of the record is to be arranged and completed within ten days of the student's or parent's request.

Student records/transcripts will be forwarded to another school, college, military service, or business upon the written request of the student or his parents. No records will be released until all financial obligations are met.

## Report Cards and Grades

Report Cards are issued at the end of each nine-week period and at the end of each semester, with exact dates listed on the school calendar. They are to be reviewed by both student and parent. The letter grades are awarded based on the following percentages:

A	93%-100%	C	73%-76%
A-	90%-92%	C-	70%-72%
B+	87%-89%	D+	67%-69%
B	83%-86%	D	63%-66%
B-	80%-82%	D-	60%-62%
C+	77%-79%	F	Below 60%

Letter grades will have the following grade point values:

A	4.0	C-	1.7
A-	3.7	D+	1.3
B+	3.3	D	1.0
B	3.0	D-	0.7
B-	2.7	CR	0.0
C+	2.3	F	0.0
C	2.0		

In general, letter grades have the following meanings:

A - superior achievement and good work habits.

B - above average achievement and good work habits

C - average achievement and satisfactory work habits

D - below average achievement

F - failure and unsatisfactory work habits

I - incomplete. Assigned work must be completed before a grade can be given. A maximum of two weeks is allowed for this. After two weeks, any incomplete work will be recorded as a "0" or an "F". Exceptions to the two-week limit may be made by the principal and may require a doctor's excuse.

CR - credit is earned for effort given but no letter grade is issued.

All grades are passing except "F". Only semester grades are listed on your permanent record. Ordinarily a student should have no less than a "B" average to be recommended to college.

If a student retakes a class, both grades will be recorded. If a student has passed a class, but wishes to demonstrate better knowledge for the class, additional credit is not earned upon passing the class again. All grades will be shown on the final transcript.

At about 5 weeks into each quarter, midterm reports will be sent home to all students.

## Teacher Recommendations

Students often need teacher recommendations for college admissions, scholarships, awards, job applications and other situations. In order to help teachers write the best possible honest recommendations students are encouraged to:

- Request the recommendation at least two weeks prior to the deadline.
- Provide the teacher with information about the recommendation in writing including:
  - The name of the scholarship/award/etc., mailing/e-mail address and deadline.
  - The criteria for the scholarship/award/etc. to be addressed in the recommendation.
  - Any information about the student which may be helpful to the teacher in writing the recommendation.

In some cases the teacher may refer students to other teachers better suited to write a recommendation for that particular student.

Students are encouraged to maintain current records of extracurricular participation and community service on "Connect Edu" a website that is available through our website (vlhs.com) under "academics" and then "guidance information". This is especially helpful in completing the various applications that are common in the senior year. For more information contact the guidance director.

### **Requesting Assignments**

Parents may request assignments for their students when they are absent. All requests should be made to the office as early in the day as possible and assignments will be available after school.

### **Resource Center**

Students and faculty have access to the use of the resource materials such as computers, reference books, non-fiction, fiction, magazines, newspapers, college catalogs, pamphlets and picture files, and audio-visual materials during each school day. Opportunities for use occur before and after school, during study halls, and in scheduled class sessions in which library skills are developed through specific assignments. Many recreational reading materials are also available for check out.

### **Schedule Changes**

Schedule changes will only be made during the first five school days of each semester. Changes will be approved only for good, sufficient reason with administration and parent approval. Students withdrawing from classes after the first five school days of a semester will receive an "F" in the course. In general, schedules will not be changed to accommodate student preferences of study hall or lunch hour.

## **CONDUCT AND DISCIPLINE**

There are few formal "rules" at Valley Lutheran High. As a community of maturing Christians, we struggle, individually and collectively, to be what Christ would have us to be. To that end, we have the law to, as Luther's Catechism puts it, serve as a mirror and a rule, to serve as a guideline and to control the tendency to sin within us.

Not every guideline or behavior can be specifically stated; however, students are to remember and measure their actions against the following Standards of Conduct:

1. Respect God - Matthew 22:37 "Love the Lord your God with all your heart, soul and mind."
2. Respect People - Matthew 22:39 "Love your neighbor as yourself."
3. Respect Property - Exodus 20:15 "You shall not steal."
4. Respect the Learning Process - Proverbs 13:14 "The teaching of the wise is a fountain of life, turning a man from the snares of death."

The following are forbidden:

1. Damaging any property that belongs to the school, to its employees, to its visitors, or to other students.
2. Defiance of the authority of the teacher, principal, or other school employee.
3. Stealing or forgery, or the attempt to do either.
4. Participating in any activity which interferes with or disrupts the educational process.
5. Physically assaulting or causing bodily injury to an employee of the school, visitor, or another student.
6. Harassing or bullying a student, faculty or staff member verbally, physically, via the Internet, or other

electronic communication devices. This includes communication outside of school that affects the school's social or academic environment. (see below)

7. Throwing objects (rocks, food, snowballs, etc.) that can cause bodily injury or property damage.
8. Using profanity, vulgar language, or obscene gestures.
9. Tampering with, changing or altering records or documents.
10. Running and roughhousing in the hall.
11. Unauthorized entry, occupation, or use of any school facilities.
12. Playing radios and personal music devices/players and other headphones in the building during the school day.
13. Playing with games, toys and nuisance items (i.e. hand-held video games, "Hacky Sack", cards, electronic communications devices) during the school day.
14. Possessing fireworks or other disruptive chemical devices.
15. Any driving deemed reckless in the parking lot or driveway

Harassment or bullying includes but is not limited to the following: teasing, taunting, or ridiculing; any racial, socio-economic, physical, or sexual orientation attacks; provocations intended to inflict emotional scars; spreading of rumors intended to cause damage to another's reputation; or any other communication that causes a student, faculty, or staff member distress.

Harassment or bullying may occur verbally, written, or via electronic communication devices including but not limited to the Internet. Students found to be in violation of the harassment/bullying policy will be subject to disciplinary action up to and including expulsion from school.

There are several sins that will result in immediate suspension by the principal and referral to the Board of Directors for further actions, which could result in expulsion. These offenses include, but are not limited to, possession and/or selling drugs, including alcohol, and immoral sexual behavior.

