



West
Michigan
Lutheran
High
School

Student Handbook
2016-2017

School Colors: NAVY & WHITE with RED trim
School Mascot: Mustang

Phone Number:
616-455-2200
Fax:
616-455-2211

TABLE OF CONTENTS

School Mission Statement	3
Implementation of this Mission	3
School Vision Statement	3
School Philosophy	3
Statement of Purpose and Objectives	4
Expected Student Outcomes	5
Non Discriminatory Policy – Board of Directors	5
Spiritual Life Expectations	6
Academic Concerns	6
Course Changes	6
Parent/Teacher Conferences	6
Homework	6
Students Enrolling After a Semester Begins	7
Special Instruction and Tutoring	7
Repeating Courses	7
Independent Study	7
Summer School	7
Report Cards	7
Graduation Requirements	8
Advance Classes	8
Transcripts	8
Submitting Scholarship Applications	8
High School Diploma	9
Senior Classification	9
Grading Standards	9
Eligibility	10
Valedictorian/Salutatorian	10
Honor Roll	10
Academic Lettering Policy	10
Class Attendance	10
Absences	11
Tardiness	11
Make-up Work and Assignments	12
Illness During the School Day	12
Academic Day Procedures	12
Hours	12
Prescription/Non-Prescription Drugs	12
General Guidelines	12
Cell Phones	13
iPods/mp3 Players/Headphones/Digital Media Devices	13
Food/Drink	13
School Safety	13
Prepared for Class	13
Christian Discipline	13
Detention	14

Suspension	14
Substance Abuse	15
Verbal and Written Harassment/Anti-Bullying	16
Sexual Harassment	17
Cheating/Plagiarism	18
Weapons	19
Other Disciplinary Violations	19
Christian Sexuality	21
Dress Code	22
All Students	22
Ladies	23
Gentlemen	23
Hair Length and Style	23
Body Piercing/Tattoos/Chains	23
Sunglasses/Hats/Caps/Bandanas/Gloves	23
Outerwear Jackets	24
Sanctions for Violation of the Dress Code	24
Cars	24
Parking Regulations	24
Day-to-Day Guidelines	24
Assemblies	24
Insurance Claims	24
Bad Weather	24
Scheduling of Activities	25
Service Hours	25
Textbooks and Book Covers	25
Withdrawal from School Procedures	25
Identification Cards	26
Campus Business Ventures	26
Out of Bound Areas	26
Lost and Found	26
Bulletin and Announcements	26
Library Materials	26
Student Council	26
School Cleanliness	27
Skateboards	27
Tornado/Fire Emergency Procedures	27
Title IX	27
Closed Campus	27
Reporting Potential Child Abuse	27
Appeals Procedure	28
Policy for Computer, Internet Access, & Digital Media	28
Surface RT Student Use Policy	33
Concussion Awareness	37
Concussion Awareness Sign-Off sheet	38
WMLHS Permission to Return After Concession Sign-Off sheet	39

School Mission Statement

The mission of West Michigan Lutheran High School is *‘to nurture and prepare its students for Christ-centered lives*

Implementation of this Mission

Based upon and driven by the principles and doctrine of the Lutheran church-Missouri synod, West Michigan Lutheran high school provides classes, programs, and activities that help encourage and cultivate the spiritual, academic, artistic, social, and physical growth of each student

School Vision Statement

Our vision is that each student will know of the saving grace of our Lord and Savior Jesus Christ and through the power of the Holy Spirit strengthen their Christian faith; that through a biblical worldview and a rigorous and dynamic curriculum all students will obtain strong critical thinking and academic skills; and that each student will grow, learn and reach his or her potential as a student.

School Philosophy

West Michigan Lutheran High School accepts and acknowledges all the canonical books of the Old and New Testaments of the Holy Bible as the inspired, revealed, and inerrant Word of God, and accepts and acknowledges all the Symbolical Books of the Evangelical Lutheran Church contained in the Book of Concord of 1580 as a true and sound exposition of Christian Doctrine taken from and in full agreement with the Holy Scriptures; no doctrine shall be taught as truth nor any practice tolerated which is a variance with these symbols of the Evangelical Lutheran Church, viz.:

- A. The Three Ecumenical Creeds (Apostolic, Nicene, Athanasian)**
- B. The Unaltered Augsburg Confession**
- C. The Apology of the Augsburg Confession**
- D. The Smalcald Articles**
- E. Luther’s Large and Small Catechisms**
- F. The Formula of Concord**

West Michigan Lutheran High School acknowledges, accepts and believes that all who have been brought to faith in Jesus Christ are commissioned by Him to preserve and extend the kingdom of God. This is done by proclaiming to all, in the most effective means possible, the life, death and resurrection of Jesus Christ. Through the Work of the Holy Spirit, this proclamation changes hearts and lives and brings victory and comfort to individuals who are declared totally and unconditionally righteous for Christ’s sake.

Christian education, applying God’s Law and Gospel to all aspects of life and learning, is a vital component of the ministry of every Lutheran congregation. As a church body, we believe that *“the most effective agencies available to the church for equipping children and youth for ministry are the full-time Lutheran elementary and secondary schools”* (1983 LCMS Convention Proceedings, Resolution 2-17).

West Michigan Lutheran High School was established to serve the Lutheran Christian secondary education needs of the congregations belonging to the West Michigan Lutheran High School Association and others.

West Michigan Lutheran High School acknowledges, accepts, and believes four guiding principles from the Holy Scriptures which give guidance for our interrelationships and direction for our teaching, as herewith written:

- A. *Matthew 22:37, “You shall love the Lord your God with all your heart, with all your soul, and with all your mind”;*
- B. *Matthew 22:39, “You shall love your neighbor as yourself”;*
- C. *Matthew 28:19, 20, “Go therefore and make disciples of all the nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to observe all things that I have commanded you; and lo, I am with you always, even to the end of the age”;*
- D. *Ephesians 4:11, 12, “And He Himself gave some to be apostles, some prophets, some evangelists, and some pastors and teachers, for equipping of the saints, for the work of ministry, for the edifying of the body of Christ.”*

Finally, as we seek to do God’s will in all our teaching and learning, we profess our belief and acceptance of the words of Christ in Revelation 2:10, which state, *Be faithful until death, and I will give you the crown of life,*” which is life in heaven with Jesus for all eternity. This is most certainly true!

Statement of Purpose and Objectives

The purpose of West Michigan Lutheran High School is to provide the spiritual atmosphere necessary to enable the students to obtain quality education and to grow in their faith in Jesus Christ as their personal Savior. West Michigan Lutheran High School will strive to continue the Christian guidance and values which have been instilled in these young people through Christian homes, families, and the church. In order to realize this purpose, the following objectives have been developed. West Michigan Lutheran High School will work toward helping all students to:

- A. **Grow to the fullness of their God-given abilities.**
- B. **Develop respect for themselves as individuals and to respect and use their God-given talents and rights.**
- C. **Learn to accept others as individuals and to respect others’ talents and rights.**
- D. **Learn to express their Christian faith in all thoughts, words, and actions.**
- E. **Learn to develop and exercise respect for all forms of authority: God, parents, and all others who are placed in authority over them.**
- F. **Relate responsibility to God’s creation, specifically in rural America, by acquiring knowledge and understanding of, and developing talents and skills for responsible living and serving.**
- G. **Acquire academic proficiency in a variety of subjects which will prepare them for college and for service throughout their life.**
- H. **Grow in their prayer life.**
- I. **Grow in their knowledge of the Holy Scriptures.**
- J. **Learn to witness from their teachers’ witness.**
- K. **Cooperate in maintaining classroom settings of love, joy, concern, and respect.**
- L. **Provide support and give social, academic, and spiritual encouragement to all members of the West Michigan Lutheran High School family.**
- M. **Recognize the importance of service to others and the positive impact it has on themselves and the world around them**

Expected Student Outcomes

West Michigan Lutheran High School will provide teaching, learning and other educational experiences so that each student, through the Holy Spirit, will:

1. **Joyfully proclaim the life, death, and resurrection of his/her Lord and Savior, Jesus Christ. (A)**
2. **Know that he/she is a loved, forgiven, and redeemed child of God. (B)**
3. **Recognize and use his/her individual talents. (B)**
4. **Treat fellow students in a Christian manner. (C)**
5. **Become involved in various activities which will help him/her develop and express his/her Christian faith. (D)**
6. **Treat staff members and all adults with esteem and respect. (E)**
7. **Grow in self-discipline and responsibility through regular attendance, completion of assignments, class participation, and valuing of Christian ethics. (F)**
8. **Earn enough credits each year to allow him/her to pass on to the next level. (G)**
9. **Take electives which reflect his/her abilities. (G)**
10. **Develop an active prayer life for private and corporate prayer needs and opportunities. (H)**
11. **Apply Scripture (Law/Gospel distinction) to his/her daily life to help him/her in making God-pleasing decisions/choices. (I)**
12. **Share his/her faith verbally and non-verbally. (J)**
13. **Respect classroom rules and treat other students/teachers with kindness and loving concern. (K)**
14. **Participate in many social functions and extra-curricular activities. (I)**
15. **Encourage the spiritual growth and maturity of others through verbal witness, prayer, and Christian example. (I)**
16. **Demonstrate academic excellence. (I)**
17. **Recognize his/her personal God-given abilities for service and strive to find and take advantage of opportunities to serve others. (M)**

Non Discriminatory Policy - Board of Directors

West Michigan Lutheran high school admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the high school. it does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other high school administered programs.

High schools of the synod may give preference in admissions to members of synodical congregations and to members of other Lutheran church bodies.

SPIRITUAL LIFE EXPECTATIONS

As living members of the Body of Christ, the faculty and student body set aside time each day for prayer, devotion and praise to God. Students need to bring their Bible to first period for devotions every day. A variety of opportunities for worship are provided to the students each year. It is our belief that Christians live their lives out of love for their Lord. We show our faith and thankfulness to God through our regular worship life. Students are strongly encouraged to attend church weekly and to be active members in their congregation.

Chapel services are an important part of our spiritual lives and attendance is expected of all students. Students who do not share our beliefs are welcome to attend West Michigan Lutheran High School, but are expected to follow the above guidelines while in attendance. It is only natural, given our mission and beliefs, that no other religious beliefs be proclaimed.

ACADEMIC CONCERNS

Course Changes

During the **first week** of each academic semester, courses may be added and/or dropped with the parent's/guardian's and Principal's consent.

An "F" may be recorded on a student's transcript if that student withdraws from a class that he/she is failing.

A "W" (Withdrawal) will be recorded on a student's transcript if that student withdraws from a class with a passing grade.

Students desiring to add and/or drop a course should initiate this process with the Guidance Director and the Principal. If permission is granted, the Guidance Director will issue a drop and add slip to the student. The student should take the add slip to the instructor of the course they are adding. This includes study hall. The drop slip should be given to the appropriate instructor. Class changes are to be completed outside of the academic day.

Students are to attend the class until the drop slip has been given to the instructor of the course being dropped. Faculty will count the student absent if the student misses classes before the drop slip is given to the proper instructor.

Faculty will not admit a student to their class unless the student has a course admit slip or the student's name appears on the class roster.

Parent/Teacher Conferences

Conferences during the year are made by contacting the teachers directly. Parents/guardians are encouraged to stay in touch with their child's teachers. This would include phone calls, stopping by and chatting, or through e-mail.

Homework

Homework is an essential part of the learning process. The process of doing homework also helps to instill personal responsibility including budgeting and prioritizing one's time and meeting deadlines. Homework is due at the beginning of the class session on the day the course instructor requires it. Homework that is one day late will be marked off 50%. Homework that is not turned in by the next day will receive a zero. Exceptions: Extended projects- Due date will be assigned by the course

instructor; absence from school- The student will receive the number of days missed to turn in the assignment.

Students Enrolling After a Semester Begins

A student enrolling after a semester begins, but before the completion of the first week, will need to make up all work assigned by the teacher to receive class credit. After the first week, transfer students must be continuing the same class from their previous school to receive credit. Students should register for courses with the Principal. Previous transcripts and test results must be submitted to complete the registration process.

Special Instruction and Tutoring

It is suggested that the student seek help from the individual instructor first. Instructors are available to give assistance before and after school and by appointment. When students need special instruction, arrangements will be made within the limits of the school’s capability.

Repeating Courses

A student may repeat a course only if failed. Both grades will be counted on the student’s GPA.

Independent Study

It is the policy of WMLHS to avoid having students enrolled in independent study courses. However, a situation may arise in which an independent study cannot be avoided. In those cases the student wishing to take an Independent Study course need:

- Permission from the Guidance Director and the Principal
- To utilize an accredited agency for the desired courses
- To pay the cost associated with the course
- A contract form must be signed prior to starting the Independent Study course

Summer School

West Michigan Lutheran High School does not offer a summer school program. A student who is planning to take summer school courses must confer with the Principal to make sure the classes will meet graduation requirements. Taking classes **without approval** may result in credit earned not being accepted.

Report Cards

Grades are given at the end of each nine week grading period. Credit for course work is awarded at the end of each semester. The semester grade will be determined as follows: 40% for each quarter of the semester and 20% for the semester final exam.

Graduation Requirements- Total 28 credits

To graduate from West Michigan Lutheran High School, a student needs a minimum of 28 credits. Specifically, the student needs the following units of credit:

Religion	4 Credits	Foreign Language	2 Credits
Soc. Studies	4 Credits	Technology	0.5 Credits
English	4 Credits	Health	0.5 Credits
Math	4 Credits	Study Skills	0.5 Credits
Science	3 Credits (4 credits beginning With the class of 2018)	Physical Education	0.5 Credits
Fine Arts	1 Credit	Electives	4 Credits

Advance Classes

Admittance to Advanced Placement (AP) Classes, Advance Classes (Non AP), and Dual Enrollment Classes must be approved by the Guidance Director and the instructing teacher. One (1) semester of Dual Enrollment classes equal ½ credits at WMLHS in addition to college credits awarded by the participating post-secondary institution.

Students who choose to take Advanced Placement courses receive weighted grades. Advance Placement students are required to take the AP test.

Students taking part in dual enrollment classes (on or off WMLHS campus) must have a cumulative grade point average of 3.00 and/or approved test scores prior to enrolling in dual enrollment classes.

KCTC

Students wanting to take KCTC programs must get approval by the Principal and Guidance Office prior to the 2nd semester of their sophomore year. The student must have a 2.0 Cumulative GPA.

Transcripts

West Michigan Lutheran High School will forward copies of student transcript to colleges of their choice. The student will need to supply the office with all of the contact information needed to get the transcript to the correct office. Students whose parents are behind in payments or have not made arrangement to take care of money owed to West Michigan Lutheran High School, including books, etc. will not receive transcripts.

Submitting College/Scholarship Applications

Scholarship and College applications are the student's responsibility. They are to get all of the application and scholarship information together. They must make sure to give office the correct mailing information when it is time to send out the forms. A student wishing to have an evaluation completed by a school official should allow that person at least one week to complete the evaluation.

High School Diploma

The high school diploma is awarded to all students who fulfill graduation requirements. The student must meet minimum graduation requirements as outlined in the school handbook and by the State of Michigan. A student must have attended West Michigan Lutheran High School two consecutive semesters immediately prior to completion of graduation requirements. **The student shall have met all financial obligations to the institution before transcripts, final grades, or a diploma/certificate of attendance will be given/released.** The student must be in good standing at West Michigan Lutheran High School.

Senior Classification

Students will be classified as seniors only if they are scheduled to complete their course work by graduation day. Students for whom it is impossible to fulfill graduation requirements by graduation day will be classified as juniors and will be treated as such.

Grading Standards

Each course will be graded per quarter and semester. The following scale will determine semester grades:

First Quarter	40%	Third Quarter	40%
Second Quarter	40%	Fourth Quarter	40%
Semester Final	20%	Semester Final	20%

Semester finals will be given in all academic core courses. In order to receive credit for the semester in each course, a student must pass at least two of three grading elements, i.e. must pass a least both quarters or one quarter and the semester final exams. The combined average of the three elements must be at least 65% to pass and receive credit. Finals must be taken on the day they are normally scheduled; special exemptions may be allowed by the Guidance Director or Principal for family emergencies.

Seniors will be excused from the final exam in each subject in the 2nd semester of their senior year if they had a “A” average in that subject for 3rd and 4th quarters combined.