### **Definition of Discipline Measures**

Valley Lutheran High School is a Christian setting in which God seeks to accomplish His good and gracious will in the life of each student. The school recognizes that, as a child of God, every student is both saint and sinner at the same time. It is a privilege and responsibility to help each student grow in a personal relationship with Jesus Christ and to help every student live in the assurance of God's love, mercy and forgiveness.

Detention may be assigned by the administration or a teacher. Detentions will be served after school or on Saturday. Detentions may involve physical labor. (i.e. vacuuming floors, sweeping floors, picking up litter, etc.)

Social Probation--Students are not allowed to attend extra-curricular activities as a participant or observer. They are expected to leave school immediately upon the conclusion of the school day unless other arrangements are made with the Dean of Students

Suspension from Class with Credit - The student will report to the office instead of his scheduled class. The student will receive an assignment from his teacher for which he will receive credit. The student may not return to class until the assignment is completed. If the student does not return to class as scheduled he will lose credit for any additional class time missed.

In-School Suspension - The student will be held in the office for the duration of the suspension. The absences will be unexcused. The principal may suspend a student for up to 5 days.

Suspension - The student will not be allowed to attend school. The absences will be unexcused. The principal may suspend a student for up to 5 days.

Expulsion - The student will be removed from the rolls of Valley Lutheran High School by the Board of Directors.

When a student requiring discipline refuses, by his own attitude and actions, to accept the ministry and counseling offered him, further disciplinary action may follow. Should enrollment at Valley Lutheran High be discontinued for disciplinary reasons, the school administration and staff will continue to seek opportunities for continued ministry to the student and family. When, as a result of the continued ministry, a student demonstrates and expresses his desire to return to a Christian educational setting, the principal will seek to provide for his re-enrollment. Ordinarily, no student will be readmitted during the current school year, unless the Board of Directors makes an exception.

### **Dress Code**

Each student will dress in a manner that will not interfere with an orderly, wholesome, and productive school life. In addition, one of the responsibilities of maturity is to dress in a manner that is fitting to the occasion. General principles to be followed are: neatness, modesty, and the avoidance of all extremes.

#### **All Students:**

1. All clothing must be neat and clean with no holes, tears, or frayed pants legs, etc.
2. Shoes must be worn at all times.
3. Coats and jackets clearly intended to be worn outdoors may not be worn during the school day.
4. Clothing may have writing and pictures on it as long as it does not refer to profanity, alcohol, drugs, sex, music groups/artists, professional wrestling, or anything else that is contrary to our Christian belief. (i.e. symbols and pictures that have satanic implications and references to death)
5. Jackets should not be worn to cover unacceptable clothing.
6. Students may wear clothing that promotes Christian music.
7. Student's hair should be neat and clean and not worn in any exaggerated style. This includes but is not limited to hair of unnatural colors, spiked hair and Mohawks.
8. Shirts, sweaters, blouses, and other tops should be cut to reflect modesty. There should be no bare midriff. Mesh clothing and clothing with cut-out areas is not allowed.
9. Pajama tops and bottoms are not allowed.
10. Proper undergarments must be worn and be covered.
11. Hats and/or hoods and sunglasses may not be worn inside the building during the school day.
12. Students may wear shorts from April 15 until October 15 that are neat, hemmed and eight (8) or fewer inches from the floor when kneeling. If shorts have a questionable "slit", they are measured to the top of the "slit".
13. Capri, or other similar pants, that extend less than eight (8) inches below the bottom of the knee are considered to be shorts and may only be worn from April 15 until October 15.
14. Jewelry and other accessories including book bags should be in the spirit of the dress code. Any jewelry worn should not compromise student safety. This includes but is not limited to chains, spiked collars and bracelets.

**Male Students:**

1. Male students may wear pierced jewelry on their ears only.
2. If a button type shirt is the only shirt that is being worn, no more than two buttons from the top are to be unbuttoned.
3. Students should be clean-shaven.
4. Male students must wear shirts with sleeves.

**Female Students:**

1. Female students may wear pierced jewelry on their ears only.
2. Students may not wear split skirts, "skorts" etc. except from April 15 until October 15.
3. Dresses and skirts must be 6 or fewer inches from the floor when kneeling. Shorts must be 8 or fewer inches from the floor when kneeling. If these have a questionable "slit", they are measured to the top of the "slit".
4. Tops worn by female students may have a sleeveless cut with top of the shoulder covered and no undergarments showing. Tank tops and spaghetti strop tops or dresses are not to be worn.

The school reserves the right to make decisions on what is or is not acceptable.

If a student is sent to the office for a dress code violation, the student will not be allowed to return to class until he/she is dressed in a manner that does meet dress code requirements. Repeated violations will be considered insubordination and may result in additional discipline.

**Graduation Attire**

The graduation ceremony serves as both a worship service and a celebration of the successful completion of the high school graduation requirements. Students are asked to dress in a manner befitting both purposes. In addition to the graduation caps and gowns, students may wear the following items:

- a. Valedictorian and salutatorian medals
- b. National Honor Society gold cords
- c. Awards presented at the Senior Banquet
- d. Key Club graduation medallions
- e. Other awards as approved by the Principal or Academic Dean

**Clothing Permitted for Gentlemen Beneath the Robes**

- Dress pants (no shorts) and collared shirt. Tie is preferred but not required.
- Dress shoes (no sandals, athletic shoes or work boots) and socks required.

**Clothing Permitted for Ladies Beneath the Robes**

- Appropriate length dresses or skirts.
- Dress pants (no shorts) and dressy blouses or tops
- Sandals (no flip-flops) or dress shoes

The school dress code concerning sun glasses, body piercings, hair, and facial hair remain in effect.

Students not adhering to this dress code will not be allowed to participate.

## **Driving and Parking**

Students are allowed to drive cars to and from school. Cars are off-limits during the school day. They are to be used only as transportation to and from school. Students shall park in the lot immediately south of the school. They are also encouraged to register their vehicles in the office. Any violation of proper use of the automobiles will result in the student not being allowed to drive to and from school.

## **Drug/Alcohol Policy**

Use, possession, sale or distribution of alcohol or illegal substances in the building, on school grounds or at any school function is forbidden. Possessing illegal drugs and prescription drugs without a doctor's signed prescription is also forbidden. Attendance at school or any school function while under the influence of alcohol or illegal substances is forbidden. Any violation may result in suspension and/or expulsion by the Board of Directors. The proper legal authorities will be informed where warranted.

## **Hearing Process**

The law states that a fundamental goal is educational development of all persons to the limits of their capacities. However, when citizens act irresponsibly, violate the rights of others, or present an actual or threatened danger to persons or property, they are subject to the loss of some of their rights.

Such is the case with the right to an education. When a student commits an act of gross disobedience or misconduct as defined by the Board of Directors and the school, the student's right to an education at Valley Lutheran High School may be temporarily withheld.

The school may not, however, deprive a student of rights via suspension or expulsion without a hearing. A student shall be entitled to and shall receive a hearing and will be allowed to present a defense to any charges, to explain the circumstances of the actions in question, or attempt to prove innocence.

A student has the right to a hearing in cases of suspension or expulsion. The request for an official review must be made within 5 days after notice of the disciplinary action taken against the student has been served on the student, parent or guardian, either personally or by mail. Failure to request a hearing within the time limit constitutes a waiver of the right to a hearing. Requests may be made orally or in writing to the principal or to the Board of Directors.

Immediate suspension is imposed if the student is deemed a present or continuing danger to persons, property, or an ongoing threat of the academic process. In which case, the student will be removed from the school building as soon as possible. The student's parents or guardians will be notified immediately and will receive a full statement of the reasons for suspension.

Parents/guardians will be notified of any suspension by mail within 48 hours of the decision to suspend. In most cases, a phone call will also be placed to the parents/guardians in an effort to discuss the situation.

At hearings conducted by the Board of Directors, the student will have the right to question the person who made the decision to suspend, the right to present and question witnesses, and the right to make a statement on their own behalf. If requested by the student, parent or representative, a written record will be kept of the proceedings. The Board of Directors will review the suspension and may uphold the suspension, modify it, reverse it, or make it an expulsion. If the suspension is reversed, all references to it in the student's record will be removed, and the school will give the student whatever assistance is necessary to make up missed school work.

## **Expulsion**

In the case of expulsion, the student and the student's parents/guardians will be notified of the reasons for the expulsion, including a full statement of the reason for dismissal, the length of the expulsion, and the procedure for hearing. A student, however, may be suspended for the benefit and/or safety of the school and student body, until the Board of Directors holds a hearing (if requested by the parents/guardians) to discuss the situation.

At the expulsion hearing, the student will have the right to question the person who made the recommendation to expel,

to present evidence, to call and question witnesses, and to make a statement on their own behalf. If requested by the student or parent/guardian, a record of the proceedings shall be kept.

### **Lunch Period Decorum**

Students' behavior in the dining room should be based on courtesy and cleanliness. This means leaving the area in the condition in which you would like to live. Students are to remain in the cafeteria the entire hour.

Games will be permitted during lunch periods providing the games are reasonable, safe, wholesome, and do not create unnecessary disturbances. Teachers supervising lunch periods reserve the right to monitor, examine, or remove any game they believe is in violation of the school's philosophy.

Food and beverages must be consumed in the cafeteria during lunch time, except with the permission of a teacher. Beverages in bottles with screw top lids may be kept in and consumed at lockers between classes.

Restaurant food should be neither brought to school by students nor delivered by anyone. If a student is out of the building for an appointment and purchases fast food, it should be consumed before returning to school.

Lunches may be purchased with a lunch card or cash. Students may purchase lunch cards before school only. Lunch tickets that are lost or stolen should be reported to the school office. Students attempting to use a lunch ticket that does not belong to them will be held responsible for up to the cost of replacing the lunch ticket. Other school discipline may result.

### **Lockers**

Each student will be assigned a hall locker. Students in physical education classes and athletics will be assigned a locker in the locker room. Students may use magnets to attach pictures and other small appropriate signs to their lockers. No tape should be used. Hall lockers have a self-contained lock. Students must provide their own lock for lockers in the locker room. Students are not allowed to use lockers that have not been officially assigned to them. Students should keep their locker locked at all times and share their combination with no one. The school is not responsible for lost or stolen articles. Lockers remain the property of the school and are issued to students for their convenience. School officials reserve the right to open and inspect them.

### **Non-School Sponsored Activities**

Non-school sponsored activities involving Valley Lutheran High School students are considered as private parties. They should, however, meet the accepted moral and Christian standards of the school and community. The school reserves the right to censure a student whose conduct is an offense to the school and church community.

### **Passes**

Students moving about the building during class periods must have a pass signed and dated by a faculty member. No student may leave the campus during the day without a pass from the office.

### **Public Display of Intimate Affection**

Because there is a time and a place for everything, public display of intimate affection at Valley Lutheran High is discouraged and cannot be allowed. In general, publicly holding hands is not considered socially offensive and will be allowed. Actions like kissing and embracing will not be allowed. Students found in violation of this will be referred to the Dean of Students.

### **Searches**

#### **Possession:**

Possession means actual care, custody, control, or management. A student shall be considered to be in possession of any substance or thing prohibited or regulated by this code of conduct, if the substance or thing is: (1) on the student's

person or in the student's personal property, including but not limited to the student's clothing, purse, book bag, or briefcase (2) in any private vehicle used by the student for transportation to or from school or school-related activities, including but not limited to, an automobile, truck, motorcycle, or bicycle or (3) in any school property used by the student, including but not limited to, a locker or a desk.

### **Search of Property**

On occasion trained search dogs will be used to search the campus for drugs, alcohol, or firearms.

Visits to the schools shall be unannounced. The dogs shall be used to sniff the air in vacant classrooms and other common areas and around student lockers and automobiles parked on school property.

If the dog alerts to a particular locker, a car, or an item in classrooms or other common areas, that area or item may be searched. If the dog alerts to a car, the student shall be asked, if necessary, to unlock the car doors and trunk for an internal inspection. If the student refuses, the parents will be notified.

The school reserves the right to search student property when reasonable suspicion arises.

If any prohibited substances are found, the student may be subjected to appropriate disciplinary measures, including suspension and/or expulsion. If the situation warrants the student may also face legal charges.