Letter grades reflect academic progress:

100-99%	A+	
98-95%	A = Superior	
94-92%	A-	4 (3.5-4.0)
91-89%	B+	
88-86%	B = Good	
85-83%	B-	3 (2.5-3.4)
82-78%	C+	
77-75%	C = Satisfactory	
74-72%	C-	2 (1.5-2.4)
71-69%	D+	
68-67%	D = Poor, conditionally passed	
66-65%	D-	1 (.05-1.4)
64% or below	F = Failing	0 (0.4 and below)

Incomplete - The "I" grade for first semester courses, is to be removed two weeks after the first day of the second semester and two calendar weeks after the close of the second semester. After this time, any remaining incompletes will be recorded as “F’s.”

Audit - Student is expected to do all the work for the class without receiving any credit for the class.

Withdraw- The “W” means they withdrew from the class at some point during the semester. Each teacher will explain the weighting of his/her tests, quizzes, and homework in their first day handout. This will also include the weight assigned to each quarter of the semester and the semester final.

Eligibility

The student is required to maintain a combined average of 2.0 in all classes and must have passed all classes during the previous quarter and semester. Performance in the classroom will be reviewed at mid-quarter and at the end of each quarter. In the case of mid-term ineligibility only, a student will have a minimum of one (1) week and maximum of two (2) weeks to raise the grade(s), during which time the student is ineligible. The ineligibility period is a seven-day period, starting with the day the progress reports comes out. If the student has not achieved a 2.0 combined average and is not passing

all classes after two weeks, the student will remain ineligible until the next quarter report card. If a student is ineligible after the quarter/semester grading period the student will remain ineligible until the next midterm. Ineligible students may continue to practice or rehearse but not perform in any extra-curricular activity.

Valedictorian/Salutatorian

Students must attend West Michigan Lutheran High School for a minimum of three (3) consecutive semesters and be a full time student to be eligible for Valedictorian or Salutatorian. Cumulative GPA must be above a 3.0 in order to qualify for Valedictorian or Salutatorian.

Honor Roll

Board of Directors' Honor Roll – 3.85-4.00 with no grade below an A-

Principal's Honor Roll – 3.65-3.849

Honor Roll – 3.25-3.649

Students who graduate with a cumulative GPA of 3.25 or higher will wear honor cords during the graduation ceremony.

Academic Lettering Policy

Eligibility will be based upon grades for three of four quarters of each school year.

Students will need a 3.5 grade point average and have no grades below a "B".

Students will receive a letter and/or pin each year they meet the set standards.

CLASS ATTENDANCE

One important objective of West Michigan Lutheran High School is to develop a Christian attitude towards responsibility. Regular and punctual attendance involves responsibility to teachers and other students who are affected by one's attendance habits. In keeping with this line of thinking, the following attendance procedures are to be followed:

Absences

Every day a student is absent, a parent/guardian is to **call the school before 9:00 a.m. to indicate the reason for the absence.**

Each student will be allowed ten (10) absences per semester per class for any non-school related absences. Those accumulating more than ten absences in a given class will fail that class for that semester, which will be indicated "F" on the student's report card. Those students failing due to absences will be ineligible to participate in any athletic or extra-curricular event held that semester during which the "F" applies. Appeals need to be made within 72 hours of receiving notice. Students will remain eligible until the Appeals Committee meets. Appeals are made by contacting the Principal who will arrange for the Appeals Committee to meet within 5 to 7 days of the original appeal. **It is the student's responsibility to find out the work that was missed during an absence and turn it in to the teacher.** The student will get one extra day to make up the assignments missed. When a student knows they will be missing school for a planned absence, the work is to be completed prior to the absence. For all foreseen absences, even one class period, please send a note to school indicating the reason for the absence. For an unforeseen absence (non-medical), the student should bring a note on his return. If a student has an illness and misses more than three (3) consecutive days of school, a doctor's note is required to return to school. In the case of an extended absence, please call the school

and the counselor will be responsible for obtaining the make-up work. It is highly encouraged that parents keep a record of why their child missed school i.e. note from the clinic, dentist office, orthodontist etc.

PARENTAL PERMISSION FOR A STUDENT TO BE ABSENT DOES NOT NECESSARILY CONSTITUTE AN EXCUSED ABSENCE. WEST MICHIGAN LUTHERAN HIGH SCHOOL RESERVES THE RIGHT TO DETERMINE WHETHER THE ABSENCES WILL OR WILL NOT BE EXCUSED.

A student must be present in the classroom each period the entire day in order to participate in extra-curricular events or practices. Students who are absent on a particular day, except for a family emergency or a medical appointment with note from doctor, will be ineligible for participation in any athletic or extra-curricular events and practices held that day or evening. This includes participation in events sponsored by cooperating schools. Unapproved college visits will also result in a student being ineligible for participation that day in any extra-curricular activities. Approved college visits will be cleared/granted through the Guidance Director at West Michigan Lutheran High School if submitted and discussed three days in advance. If a student enrolled in Physical Education class is not able to participate in Physical Education class due to an excusing doctor's or parent note for any reason, then that student is not able to participate in extra-curricular activities for either practice or games until clearance note is received.

Tardiness

Punctuality is expected at all times and for all situations. Every student is expected to be ready for class when it begins. Students who are tardy for the beginning of school must report to the office for a pass before going to class and must have a parental note explaining the tardiness, for the tardy to be excused. If a teacher detains a student, he/she must have a pass from the teacher to be excused from tardiness to the next class. The need to get materials for a class that were "forgotten" the first time may result in a tardy because of being unprepared.

Each set of three unexcused tardies in one quarter will result in 45 min. of detention. Three detentions because of tardiness in one semester may result in parental meeting with administration.

A STUDENT MISSING A CLASS FOR MORE THAN TWENTY MINUTES WILL BE COUNTED AS ABSENT, UNLESS CLASS IS A STUDY HALL THEN STUDENT IS ALWAYS MARKED LATE/TARDY.

Make Up Work and Assignments

Students who miss school are responsible for checking with their teachers for make-up work. If a student is absent for an extended period of time, the school should be contacted for assignments so that the student will not fall behind. Please allow one day to gather all assignments. As a guideline, the rule of a day of make-up time for a day of absence should be followed for deadlines.

Illness During the School Day

If a student becomes ill during the school day, he/she should request a pass to the office. If it is necessary to send the student home, office personnel will contact a parent/guardian or other responsible party designated by the parent/guardian.

ACADEMIC DAY PROCEDURES

Hours

The doors to the school are usually open about 7:30 a.m. when the first teachers arrive. Students wishing to work quietly will be permitted to study in a classroom. Any student using facilities and equipment must be under the direct supervision of a faculty member or activity sponsor. This includes before, after, and on days when school is not in session. The sponsor must be physically present with the individual or the group.

The classroom area of the school is closed to students after 4:00 p.m. unless they are given permission from a faculty member or activity sponsor. Students are not to be in any other parts of the school. Any student using facilities and equipment must be under the direct supervision of a faculty member or activity sponsor. This includes before, after, and on days when school is not in session. The sponsor must be physically present with the individual or the group. Students are not to enter the classroom portion of the building after 4:00 p.m. unless under the supervision of a faculty member. Students waiting for a ride or wanting to study need to be in a classroom quietly working.

Prescription/Non-Prescription Drugs

School personnel are not authorized to administer any form of medication, including aspirin, without the express written permission of the parent. Parents are requested to inform the office in writing if their son/daughter is taking any type of prescription medication during school hours. The medication should be given to the school secretary who will keep and dispense the medication as instructed by the parents/guardian in writing. The student should report to the office at the appropriate time to take the medication. Exceptions may be made for maintenance drugs, such as insulin injections, asthma puffers, etc. A note should be on file in the office for these maintenance drugs to be carried.

General Guidelines

Students are to be in class or study hall after a class period begins unless given a pass. Students out of class or study hall without a pass may be considered unexcused absent/tardy.

Except for emergencies, use of the restroom and drinking fountain will not be permitted during instructional time. Restroom use should be done between classes.

Students wishing to leave school during the class day are to secure a pass from the school office prior to leaving school.

Lockers and combination locks will be provided by the school. Lockers are school property and may be inspected at any time by the Principal or his designee.

Students may use the school telephone during passing times with staff permission.