### **Sexual Harassment**

The Board of Directors of Valley Lutheran High School views all contact between members of the Valley Lutheran High School Community (individual students, teachers, other adult employees and volunteers of Valley Lutheran High School) shall be in keeping with respect for the individual as our Lord's redeemed, be of a nature which does not make the individual feel uncomfortable, and be conducive to creating a stable Christian learning environment. Sexual harassment of members of the Valley Lutheran High School Community by other members of the Valley Lutheran High School Community is contrary to Christian living and is unlawful under both Michigan and Federal law and therefore, will not be tolerated by the Board of Directors of Valley Lutheran High School.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature when made by any member of the Valley Lutheran High School Community toward any other member of the Valley Lutheran High School Community when:

- Submission to such conduct is made either explicitly or implicitly a condition of educational or employment decisions.
- Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or educational environment.
- Sexual harassment may include, but not limited to verbal, written, visual harassment or abuse. Sexual harassment is further defined and may include, but is not limited to;
  1. Uninvited sex-oriented verbal "kidding" or demeaning sexual innuendoes, leers, gestures, teasing, sexually explicit or obscene jokes, remarks, or questions of a sexual nature;
  2. Graphic or suggestive comments about an individual's dress or body;
  3. Displaying sexually explicit objects, photographs, or drawings;
  4. Unwelcome touching, such as patting, pinching, or constant brushing against another's body.

It is the responsibility of each member of the Valley Lutheran School Community to:

- Conduct him or herself in a manner which contributes to a positive Christian School environment.
- Avoid any activity that may be considered sexual harassment.
- Consider immediately informing anyone sexually harassing him or her that such behavior is offensive, unwelcome, and must be discontinued immediately.

Any member of the Valley Lutheran High School Community, who believes he or she has been subjected to harassment as prohibited by this policy, may report the allegation to the Dean of Students and complete a Sexual Harassment

Report Form. In circumstances involving the Dean of Students reports should be made to the Principal. In circumstances involving the Principal reports should be made to the Executive Director. In circumstances involving the Executive Director reports should be made to the President of the Board of Directors.

A charge found to have merit could include but not limited to these sanctions:

1. Probation
2. Suspension
3. Student expulsion

Individuals found to have made false or frivolous charges may be subject to sanctions as deemed necessary by the Executive Committee of the Board of Directors.

Since sexual harassment is illegal under both state and federal law, it may also result in criminal and /or civil charges being brought against the alleged harasser.

### **Sexual Immorality**

Sexual immorality is wrong and can not be condoned by Christians or Valley Lutheran High School. Life is sacred and a gift from God. Valley Lutheran will encourage and work with students and families with this belief in mind. Acknowledging sin and that we are all sinners, together with a spirit of remorse leads to genuine repentance and forgiveness. Where there is repentance, there is forgiveness from God and Valley Lutheran High School. Yet the result of sin has consequences, both of the natural and imposed nature. Sins which involve sexual immorality may lead to school discipline, which could include suspension or referral to the Board of Directors for further actions.

Pregnancies in a school setting create problems for student(s), family(ies), and the school. If a pregnancy occurs, the mother and/or father, along with their parents will meet with the principal to discuss the situation. Every effort will be made to assist the mother and/or father and their family(ies) with handling the pregnancy. Some form of Christian counseling is strongly encouraged. The student(s) and their family(ies) will have the options available explained to them. These options include remaining in school until such time that health or circumstances become a problem for the student or school environment, continuing their education through a homebound study program, or withdrawal from school. If the decision is to remain a student, then a parenting course must be attended. Documentation of enrollment and completion of the parenting course must be given to the school. The mother and/or father will not be allowed to represent Valley Lutheran High School. Representing Valley Lutheran High School includes joining, practicing, or performing in concerts, plays, athletic events, or other extra-curricular activities until the birth of the child or up to nine months after the school is made aware of the pregnancy, whichever comes first. Students may participate in graduation exercises. They may not represent the school or class as valedictorian, salutatorian, class officer or in any other way at graduation or related ceremonies. This list is not intended to be all-inclusive. The school reserves the right to determine what is/not acceptable.

### **Tobacco Use**

Use or possession of tobacco products in the building even if a student is of legal age, on school grounds or at a school function is forbidden and may result in suspension.

### **Weapons**

The possession of any weapon, including but not limited to guns or knives, is not allowed in the school, on school property or at any school function. Any object including facsimiles of weapons, used to threaten or otherwise create a concern in the school community will be treated as if the object were a weapon. Students in possession of a gun or weapon may be suspended or expelled by the Board of Directors.

## **ATTENDANCE**

### **After School Policy**

Teachers can expect students to stay after school to make up work missed because of absence, failure to do assignments, or for disciplinary purposes. However, because of our transportation provisions, parents must be notified by the teacher at least one day prior to the day arranged for the student to remain.

## **Attendance Procedures**

Regular attendance in school is the responsibility of the parent and the student in cooperation with the school. Absence from class results in a loss of valuable instructional time and therefore prohibits maximum learning which in turn is reflected in course grades.

A student who is absent 10 times (approximately 10% of class time) from a class during a semester will receive a 5% (one-half grade) semester grade deduction for that class. A student who is absent 15 times (approximately 15% of class time) from a class during a semester will receive a 10% (one grade) semester grade deduction for that class. A student who is absent 20 times (approximately 20% of class time) from a class during a semester will not receive semester credit for that class. Absences due to school related activities (i.e. field trips, chapel presentations, athletic contests, etc.) will not count toward that total. A student who misses more than one half of a class period will be considered absent. If a student is denied credit for a class because of absenteeism, he/she may appeal that loss of credit to the Executive Director.

Campus visits by juniors and seniors are considered to be "school related activities." For campus visits to be classified as "school related activities" they must be documented with a letter from the college admissions office including the date and time of the visit within 2 days of the visit. Juniors are limited to 2 visits and seniors are limited to 4.

## **Reporting Absences/Early Dismissals/Late Arrivals**

1. Please telephone the office before 9:00 am on the day of the absence.
2. Students not excused either by phone or note will be unexcused and required to serve a detention for time missed and receive a 2% quarter grade reduction for each class missed.
3. Students who must leave early or arrive late must have a note or phone call to the office by their parents.
4. Students are not to leave the school campus at any time without permission of parents and/or the school administration.
5. All students who arrive late or leave early must check in/out in the office.
6. Students who leave early or arrive late unexcused will have an unexcused absence recorded in any missed classes and serve a detention for the time missed.
7. Students who become too ill during the school day to attend class may stay in the office until they are able to get a ride home. This time spent in the office is considered to be an absence.
8. If the student has an appointment for medical reasons they must provide a "return to school/work" form from the doctor in order to participate in extra-curricular activities on that day. This form must include the time and date of the appointment.

## **Work Release**

Junior and Senior students may apply for work release based on the following conditions:

1. Students may only be excused from study halls during 8th and/or 9th hour. (Students may not be able to arrange for 8th/9th hour study halls due to schedule conflicts, class sizes, etc.)
2. Students must provide a proof of regular employment from their employer each semester that they are participating in work release. This must be provided on business letterhead and indicate that the student will be regularly employed at such a time as to require an early dismissal.
3. Students must provide written approval from their parents.

4. Students must maintain passing grades. An "F" for a quarter will result in the student being put on probation. An "F" in any class for a second consecutive quarter will result in the student losing the privilege of early dismissal.

### **Emergency Closing of School**

Emergency school closings due to weather or other factors will be announced on radio stations WSGW-AM (790 AM), WSGW-FM (100.5 FM), WGER (106.3 FM), WCEN (94.5), WUGN (99.7 FM), T.V. stations WJRT (12) WNEM (5) and WJRT (25).

### **Extra-Curricular Attendance**

A student is not eligible to attend or participate in any extra-curricular activity if he/she was absent from any class that day including time spent in the office for health reasons. A medical or dental appointment constitutes an exception that allows the student to still be eligible to attend or participate in extra-curricular activities. Any other exceptions must be approved by the administration. Any student in violation of this policy may be subject to school discipline.

### **Probable Absences**

In the event of a pre-planned absence, a student should secure a probable absence form from the office. Signatures must be obtained on the form in the following order: parents, school attendance officer, student and teachers. If the absence could be harmful to the student's educational progress, the office or homeroom teacher will contact the parents. Students with probable absences should contact their teachers prior to the absence to make arrangements to get homework assignments that will be missed.

### **Tardies**

Punctuality is an important trait that not only demonstrates respect for others and the learning process, but also has a direct application to the work place.

1. A student who arrives at school after the start of school is considered to be tardy. Students who are tardy due to a properly documented medical appointment or a school related activity will be excused. Any other exceptions must be approved by the administration.
2. Students not in their classrooms when the end of passing period begins ringing will be tardy.
3. Students not in their seats for study hall when the passing period bell stops ringing will be tardy.
4. Students who are repeatedly tardy will experience the following consequences:

On the 5<sup>th</sup> tardy during a quarter, the student will receive one Thursday School assignment.

On the 8<sup>th</sup> tardy during a quarter the student will receive a one day in-school suspension from class with credit

On the 12<sup>th</sup> tardy during a quarter the student will receive a two day in-school suspension which will be considered unexcused. A meeting with the student and a parent must be held before the student returns to class.

On the 16<sup>th</sup> tardy during a quarter the student will receive a three day in-school suspension which will be considered unexcused. A meeting with the student and a parent must be held before the student returns to class.

### **Unexcused Absences**

A student who acquires an unexcused absence will be allowed to make up any assigned work and/or tests. The student's grades will be reduced 2% on the quarter grade for each unexcused absence during a quarter. The student may also be assigned a detention or in-school suspension equivalent to the time missed.

## **Vacations During School**

Because a student needs to be in class for optimum learning to take place, families are strongly discouraged from planning vacations that will cause a student to be absent from school. Regular vacation periods are scheduled so that families do have the opportunity to vacation together.

## **EXTRA-CURRICULAR ACTIVITIES**

Extra-curricular activities are an important part of a high school education. It is in these activities that students can learn a number of life skills, such as teamwork, dealing with success and failure, organizing activities, and many more. The opportunity to participate in these activities is open to all students who meet the academic eligibility requirements. Most activities involve an unlimited number of students; however, there are some activities which do have limited numbers.

Students shall be allowed to join any of our athletic teams, performance activities, clubs or organizations as long as there is not an unresolvable conflict between the practice times or game/performance times nor between the coaches or advisor involved.

If a student intends to be involved in more than one performance activity or be on more than one athletic team, they must, at the beginning of the season make their intentions known. The student must pick up and complete an "Intent to Participate in Multiple Activities Form" in the school office.

Included among the extra-curricular activities are: Drama, Athletics, Individual Events, Academic Quiz Bowl, Law Day, Charger Chronicle (student newspaper), Retrospect (yearbook), Impact, Acclaim, Glorify (Hand bells), Brass Ensemble, Jazz Band, Barbershop, Woodwind Quintet, Flute Choir, Students for Life, Students Against Destructive Decisions (SADD), Sign Language Club, Student Council, and others that may be organized because of student interest.

### **Behavior at Extra-Curricular Activities**

Although different behaviors are acceptable at extra-curricular activities such as dances, athletic events, school plays, etc., students should be aware that the appropriate school policies and rules are in effect. Students are also encouraged to remember that at all times they are representatives of our Savior Jesus Christ.

### **Fund Raising**

Only student groups not funded in the general budget may hold fund raising activities. Those groups may conduct sales only within the student body. They may conduct fund raising service events (car wash, leaf raking, etc.) among the community in general. All fund raising events must be approved by the Principal.

### **Social Activities**

Normally, evening social activities are scheduled to be over by 11:00 p.m. Dress and conduct should be appropriate for the occasion. Each student may bring one (1) person with him or her when attending a special social activity if it is an open activity. The name of the student attending must be turned in to the faculty sponsor prior to the event. Students attending a school activity are not allowed to leave and return later in the evening.

### **Student Council**

Your student council provides for student activities, serves as a training experience for both leaders and followers, promotes the common good, gives students a share in the management of the school, develops high ideals of personal conduct, acts as a clearing house for student activities, seeks to interest students in school affairs, and helps solve problems that may arise. Members of the Council are your representatives and have direct access to the school administration.

Students may serve as student council officers, class officers, homeroom representatives, or representatives of recognized student organizations.

## ATHLETICS

Valley Lutheran is a member of the Michigan High School Athletic Association and the Tri-Valley Conference. We offer teams in cross-country, soccer, golf, football, basketball, wrestling, volleyball, baseball, softball, track, bowling, pompons, and cheerleading. The school colors are navy and gold. The school teams are known as the Chargers.