Cell Phones

Students are not allowed to use cell phones during a class period unless the teacher allows it for educational purposes i.e. smart phone usage for research, web browsing etc. Cell phones should be put on silent during the class day. Cell phones that go off during class time may be confiscated and returned at the end of the day. If the problem persists the student may not be allowed to have a cell phone during school hours. Cell phones may be used during passing time or at lunch.

iPods/mp3 Players/Headphones/Digital Media Devices

iPods/mp3 players/headphones/digital media devices may be used with teacher permission. Laptop

computers, graphing calculators, and handheld devices are to only be used for appropriate school uses. No social networking or other internet pages may be accessed from computers during the school day.

Food/Drink

Only water, flavored or not, in a spill proof container will be allowed in the classrooms. Food will not be allowed in the classroom except if a physical conditions warrant it or for organized class/school activities.

School Safety

In the interest of student safety, books, backpacks and supplies are not to be left on floors.

Prepared for Class

All students are expected to come to class prepared with needed supplies: writing utensils, class book, paper or notebook, homework that is due that day, agenda, and all required class material

Christian Discipline

West Michigan Lutheran High School is a pro-life community of peace and respect based upon the teachings of Jesus Christ. All students, parents, faculty and staff are expected to contribute positively to the building of community spirit within our school and at all activities in which we participate. In such a community, there is no place for speech, attire or actions that would show disrespect for ourselves, for those around us, for our facilities or for our learning materials. The basis for our own self-worth and for the equally high regard we afford everyone else with whom we interact is that Christ lived and died for each of us, and by His becoming one of us, invites us all to participate in His divine way of living. West Michigan Lutheran High School also exists because of a strong partnership with parents who are making great sacrifices to provide the opportunity of a Christ-centered education for their children. Therefore, when a student demonstrates serious and/or repeated unacceptable behavior, the student will be relocated to parental home care so the parents will have some time to reorganize their child's priorities. The length of at-home suspensions will be determined by the degree of the behavior and by the number of occasions suspensions have had to be enacted. Serious and/or multiple suspensions may result in the removal of the student from enrollment at West Michigan Lutheran High School.

IT IS UNDERSTOOD THAT WHEN A STUDENT ENROLLS AT WEST MICHIGAN LUTHERAN HIGH SCHOOL, HE AND HIS PARENTS ACCEPT AND AGREE TO ABIDE BY THE RULES AND STANDARDS THAT HAVE BEEN ADOPTED AND REVIEWED BY THE BOARD OF DIRECTORS AND FACULTY.

Students who reach the age of 18 years while attending West Michigan Lutheran High School are subject to all of the policies and rules that apply to all students if they are to continue their education at West Michigan Lutheran High School. The school reserves the right to assign detentions, remove certain privileges, suspend, expel, ask students to withdraw, or deny permission to return. Classroom discipline and school behavior is the responsibility of the entire staff and West Michigan Lutheran High School families. Consequences may be assigned for failure to comply with adopted policies and rules. An option of community service with an administrative supervision fee may be offered by the

Administration in lieu of certain consequences based on the nature of the offense. The administration will determine the kind of community service to be completed.

Detentions

Keeping a student at school for disciplinary reasons may be given to students who violate school policies, rules, or a teacher's classroom policy. All detentions are 45 min. long. Failure to serve a detention on the assigned day will result in an additional detention. Detention is viewed as a very serious disciplinary action. Detentions are served on Wednesday's 7:00a.m-7:45a.m.

Saturday School Detentions may be assigned for:

- **Excessive tardiness to class**
- **Dress Code violation (3rd offense)**
- **At the Principal's discretion**

Saturday detentions require the student to arrive at WMLHS prepared with classwork to complete from 9am-11am.

Any Detention has precedence over school activities.

Any unresolved differences between students and staff resulting in repeat violations, major violations of school policies or rules, or individual teacher's classroom guidelines may result in suspension or dismissal following consultation between school administration and parties involved.

Suspension

Suspension may be out-of-school (OSS) or from a specific class or activity. OSS - Automatically received upon the accumulation of three detentions for disciplinary reasons in a school year. Students receiving an OSS may not be on the school campus at any time during the day of the OSS or attend/participate in extra-curricular events or practices. Fighting and severe insubordination will result in automatic OSS. Parents will be contacted. Each additional disciplinary detention may result in an additional day of OSS. **No participation in after school activities (practice, games, performances, etc.) will be allowed on the days the OSS is served.**

If an extended suspension is involved, the Administrator and Board of Directors will be consulted. Consistent failure to cooperate with the faculty or with the school policies and rules may be the basis for asking a student to leave or for denying permission to return in a succeeding term. Each of the following may result in suspension or dismissal:

- A. The possession or use of alcoholic beverages, tobacco products, and or drugs (or related devices) shall result in immediate suspension.
- B. Use of physical violence and/or fighting on school grounds shall result immediate suspension.
- C. The possession or use of weapons including but not limited to knives, paintball guns, BB guns or air rifles on school grounds shall result in immediate suspension.
- D. Misuse of God's gift of sexuality.

- E. Reprehensible conduct tending to reflect serious discredit to the school, whether at, on or off campus school functions.
- F. Destruction of property.

All offenses will be recorded in writing in the school office. Contrasting offenses result in concurrent penalties.

EXPULSION or denial of permission to return can occur only after consultation with the Administrator and Board of Directors.

Substance Abuse

It is our intent to help students make personal, God-pleasing decisions; gain personal responsibility; remain free from the harmful effects of alcohol, tobacco, and other chemical substances; and to maintain the credibility and integrity of West Michigan Lutheran High School and its students. West Michigan Lutheran High School takes a strong proactive stance in regard to the possession, use, or sale of illegal or illicit substances. In that regard, the following substance abuse policies have been established:

- During the calendar year, regardless of quantity, students shall not (1) use a beverage containing alcohol, (2) use tobacco, or (3) use or consume, have in possession, buy, sell, or give away these or any other controlled substances. Infractions will be penalized for all on and off-campus school functions, for all written police reports, and for all parent/guardian requests. Any student in violation of this policy can expect to be suspended and/or expelled from school and reported to the appropriate law enforcement agency
- The school reserves the right to conduct random searches of a student's book bags, lockers, or vehicles as warranted by student's behavior or suspicion of use by the student. All searches will be conducted by an administrator and another staff member and/or law enforcement officials.
- The school reserves the right to require any student who at any time exhibits cause for reasonable suspicion of drug and/or alcohol usage as determined by the administration to submit to a hair analysis (which detects drug use over the past 90 days) and/or urinalysis drug test for suspected narcotics use and breath scan for suspected alcohol consumption. If the test is verified "positive", the principal will meet with the student and his/her parent/guardian to discuss the results and further action.
- An essential feature of this policy is that students and their family members are encouraged to contact school administration for help with alcohol and other drug-related problems, with the assurance that such contacts will be handled sensitively and confidentially. A student who self-refers to the school, and is making satisfactory progress in following the recommendations of a certified program, will be encouraged by the school.

PENALTIES ARE CUMULATIVE BEGINNING WITH THE STUDENT'S FIRST VIOLATION AND CONTINUING THROUGHOUT THE STUDENT'S HIGH SCHOOL CAREER.

Penalties are concurrent for varying offenses.

The primary purpose of this policy is not intended to be disciplinary or punitive in nature but to educate our students. Education directs students away from drugs and alcohol abuse and towards a healthy, safe, and drug-free life.

Verbal and Written Harassment/Anti-Bullying

The WMLHS Board of Directors emphasizes a Christ centered school with a loving Christian heart and behavior. Our school is to be a safe and secure learning environment that promotes Christian citizenship and respect for everyone. WMLHS prohibits acts of bullying, harassment, and other forms of aggression and violence. All administrators, faculty, staff, parents, volunteers and students are expected to refuse to tolerate bullying and harassment and to demonstrate appropriate Christian behavior. It is important for adults to model this behavior (even when disciplining) in order to provide positive examples for student behavior. "...love your neighbor as yourself." Luke 10:27

"Bullying" or "harassment" is any gesture or written, verbal, graphic, or physical act (including electronically transmitted acts) that is reasonably perceived as being dehumanizing, intimidating, hostile, humiliating, threatening, or otherwise likely to evoke fear, or physical harm or emotional distress. Acts of bullying or harassment should be reported to a trusted staff member and all school employees are required to report alleged acts to the Principal. Consequences for a student who commits an act of bullying or harassment will be handled according to the school code of conduct and may range from positive behavioral intervention up to including suspension or expulsion. West Michigan Lutheran High School maintains a firm policy prohibiting discrimination. There shall be no "hazing" or mistreatment of any form. Authorized school officials will report all cases of harassment to legal authorities as required by law.