### Athletic Awards

Students may be eligible for a variety of honors based on athletic performance and combined athletic/academic performance. Included among these honors are All Conference, All State, and All Area as selected by local media. Students may also be eligible for junior varsity numerals and varsity letters. Lettering criteria varies among the sports. In order for an athlete to receive a letter, numerals, pin etc. he/she must be academically eligible and have kept all of the training rules for the entire season (all matches, games, contests, etc.). They may receive a certificate of participation at the discretion of the coach. For more information see the athletic director.

### Athletic Training Rules

Our teams at Valley Lutheran represent more than the individuals or even the school. They are representing their Lord Jesus Christ as well. It is a privilege to participate in athletics at Valley Lutheran. Consequently, the actions of our athletes both on and off the courts and fields are very important as witnesses for Christ. Coaches should use Christian concepts in order to maintain a type of discipline which presents the teams as a positive witness.

Valley Lutheran High School has a responsibility to help students grow in their Christian faith and life with particular emphasis on proper lifestyle choices. Our philosophy is based on Law and Gospel-consequences and forgiveness with our goal of helping students to make appropriate choices and learning from their mistakes. Students and their family members are encouraged to contact the school for help with alcohol and other drug-related problems, with the assurance that such contacts will be handled sensitively and confidentially.

Coaches may formulate special training rules for their individual sports that do not supercede the rules listed directly below. Coaches should inform the athletes of their training rules at the beginning of the season. The training rules listed below apply to all athletes, managers, and statisticians.

#### Athletic Training Rules

- 1. Possession or use of intoxicating beverages is forbidden.**
- 2. Possession or use of tobacco is forbidden.**
- 3. Possession or use of narcotics and/or drugs, unless medically prescribed, is forbidden.**

### PENALTIES FOR VIOLATION OF TRAINING RULES

The following may recognize violations: coaching staff, faculty, and law enforcement agencies.

#### First Offense:

- Suspension for one-third of the regular season play dates. If less than one-third of season remains, suspension will carry over to the next sport's season. Students will be allowed to try out and must practice, but not participate in any contests until suspension is served. Suspension may carry over into the post season games. Completion of a school-approved prevention program is required.
- If student and/or parents self-disclose or admit a violation upon first confrontation, a suspension will be served until completion of a prevention program (minimum one game suspension). Students and/or parents will schedule a prescreening appointment and assume all costs of a school approved prevention program. Students will still be allowed to practice while completing the prevention program. Students will be allowed to try out and must practice, but not participate in any contests until suspension is served.
- The opportunity for self-disclosure or admission after the first confrontation will apply only once during an athlete's high school career. Self-disclosure and admission to a violation are only applicable on the first offense.

### Second Offense:

- a) Suspension for two-thirds of the regular season play dates. The student must continue to practice with the team, but will not be allowed to participate in any contests.
- b) If less than two-thirds of the season remains, suspension will carry over to the next sport's season. Students will be allowed to try out and must practice but not participate in any contest until suspension is served.
- c) Completion of a prevention program will also be required with this two-third suspension. Students will not be able to participate in contests until a school approved prevention program is completed.

### Third Offense:

Suspension for remainder of the student's high school career.

NOTE: When school is not in session (from graduation day or last day of competition, whichever is later until the first day of practice as prescribed by the MHSAA or the first day of school, whichever is applicable) students will be subject to all training rules during any school-sanctioned activity.

If a coach receives information that an athlete has violated these rules, he/she should proceed as follows:

- 1. If the coach feels that a violation has occurred, he/she should confront the athlete involved.**
- 2. If the coach discovers that a violation has occurred, he/she should meet with the athletic director to inform him/her of the situation.**
- 3. If a suspension is necessary, the coach, principal, and athletic director should meet with the athlete and his/her parents. All evidence should be presented to the parents. It is at this meeting that a suspension will occur, if necessary.**

### **Code of Fair Play at Athletic Events**

The student body is an important representative of our school and our faith at athletic events. Therefore it is important to remember that:

- Cheers at games should be of a positive, encouraging nature in support of our team.
- Baiting, taunting, and deriding other teams, individual players, coaches, or schools is inappropriate.
- Fair treatment of officials in their decisions is expected.

### **Physicals**

All students participating in athletics must have a physical on file with the athletic director prior to any participation, including tryouts. The student must receive a physical examination on or after April 15 of the preceding school year.

### **Transportation to Athletic Events**

All athletes and other team personnel are expected to go to and return from all away games and scrimmages with the team in school vehicles or organized car pool. Any exceptions must be approved by the coach in advance.

## **MISCELLANEOUS**

### **Fire Drills**

When the fire drill signal (loud and continual) is sounded, everybody must leave the building. Signs posted in each room indicate which exit is to be used. Close all windows and doors. Do not stop at lockers. Do not run, push, or talk. (You may need to hear directions being given.) The first students out should hold the outer doors open. Students should report to the stadium to the location of their second hour teacher. Return to class when instructed to do so.

## **Tornado Warnings**

1. If there is a tornado warning in effect, or the weather appears to be especially threatening, students should move into the interior hallways away from the windows. Students should sit facing the lockers prepared to assume the crash position.
2. Students will remain in these areas until the end of the warning. If the school day should end before the tornado warning, students will be released only into the custody of their parents.

## **School Security**

The faculty and staff are trained in and regularly participate in school security drills. These procedures have been developed with assistance from the Saginaw Intermediate School District and correspond with procedures used by Saginaw Township Police Department. In circumstances that are of the greatest danger to school security the phrase “Code Charger” will be used to alert all members of the school community. Students should look to the nearest faculty or staff member for direction in the event of a “Code Charger.” The improper use of a “Code Charger” by a student will result in suspension or expulsion.

## **Pesticides Notice**

Our building is sprayed periodically for pest control. There are very specific laws regarding the time and places that this can be done of which our provider and we are in compliance. At the beginning of each school year, parents are notified in writing regarding our planned treatments for the school year. At the request of parents, we will notify them regarding any special treatments that may become necessary.

## **Lost and Found Policy**

Any articles left at school and found shall be put in a lost and found box in the office or in the locker rooms. All articles will be disposed of at the end of each semester.

## **Publicity**

If you want to publicize some event of your organization or class, bring a typed announcement, signed by the advisor, to the office. It will be included with the other announcements. If you have publicity posters or student handouts, get permission from the office to post or circulate them.