Harassment and bullying may include, but is not limited to:

1. To physically threaten or abuse someone else in written, verbal, or non-verbal form.
2. To degrade or malign another human being's character.
3. To consciously put down another human being through the spreading of gossip or rumors.

Anyone found guilty of harassment or bullying can be subject to any or all of the following disciplinary action:

- Notification of parents
- A meeting will be set up between the accused, the accuser, the principal a faculty or board member
- Apology to student(s) involved.
- Possible suspension, 1-3 days.
- Possible loss of rights to attend school functions, including but not restricted to class trip, prom, athletic events, concerts, dramas, parties, dances, etc.
- Possible loss of elected positions (Student Council, class officer, team captain, etc.) for the remainder of the school year.
- Possible assessment with a school approved counselor.
- 365 day probation. Any additional offense of any kind during that time will result in movement to the next level of discipline (See pg. 17 second offense)
- Any other requirements as deemed necessary by the Board of Directors.

Sexual Harassment

The Sixth Commandment commands that we lead a “sexually pure and decent life in what we say and do...” As St. Paul wrote to Titus, “The grace of God...teaches us to say „No“ to ungodliness and worldly passions, and to live self-controlled, upright and godly lives in this present age” (2:11-12). It is expected that students of West Michigan Lutheran High School will celebrate their sexuality, but always in God pleasing ways. Sexual harassment is not only unfitting Christian behavior, but against the laws of the state. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature. It may include, but is not limited to:

1. Verbal, written/graphic harassment or abuse
2. Subtle pressure for sexual activity
3. Inappropriate patting or pinching
4. Intentional brushing against the individual’s body
5. Any unwelcome touching of a sexual nature
6. Any activity that seeks to use another person as a sexual object

It is the determination of West Michigan Lutheran High School to provide a Christian environment that is safe, both for those receiving its ministries and for those providing its ministries. Sexual abuse, sexual exploitation, sexual harassment and physical abuse will not be tolerated at West Michigan Lutheran High School. If any student feels that they have been abused, exploited or harassed either physically or sexually, please contact the school administrator, a faculty member, or one of the members of the Board of Directors.

Anyone found guilty of sexual harassment will be subject to any or all of the following disciplinary action:

- immediate notification of parents
- meeting with parents, student and principal within 24 hours
- suspension to parental home care for 3 days (may be immediate)
- loss of right to attend school functions for 4 weeks (unless required to be there by coach or advisor). This includes class trip, prom, athletic events, concerts, dramas, parties, dances, etc
- loss of elected positions (Student Council, class officer, team captain, etc.) for the remainder of the school year; students are also ineligible to run for an elected position during this time
- Assessment with a school approved counselor as soon as possible. Student shall follow all conditions of the assessment
- Apology to student(s) involved
- 365 day probation. Any additional offense of any kind during that time will result in movement to the next level of discipline
- Any other requirements as deemed necessary by the Board of Directors

If there is a **second** offense, the student will be subject to any or all of the following disciplinary action:

- immediate notification of parents
- immediate suspension to parental home care for 6 days

- meeting with parents, students, and principal; within 24 hours
- loss of right to attend school functions for 6 weeks (see above)
- loss of elected positions (and ability to run for office) for remainder of high school career
- assessment with a school-approved counselor as soon as possible. Student shall follow all conditions of the assessment
- apology to student(s) involved
- probation for the remainder of high school career
- any other requirements as deemed necessary by the Board of Directors

If there is a third offense, the parents of the student will be asked to transfer their son or daughter to another school. In the event the parents do not wish to make such a transfer, the parents will be invited to a special Board of Directors meeting at which time the student's expulsion will be determined.

Penalties are cumulative beginning with the student's first violation and continuing throughout the student's high school career. Penalties are concurrent for varying offenses.

Cheating/Plagiarism

The Lord instructs us in the eighth commandment that we are not to steal. This does not only refer to material objects but also to thoughts and ideas. The work that we do should reflect Christ presence within us and respect to our fellow man. As students you are expected to complete all tests, assignments, and projects honestly, and not collaborate in dishonest actions. Students are not to accept or give answers, assignments, notes or projects to other students unless permitted by the teacher.

Cheating is defined as a student's use of someone else's class work, materials, or ideas as their own for credit. Cheating also includes encouraging others to hand in work that is not their own. Examples of cheating include, but are not limited to, the following:

- Possession of another student's assignments, notes, or books for illicit purposes
- Giving other students answers to assignments
- Sharing questions or problems on tests or quizzes
- Turning in material written by another without citing the source.
- Working on assignments with other students when group work is not specifically permitted by the teacher
- Communicating in any way during tests or quizzes

During Tests:

- Looking anywhere but at one's own test, quiz, or paper
- Having unauthorized material or information in view
- Talking during tests

Plagiarism is defined as “the act of stealing and using as one's own ideas and/or words of another.” In the work of research and writing, great care must be taken to document sources used and to identify as quotations, with quotation marks (“...”) all words taken from sources which are incorporated into a research project. Use of the words and/or ideas of another author, without proper citation, thereby giving the impression that those words and ideas are one's own, is plagiarism.

Anyone found guilty of cheating and/or plagiarism will be subject to the following disciplinary action:

- First Offense: Student will lose credit for the work; parents and principal will be notified.
- Second Offense: Student will lose credit for the work; parents and principal will be notified of second offense and a mandatory conference will be held between the student, teacher, parents/guardians, and the principal; the student will not be eligible for academic honors; possible suspension from extracurricular activities.
- Third Offense: Possible loss of credit for the course

Weapons

While at school, a student who sells possesses and/or uses a weapon, including a knife, fireworks, martial arts weapons, firearms, or any other object that can reasonably be considered to be a weapon, will be suspended and recommended for expulsion. Referral will be made to law enforcement officials for appropriate action.

Possession of a firearm by a student may be referred immediately to law enforcement officials and may be grounds for immediate expulsion. Likewise, any student who brings, carries, or transports a firearm by any means will also be subject to legal action and expulsion.

Students with knowledge of the violations noted above who do not report their findings to the administration immediately will be subject to disciplinary action as well.

Other Disciplinary Violations

The administration and/or the Board of Directors also reserves the right to impose the first, second, and third offense consequences in the case of other types of serious disciplinary violations such as, but not limited to

- Vandalism
- Use of physical violence and/or fighting
- Stealing
- Reprehensible conduct tending to reflect serious discredit to the school, whether on or off campus school functions.

The consequences listed in these policies do not mean that students involved are not forgiven. Rather, it is intended to emphasize the seriousness of the offense for a Christian and a Christian school setting, and to teach the student the consequences of his behavior in much the same way that a failing grade may be the consequence of poor preparation for an exam.

Anyone found guilty of the above mentioned violations can be subject to any or all of the following disciplinary action

FIRST OFFENSE:

- immediate notification of parents
- meeting with parents, student, and principal within 24 hours

- suspension to parental home care for 3 days (may be immediate)
- law enforcement may be notified
- loss of right to attend school functions for 4 weeks (unless required to be there by coach or advisor). This includes class trip, prom, athletic events, concerts, dramas, parties, dances, graduation etc.
- loss of elected positions (Student Council, class officer, team captain, etc) for the remainder of the school year; students are also ineligible to run for an elected position during this time
- probation with random drug testing for 365 days (Testing will be done by a school approved facility. The school will pay for the testing costs if the results are negative.)
- chemical assessment with a school-approved counselor as soon as possible (within one week if possible for the initial contact). Incompletion of assessment within one month will result in additional suspension from school. Written assessment report needs to be handed in to verify completion. Student shall follow all conditions of the assessment.
- other requirements as deemed necessary by the administrator and/or Board of Directors

SECOND OFFENSE

- immediate notification of parents
- immediate suspension to parental home care for 6 days
- meeting with parents, students, principal within 24 hours
- law enforcement may be notified
- loss of right to attend school functions for 6 weeks (see “First Offense”)
- loss of elected positions (and ability to run for office) for the remainder of high school career
- probation with random drug testing for the remainder of high school career (see “First Offense”)
- family counseling with a school-approved counselor (see “First Offense”). Written verification of counseling should be returned to the school as soon as possible
- other requirements as deemed necessary by the administrator and/or Board of Directors

THIRD OFFENSE

The parents will be asked to transfer their son or daughter to another school. In the event the parents do not wish to make such a transfer, the parents will be invited to a special Board of Directors meeting at which time the student’s expulsion will be determined.