## **Telephone Calls**

Students are not called out of class to answer the telephone. If the call is important, a note will be sent to your student in class. Students may make calls before and after school, during lunch hours, and study halls in the lobby area only or the school office.

## **Cell Phone Use**

Use of cell phones is permitted in the lobby area only. Use of cell phones is defined as, but not limited to calling out, receiving calls, messages, alerts, etc.

## **Visitors**

Any student wishing to bring a guest to school must inform the Dean of Students of their intention, at least one day in advance, and then obtain a visitor pass from the school secretary. The visitor is to report to the office and obtain a visitor’s badge to wear for that day. The student who obtained the pass is responsible for the behavior and conduct of their guest.

## **Medications**

Students may consume or apply prescription and non-prescription medication in the manner directed by the physician without additional assistance or direction. Student may carry medication to allow for immediate and self-determined medication. A prescribed medication permission form must be completed and signed by the prescribing physician, signed by the parents, and kept on file in the school office for each prescribed medication. A non-prescribed medication permission form must be completed and signed by the parent for each non-prescribed medication brought to school by a student. Both forms are available at the back of the handbook and additional copies are available in the school office.

The school office will administer medication at the direction of the parents. The prescribed medication form indicating that the office staff should administer medication must be completed by the prescribing doctor and parents.

All medication must be in the original container with dosage and frequency of administration clearly labeled by a pharmacy on all prescription medication containers.

The school will dispense Tylenol or aspirin with the written permission of the parents.

## **Internet Use Policy**

### **Internet Access**

The purpose of Internet access for students is to expand their knowledge of the world and to increase the educational resources available to them. All students may have the privilege of having Internet access to facilitate diversity and personal growth in technology and to develop their information gathering and communication skills.

School e-mail access will be granted for academic reasons only (e.g. teacher assignments and projects). A school e-mail account must be approved by and coordinated with the Internet Administrator. Students wishing to check their personal e-mail must have permission from the Media Specialist or the teacher in charge.

### **User Guidelines**

Students will not access information on the Internet that is inappropriate and objectionable. These sites include but are not limited to: pornography, sites promoting racism, inappropriate text containing vulgar or obscene language, and files dangerous to the integrity of the system.

Students are **NOT** to use chat rooms or instant messaging systems.

Students will **not** download files or information onto the "C" (hard) drive.

Students may download files onto their disks.

It is the student's responsibility to:

- Make sure that no hardware or software is destroyed, modified, or abused in any way..
- Immediately report problems in the system to the Media Specialist or the Internet Administrator.
- It is the student's responsibility to report any violations and/or misuse of technology to the supervising teacher, Media Specialist, or the Internet Administrator.

Research and teacher assignments take precedence over browsing the Internet. Students must have a pass from a teacher to use the Internet. The Media Specialists or Supervising Teacher reserves the right to deny access for any reason.

Students are expected to abide by the generally accepted rules of computer network etiquette. These include (but are not limited to) the following:

1. Be polite. Do not be abusive in your messages to others. Treat others fairly.
2. Use appropriate language. Do not swear or use vulgar, obscene or inappropriate language. All communication deemed illegal by federal, state or local ordinances are strictly forbidden.

3. Do not reveal the personal address and/or phone number of yourself or of any other student(s) or colleague(s).
4. Note that your electronic mail is not guaranteed to be private.
5. Do not use the network for financial or commercial gain.
6. Never post a message or information that you do not want to be made public.
7. As the rules and guidelines for network etiquette change and evolve, users are responsible for understanding and abiding by those generally accepted rules of the Internet.

It is the student's responsibility to monitor content and volume of printed documents as directed by the Media Specialist and/or the Internet Administrator. A fee for printing will be charged to offset costs.

Scanner use is prohibited without appropriate training and the Internet Administrator's permission.

Users are **not** allowed to bring and use their own software.

### **Copyrighted Intellectual Property**

It is the student's responsibility to follow all copyright laws regarding the use, duplication, application, and distribution of intellectual property (e.g. software, text, video, music) and will abide by Valley Lutheran High School's academic dishonesty policy. No copyrighted material is to be used without explicit permission of the copyright holder (e.g. author, programmer, producer, developer, and publisher).

### **System Dependability**

Every effort to provide dependable access to Internet resources will be made; however, the school cannot be held liable for any information that is lost, damaged, or unavailable due to technical, or other difficulties.

### **Internet Discipline Policy**

The use of the Internet is a privilege, not a right, and inappropriate use of that connection will result in cancellation of those privileges.

### **Consequences for violations are as follows:**

- Suspension of Internet privileges for a period of time up to and including permanent removal of Internet privileges.
- Additional disciplinary action may result as deemed necessary by the school administration.
- Parents and users will be liable for damage to equipment due to abuse.

## SCHOOL SCHEDULES

### M-W-F Schedule

8:00-8:42	1 <sup>st</sup> Hour
8:46-9:38	2 <sup>nd</sup> Hour
9:42-10:22	3 <sup>rd</sup> Hour
10:27-10:41	Chapel
10:45-11:25	4 <sup>th</sup> Hour
11:29-12:09	5 <sup>th</sup> Hour
12:13-12:53	6 <sup>th</sup> Hour
12:57-1:37	7 <sup>th</sup> Hour
1:41-2:21	8 <sup>th</sup> Hour
2:25-3:05	9 <sup>th</sup> Hour

### Assembly Schedule\*\*

8:00-8:37	1 <sup>st</sup> Hour
8:41-9:28	2 <sup>nd</sup> Hour
9:31-10:07	3 <sup>rd</sup> Hour
10:12-10:26	Chapel
10:30-11:05	4 <sup>th</sup> Hour
11:09-11:44	5 <sup>th</sup> Hour
11:48-12:23	6 <sup>th</sup> Hour
12:27-1:02	7 <sup>th</sup> Hour
1:06-1:41	8 <sup>th</sup> Hour
1:45-2:21	9 <sup>th</sup> Hour
2:25-3:05	Assembly

### Faculty Meeting Schedule (EVERY TUES)

8:39-9:17	1 <sup>st</sup> Hour
9:21-9:59	2 <sup>nd</sup> Hour
10:03-10:40	3 <sup>rd</sup> Hour
10:45-10:59	Chapel
11:03-11:40	4 <sup>th</sup> Hour
11:44-12:21	5 <sup>th</sup> Hour
12:25-1:02	6 <sup>th</sup> Hour
1:06-1:43	7 <sup>th</sup> Hour
1:47-2:24	8 <sup>th</sup> Hour
2:28-3:05	9 <sup>th</sup> Hour

\*\*An assembly period may be added at any time during the day. The other periods will be adjusted accordingly.