Christian Sexuality

All of God’s Commandments are given not only to order the life of His people, but also to protect that life. God specifically deals with human sexuality in the Sixth Commandment. Sexuality has been created by God as a wonderful gift. However, His commandment emphasizes that the purpose of sex is the togetherness of man and woman within the marriage relationship. It also urges God’s children to seek sexual purity in thoughts, words and actions. As a Christian institution of learning, WMLHS outlines its response to three issues that arise in context to the misuse of sexuality. They are public displays of affection, sexual conduct which leads to pregnancy outside the bonds of marriage, and sexual harassment.

Public Displays of Affection:

Friendship is one of God's special gifts, as the Psalmist notes: "A friend loves at all times..." (17:17a). certain male/female friendships will grow into deeper relationships. Dating is a serious responsibility. God desires that couples will publicly exhibit their care for each other in appropriate ways. Public displays of affection (excessive hand holding, kissing, caressing) are not appropriate and will not be condoned. Continued offense may result in detention or more serious disciplinary action.

Pregnancy:

Our Lord has placed a sanctity around the family and home when He expressed His will in the Sixth Commandment (Ex. 20:14). God likened the relationship of the husband and wife to that of Christ and the church (Eph. 5:25-27), and views our bodies as temples of the Holy Spirit (1Cor. 6:19). Sex is a wonderful gift of God to the human race to be an expression of unselfish love within the estate of Holy Marriage which He created. It is also a means of participating under God in His act of creating life, where a Christian father and mother, within a home, raise children to His glory and human welfare. To violate this commandment by sexual activity outside of marriage is contrary to the will of God. Therefore, in accordance with Scripture and for direction and understanding of all involved, the following procedural approach will be implemented in regard to pregnancy and related issues:

When it has been learned that a student is pregnant, has given birth or fathered a child out of wedlock, or has aborted a child during the calendar year of enrollment, the student(s) will initially continue in school until the administrator and guidance counselor have met, and WMLHS will assist the student(s) and parents/guardians to seek immediate pastoral guidance and professional counseling. Because of the special circumstances to each situation, WMLHS reserves the right to handle cases individually and with guidance from pastors, counselors, and parents/guardians involved. To allow the necessary time for those involved to receive counseling (professional and spiritual) in order to resolve some of the many issues during this time of stress and adjustment, the WMLHS administration or Board of Directors reserves the right to dismiss the involved student(s) for a period of time. This is suggested only after a review of circumstances. If dismissal is decided upon, WMLHS will continue to be involved in academic, spiritual, and emotional aid to the student(s). This will include home study, correspondence courses, and referral to such services as Lutheran Counseling and Family Services, Lutherans for Life, and the Office of Health and Human Services. To be re-admitted, a written statement by the student(s) and parent/guardians requesting re-admission must be presented to student(s) involved. Other factors affecting a Board's decision in this matter may include:

1. Our Lutheran high school is not equipped to adequately provide for the social, psychological, or medical needs of the student(s) involved. WMLHS will use the services of our participating churches and other religious-based counseling services.
2. Whether or not it is obvious that there has been a sincere repentance.
3. Our concern to do all we can to protect the dignity of the student(s) involved.

Student Marriage/Live-in

West Michigan Lutheran High School operates as a school for the education and spiritual growth of teenagers, and as such, believes that its social setting is not designed to include married students in daily attendance. Non-married (live-in) student situations are even more problematic, since they involve intimacy between non-married people which God's Word reserves for the married.

All situations involving student marriage and non-married live-in will be dealt with individually. The school administrator and the Board of Directors will rule on all cases.

DRESS CODE

West Michigan Lutheran High School students should take pride in their appearance. They exercise their Christian freedom and responsibility by dressing in ways that reflect their love for Christ by their understanding of other's sensitivity. Christian modesty is expected of all our students. It is expected that West Michigan Lutheran High School students will exercise Christian discretion and consideration in their personal appearance at all times.

Parental support and assistance in the following of the school dress code is needed.

West Michigan Lutheran High School requires a traditional and conservative style of clothing for its students. This section outlines the allowable clothing choices. Choices are purposely limited. West Michigan Lutheran High School reserves the right to make decisions regarding appropriate dress and hair styles.

If you are uncertain if an item of clothing is acceptable, don't wear it.

All Students

Clothing (Including hats) which depicts, infers, or promotes non-Christian values such as alcohol, drugs, tobacco, violence, sex, or any other offensive slogans or pictures is not allowed. Clothing that exposes creases, cracks, and cleavage is not allowed.

Jeans of any color, including shorts, are only allowed on Tuesdays and Thursdays or on "special" days, otherwise they are out of dress code. Jean like pants or pants that look like jeans will be considered jeans and if worn you will not be in dress code. In order to wear Jeans on these days the student must purchase a "Jeans Ticket" at a cost of \$1.00 or 15 tickets for \$10.00. The ticket is turned in to the student's first hour teacher. The money raised will be used towards service projects i.e. Christ Giving Week, Camp Concordia to student selected mission projects, and to help off-set special assemblies, field trips etc.. Hooded Sweatshirts may be worn during colder weather if the student wearing it is in dress code underneath.

Ladies

Ladies may wear their choice of color or print within the choices listed below.

Ladies choices include:

- Blouse, shirt, or top with shoulders completely covered. Tops that are low cut and/or expose the mid-section when standing, sitting, or stretching are not appropriate for school.
- Sweaters with appropriate top worn underneath Traditional dress pants or khaki style pants with set-on waistband
- Skirts, dresses, and shorts at knee length.
- Traditional loafer, dress sandals with a back strap, dress flats (with a back strap), and

dress heels up to one and a half inches are to be worn. Extreme platform shoes pose a safety concern and should not be worn to school. Clean, dress tennis shoes may be worn.

- Hemmed dress shorts may be worn during the first and fourth quarter of the academic year, they must be knee length.
- Jewelry choices are: Watch, Ring, Necklace, Bracelet, Earrings
- Casual sandals (i.e. Flip-flops, etc.) and *appropriate* shorts may be worn 1st and 4th quarter.
- Leggings should not be worn unless the shirt/top worn over the leggings reaches the med-thigh when standing.

Gentlemen

Gentlemen may wear their choice of color or print within the choices listed below.

Gentlemen's choices include

- Traditional dress pants or khaki style pants with buckled belt at waist
- Oxford type tie-up shoe (low cut), traditional loafer type shoe or clean athletic style shoes may be worn
- Dress shorts may be worn during the first and fourth quarter of the academic year
- Jewelry choices are: Watch, Ring, Necklace, Bracelet
- Casual sandals (i.e. Flip-flops, etc.) and *appropriate* shorts may be worn 1st and 4th quarter.
- Shirts must have sleeves.

Hair Length and Style

Fads and trends tend to come and go. Specific hairstyles that follow passing fads will be decided upon as they arise. The following guidelines are to be followed:

- No dying or bleaching of hair beyond a natural color. Hair color should not be distracting
- Gentlemen's hair should be clean and well-kept

Body Piercing/Tattoos/Chains

Body piercing (beyond ear piercing for girls) and tattoos should be avoided and need to be covered while in school or at a school sponsored events. Chains attached to clothing or wallets are not allowed.

Sunglasses/Hats/Caps/Bandanas/Gloves/Headwear

Sunglasses, hats, caps, bandanas, gloves, headwear are not to be worn in the classroom or carried during school hours. These items are to be stored in the student's lockers during school hours.

Outerwear Jackets

Outerwear jackets (letter jackets, jackets, coats) are not to be worn during the school day. These items are to be stored in the student's locker.

SANCTIONS FOR VIOLATION OF THE DRESS CODE

First offense: The student will need to change to meet the dress code by

- a) Changing into his/her own clothes (NOTE: students may not leave campus to change into their own clothing.)
- b) Changing into WMLHS provided clothing

Second offense: A detention will be assigned, and the student will need to change to meet the dress code by

- a) Changing into his/her own clothes
- b) Changing into WMLHS provided clothing

Additional offenses will be handled at the Principal's discretion. This may include the assigning of a Saturday detention or out of school. This will be handled on a one to one basis.

CARS

Students are not to use their cars after the start of the academic day unless permission has been granted by the Principal. Students driving to school are to register their vehicles and complete the necessary forms in the school office.

Parking Regulations

All students must park their cars in the designated area while they are under the jurisdiction of West Michigan Lutheran High School. Failure to follow these parking regulations may result in loss of driving privileges.

DAY TO DAY GUIDELINES

Assemblies

Assemblies are held throughout the year. Student Government, students, faculty, and outside persons use assemblies to present programs of an interesting and educational nature. Students are **REQUIRED TO ATTEND** assemblies and to show the courtesy expected of a good listener. Disrespectful and discourteous behavior will not be tolerated.

Insurance Claims

West Michigan Lutheran High School carries supplemental liability insurance covering any accidents that may happen at school. Parents are to submit all claims to their own insurance carriers first. Claims will only be submitted to West Michigan Lutheran High School's insurance company after they are acted upon by the parent's insurance provider.

Bad Weather

When there is bad weather, or the threat of bad weather, students should exercise caution and common sense. It will be announced when school will not be in session due to bad weather. Students should stay home until the road conditions allow safe passage. Parents should call to inform us when students are going to be late.

Scheduling of Activities

All school organizations are to submit their schedules to the Principal for approval. Programs or events to be presented, dates, times of events, and costs involved must also be submitted for the Principal's approval.

Service Hours

The mission of WMLHS is to “nurture and prepare its students for Christ-Centered lives.” A part of this mission is to instill in the students the importance of service. With this in mind the Board of Directors believes that each student and family should perform service for West Michigan Lutheran Education Programs.

Guidelines for Service Hours:

- Select your project with a feeling that you really want to accomplish something worthwhile, and with the Lord’s help, make a contribution to the people around you.
- Families are asked to commit to a minimum of 10 hours of service.
- All Service Hours must be completed in service to West Michigan Lutheran High School.
- A signup sheet for the different WMLHS service opportunities will be available at the August orientation Meeting.
- Once service hours are complete email secretary@wmlhs with the following information:
 - Student name
 - What service was completed
 - Total hours worked
 - Persons who worked
- You are able to see how many hours are completed by contacting the main office.
- In the event the year passes and only partial hours are fulfilled, a billing statement of the remaining hours will be sent home. These hours will be charged at the rate of \$10.00 per hour. Grade cards, records, and diplomas will be held until all financial obligations are met.

Withdrawal from School Procedures:

The following are the steps for a student to withdraw from West Michigan Lutheran High School.

- The Principal must receive written permission from the parent/guardian
- Students must return all books and other school owned materials
- If withdrawal is before the end of the school year, the student's I.D. card must be returned to the school office
- All financial obligations to the school or other peoples must be met
- All activity materials must be returned (instruments, play books, uniforms, etc.)
- If the student is planning to transfer, a transcript release form must be completed

Failure to withdraw correctly will result in additional charges to the student’s account.

Campus Business Ventures

Individuals and groups may engage in business ventures involving campus sales after receiving permission from the Principal.

Out of Bound Areas

Students are not to be on the roofs of school buildings, scaling the walls, and/or climbing trees. Students should not be in school buildings at unauthorized times nor in unauthorized areas unless under the direct supervision of the West Michigan Lutheran High School faculty or staff. Unauthorized areas include the elementary school classrooms.

Lost and Found

All articles found are to be turned in to the school office. All unclaimed articles will be donated to a worthy cause.

Bulletin and Announcements

Official bulletin boards are provided for posting announcements. Each announcement should be neat and must have the approval of the faculty sponsor or an administrative officer. If a student wants an announcement to be read it must be submitted to the office for approval by 11:00 a.m. Attention should be given to all oral announcements, as well as to those posted on the bulletin boards. Announcements must be removed immediately after the event has taken place.

Library Materials

Books are to be returned to the library at the time they are due. Materials not returned on time will be requested by the librarian. Fines will be assessed or students will be charged for materials not returned. In order to allow the librarian to give proper notification, all library materials are normally due one week before finals.

Student Council

Student Council provides for student activities 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. Members of the Council are your representatives and have direct access to the school administration.

Student Council members must have 2.0 GPA and no failing grades. They must also be in good standing in all of their classes.

School Cleanliness

West Michigan Lutheran High School seeks to establish and maintain high standards of school beauty, orderliness, and cleanliness. Proper disposal of litter is of extreme importance. Special clean-up campaigns are designated by Student Government at specified times and all students join in these efforts.

Skateboards

Skateboarding is not permitted in the parking areas or in the building.

Tornado/Fire Emergency Procedures

When the alarm sounds for a fire or a fire drill, students will remain quiet to maintain order and safety. Students will walk briskly and in an orderly manner to the nearest exit, leaving books and other

personal property behind, clear access to the building for firefighting and other safety equipment, and return to the building promptly when they are asked. When the tornado alarm is sounded, students will be instructed to proceed in a quiet and orderly manner to a specified secure area.

Title IX

West Michigan Lutheran High complies fully with both Title IX of the Education Amendments Act of 1972 and the Family Rights and Privacy Act, Section 438 of Federal Law 93-380. Complete texts of both acts are on file in the office. If you would like a copy of the complete text, please stop by to pick up or write for a copy.

Closed Campus

West Michigan Lutheran High School operates a closed campus. This means that students may not leave school for any reason before the designated closing time without permission from the office. It also means that they are not to be in the parking lot or any other area without staff supervision. In addition, all visitors must report to the office when they arrive on school grounds to sign in and receive authorization. Failure to comply with these requirements results in the appropriate action.

All situations involving student marriage and non-married live-in will be dealt with individually. The school administrator and the Board of Directors will rule on all cases.

REPORTING POTENTIAL CHILD ABUSE

In accordance with Michigan state law, the school staff is obligated, under penalty of fine or jail term, to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision, sexual abuse, or exploitation. In this very serious and legally narrow area, the school will not contact the parents in advance of making a report to legal authorities. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report be made when there is reasonable suspicion of abuse.

APPEALS PROCEDURE

When a student feels he/she has been unfairly treated, he/she may appeal the decision to the next person in charge. Except in the cases where a student has been expelled, students appeal rights end with the decision rendered by the principal.

Acceptable Use Policy for Technology, Internet Access, and Digital Media

Mission Statement

1. School Mission Statement

The mission of West Michigan Lutheran High School is to nurture and prepare its students for Christ-entered lives.

2. Internet goal and aims for the use of personal computers

Our goal is to promote educational excellence in the school by facilitating resource sharing, innovation, and communication. Use of the Internet will further the goals of technology and communication targeted by the school improvement plan adopted by West Michigan Lutheran High School.

Technology use, Internet access, and digital files

1. Acceptable use policy

West Michigan Lutheran High School offers Internet access for student use and allows the use of personal computers while in school. Access to the Internet has been established for a limited educational purpose to include classroom activities, career development, and limited high-quality, self-discovery activities. It has not been established as a public access or public forum and West Michigan Lutheran High School has the right to place reasonable restrictions on the material you access or post, the training you need to have before you are allowed to use the system, and enforce all rules set forth in the school code and the laws of the state of Michigan. Further, you may not use this system for commercial purposes to offer or provide products and services through the system or use the system for political lobbying. Access to the internet is available through this school only with permission of the Principal or his designee and your parents.

2. Guiding principles and usage boundaries

2.1. All decisions concerning the use of the Internet will be based on the principles of a Christian lifestyle. Not all Internet sites are suitable for school use. While West Michigan Lutheran High School has taken steps to limit the availability of unacceptable sites, users are expected to monitor their own use. West Michigan Lutheran High School firmly believes that the valuable information and interaction available on the Internet far outweigh the possibility that users may obtain material that is not consistent with our faith and with the educational goals of the school.