### Thursday Schedule

8:00-8:42	1 <sup>st</sup> Hour
8:46-9:26	2 <sup>nd</sup> Hour
9:30-10:10	3 <sup>rd</sup> Hour
10:15-10:41	Chapel
10:45-11:25	4 <sup>th</sup> Hour
11:29-12:09	5 <sup>th</sup> Hour
12:13-12:53	6 <sup>th</sup> Hour
12:57-1:37	7 <sup>th</sup> Hour
1:41-2:21	8 <sup>th</sup> Hour
2:25-3:05	9 <sup>th</sup> Hour

### 2-Hour Delay Schedule

10:00 – 10:27	1 <sup>st</sup> Hour
10:31 – 10:58	2 <sup>nd</sup> Hour
11:02 – 11:29	3 <sup>rd</sup> Hour
11:33 – 12:04	4 <sup>th</sup> Hour
12:08 – 12:39	5 <sup>th</sup> Hour
12:43 – 1:14	6 <sup>th</sup> Hour
1:18 – 1:45	7 <sup>th</sup> Hour
1:49 – 2:03	Chapel
2:07 – 2:34	8 <sup>th</sup> Hour
2:38 – 3:05	9 <sup>th</sup> Hour

A one minute warning bell rings before 1st and 4th hours.

### Valley Lutheran Fight Song

by David P. Britton

*Oh, Valley Lutheran, our pride is you!  
Valley Lutheran, well-fought and true.  
Strongest in spirit, come on, let's hear it,  
Shout for the gold and blue: Fight, Fight, Fight!*

*Valley Chargers, loyal and brave,  
Striving until we're through,  
Always determined to be victorious,  
Shout for the gold and blue!*

**PERMISSION FORM FOR NON-PRESCRIBED MEDICATION**

**VALLEY LUTHERAN HIGH SCHOOL  
3560 MCCARTY ROAD  
SAGINAW, MI 48603**

Date form received by the school:\_\_\_\_\_

Student:\_\_\_\_\_

Grade\_\_\_\_\_ Date of Birth\_\_\_\_\_

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**To be completed by parent:**

Name of medication:\_\_\_\_\_

Reason for medication:(OPTIONAL)\_\_\_\_\_

Form of medication/treatment:

Tablet/capsule    Liquid    Other\_\_\_\_\_

Instructions (Schedule and dose to be given at school):\_\_\_\_\_

Start:  date form received   Other dates:\_\_\_\_\_

Stop:  end of school year   Other date/duration\_\_\_\_\_

For episodic/emergency events only

Restrictions and/or important side effects: None anticipated

Yes, Please describe:\_\_\_\_\_

Special storage requirements:  None

Other:\_\_\_\_\_

This student is both capable and responsible for self-administering this medication:

No    Yes-Supervised    Yes-Unsupervised

This student may carry this medication:  No    Yes

Please indicate if you have provided additional information:

On the back side of this form    As an attachment

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**To be completed by parent/guardian**

I request that (name of child)\_\_\_\_\_ receive the above medication at school according to standard school policy.

I request that (name of child)\_\_\_\_\_ be allowed to self-administer the above medication at school according to the school policy.

**Date** \_\_\_\_\_ **Signature** \_\_\_\_\_ **Relationship** \_\_\_\_\_

**PERMISSION FORM FOR PRESCRIBED MEDICATION**

**VALLEY LUTHERAN HIGH SCHOOL  
3560 MCCARTY ROAD  
SAGINAW, MI 48603**

Date form received by the school: \_\_\_\_\_

Student: \_\_\_\_\_

Grade \_\_\_\_\_ Date of Birth \_\_\_\_\_

**To be completed by the physicians or authorized prescriber**

Name of medication: \_\_\_\_\_

Reason for medication: (OPTIONAL) \_\_\_\_\_

Form of medication/treatment:

Tablet/capsule  Liquid  Inhaler  Injection  Nebulizer  Other \_\_\_\_\_

Instructions (Schedule and dose to be given at school): \_\_\_\_\_

Start:  date form received  Other dates: \_\_\_\_\_

Stop:  end of school year  Other date/duration \_\_\_\_\_

For episodic/emergency events only

Restrictions and/or important side effects:  None anticipated

Yes, Please describe: \_\_\_\_\_

Special storage requirements:  None  Refrigerate

Other: \_\_\_\_\_

This student is both capable and responsible for self-administering this medication:

No  Yes-Supervised  Yes-Unsupervised

This student may carry this medication:  No  Yes

Please indicate if you have provided additional information:

On the back side of this form  As an attachment

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**Physician's Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**To be completed by parent/guardian**

I request that (name of child) \_\_\_\_\_ receive the above medication at school according to standard school policy.

I request that (name of child) \_\_\_\_\_ be allowed to self-administer the above medication at school according to the school policy.

**Date** \_\_\_\_\_ **Signature** \_\_\_\_\_ **Relationship** \_\_\_\_\_

**\*\*\*EVERY TUESDAY (WHEN SCHOOL IN SESSION) BEGINNING AUGUST 26  
WILL BE A LATE START DAY (8:39) FOR PROFESSIONAL DEVELOPMENT**

Valley Lutheran High School  
Academic Calendar  
2011-2012

August 29	First Day of Classes
September 2-5	Labor Day Weekend - No Classes
October 28	End of the 1 <sup>st</sup> Quarter – Musical Extravaganza – Professional Development – No Classes
November 23-25	Thanksgiving Break
December 20-22	Final Exams
December 23- January 2 (classes resume January 3)	Christmas Break
January 16	Professional Development Day - No Classes
January 20	First Semester Ends (regular class day)
February 20	Presidents Day – No Classes
March 23	End of the Third Quarter - Professional Development – No Classes
April 6 – April 15 (classes resume April 16)	Easter Break – No Classes
May 28	Memorial Day – No Classes
June 4-6	Final Exams

**A more detailed calendar is available at [www.vlhs.com](http://www.vlhs.com)**