2.2. Likewise the possession of files contained in personal computers or on digital media will be based on the principles of a Christian lifestyle. Personal computers should not contain files inconsistent with this philosophy.

3. Permission

Parents are ultimately responsible for setting and conveying the standards that their children should follow when using media and information sources. West Michigan Lutheran High School supports and respects each family's right to decide whether or not to apply for access to the Internet.

4. Personal safety

- 4.1. You will not post contact information (e.g. address, phone number) about yourself or any other person.
- 4.2. You will not agree to meet with someone you have met online. Any contact of this nature or the receipt of any message you feel is inappropriate or makes you feel uncomfortable should be reported to school authorities immediately.

5. Illegal activities

- 5.1. You will not attempt to gain unauthorized access to the West Michigan Lutheran High School or any other computer system or go beyond your authorized access by entering another person's user ID and password or by accessing another person's files.
- 5.2. You will not deliberately attempt to disrupt the computer system, destroy data by spreading computer viruses, or by any other means.
- 5.3. You will not use the Internet to engage in any other illegal act, such as arranging for a drug sale or the purchase of alcohol, engaging in criminal or gang activity, threatening the safety of a person, etc.

6. System security

- 6.1. You are responsible for your individual user ID and password and should take all reasonable precautions to prevent others from being able to use your Internet access. Under no condition should you give your password to another person.
- 6.2. You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not look for security problems; this may be construed as an illegal attempt to gain access.
- 6.3. You will avoid the inadvertent spread of computer viruses by following the school virus protection procedures when downloading software or sharing digital media.

7. Inappropriate language

On any and all uses of the Internet, whether in application to public or private messages or material posted on the Web pages, you will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language. You will not post information that could cause danger or disruption or engage in personal attacks, including prejudicial or discriminatory attacks. You will not harass another person by a persistent action that distresses or annoys another person and you must stop if asked to do so.

8. Respect for privacy

8.1 You will not repost a message that was sent to you privately without permission of the person who sent you the message.

8.2 You will not post private information about yourself or another person.

9. Respecting resource limits

9.1 You will use the system only for educational and career development activities and limited, high-quality, self-discovery activities. There is no limit on use for education and career development activities.

9.2 You will not post chain letters or engage in “spamming” (that, the sending of annoying or unnecessary messages).

10. Plagiarism and copyright infringement

10.1 You will not plagiarize materials you find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were your own.

10.2 You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Direct any questions regarding copyright law to a teacher.

11. Inappropriate access to material

11.1 You will not use the Internet or personal computer to access material that is profane or obscene (pornography) or that advocates illegal acts or violence or discrimination toward other people (hate literature).

11.2 If you mistakenly access inappropriate information, you should immediately tell your teacher or other person designated by the school. This will protect you against a claim of intentional violation of this policy.

12. Your rights

12.1 Free speech. The Internet is considered a limited forum, similar to a school newspaper, and therefore the school may restrict your right to free speech for valid educational reasons.

12.2 Search and seizure. You should expect no privacy of the contents of your

personal files on the school system or with files and printout in your possession while at school. Routine maintenance and monitoring of the system may lead to discovery that you have violated this policy of the law.

An individual search will be conducted if there is reasonable suspicion that you have violated this policy or the law. The investigation will be reasonable and related to the suspected violation.

12.3 Due process. The school will cooperate fully with local, state or federal officials in any investigation related to illegal activities conducted through the system. In the event of a claim that you have violated this policy or the law in your use of the Internet, you will be given notice of suspected violations and an opportunity to present an explanation. Restrictions may be placed on your Internet access. West Michigan Lutheran High School reserves the right to use the Internet, or information obtained from the Internet, in the classroom for educational purposes. The school makes no guarantee that the functions or the services provided by or through the Internet system will be error free or without defect. The school will not be responsible for any damage you may suffer including, but not limited to, loss of data or interruptions of service. The school is not responsible for the accuracy or quality of the information attained through or stored on time system. The school will not be responsible for financial obligations arising from unauthorized use of the system.

When you are using the system, it may feel like you can more easily break a rule and not get caught. This is not true. Electronic footprints are imprinted on the system whenever an action is performed. Therefore, you are likely to be caught if you break the rule

West Michigan Lutheran High School

Microsoft Surface RT Student Use Policy

West Michigan Lutheran High School Board of Directors recognizes an expanding reliance on computers among students, faculty, staff, and the administration due to the convenience, speed, cost-effectiveness, and educational advantages it provides. To adequately prepare our students WMLHS will issue school-owned Microsoft Surface RT's to all enrolled students to enhance their learning.

Students may use these devices in school as an educational tool for research, online textbooks, communication, word and file processing. To ensure consistency, participation in the WMLHS Surface RT Program is mandatory for all grade levels.

Upon receipt of the insurance fee, or parental/caregiver sign off of the insurance, and the signed Surface RT Student/Parent/WMLHS Agreement, WMLHS will provide a student with a Surface RT computer.

Surface RT Ownership

Surface RT's issued through the WMLHS Surface RT Program are the property of WMLHS. Students have no ownership, interest, or right to title in the computers. The Surface RT's will be returned at the end of the school year or if the student leaves before the school year ends. The responsibility of proper care and usage lies solely with the student at all times. Understand that the Surface RT belongs to WMLHS, and it can be taken away for maintenance or disciplinary reasons at any time.

WMLHS is the sole licensee of the software included with the laptop computer. Any copying, modification, merging, or distribution of the software by the student, including written documentation, is prohibited. The student is responsible for complying with any and all hardware, software, and service provider licensing agreements, terms of use, and applicable state and federal copyright and other intellectual property protections. Violation of any such licenses, terms, or laws shall constitute a violation of this policy.

Insurance

Insurance is available through a third party company for the fee of (TBD) for the school year. (See attachment for insurance coverage items) As the parent or caregiver you may elect not to enroll in the insurance program. However, all damages, repairs, lost or stolen devices are the family's responsibility. Devices for loan, while a device is being repaired, are only available through WMLHS insurance program.

Return of the Laptop Computer

Sometime before the end of the school year, a date will be announced on which the students and their parents or guardians will return the WMLHS Surface RT. On this date, the school will inspect the computers for damage, and will reimagine each machine.

Technical Support

Most issues you may encounter with your Microsoft Surface RT can be fixed by reviewing the user guide at <http://Surface.com/UserGuide>. However, issues that cannot be resolved should be reported to the teacher. If the device is insured through WMLHS the student will receive a spare device until the originally device is fixed.

Internet Use

The laptops have wireless capability. While on campus, students will access the school's servers and the Internet using this wireless infrastructure. For home use, if there is a wireless system, students can take advantage of the capability. WMLHS is not responsible for configuring the home wireless system.

Printer Use

Printers are provided for students within the school. For home use, if there is a printer available, the student may take advantage of that capability. WMLHS is not responsible for configuring the home printer.

Daily Requirements and Expectations for Use

- Students are required and expected to take home and bring their Surface back to school each day with the battery fully charged. Computers should be plugged in each night to assure a full charge the following day.
- Though durable, the Surface RT needs to be taken care of responsibly.
- Teachers will determine whether or not the Surface should be opened or closed during each class period.
- The Surface contains all necessary hardware and software. It is not permissible to add or change the hardware, memory, or hard drive.
- Students may not download illegal content such as pirated music, video, games, etc. onto the device.
- The Internet is to be used for academic purposes as instructed by the teacher and as a means of obtaining needed information.
- Students can store data on the computer or save to the school's network servers. Students should make responsible decisions about what is stored.
- Students are allowed to access only those files that belong to them or which they are certain they have permission to use.
- Files stored within the school computer systems should be limited to those relating to formal school courses or activities.
- Email (or any other computer communication) should be used only for legitimate and responsible communication.

Privacy

All communications and information transmitted by, received from, stored within, or that passes through WMLHS facilities may be archived, deleted, monitored and reviewed for content or usage at any time by the administration. WMLHS also reserves the right to investigate suspected inappropriate uses of its resources or systems using its resources.

WMLHS reserves the right to monitor or access the hard drives of its devices if it suspects or is advised of possible breaches of security, harassment, or other violations of other school policies, rules, regulations, directives, or law, or evidence exists which demonstrates to the school that its devices may contain information, data, or other intellectual property that belongs to another person. As always, students should limit the personal information on the laptop for safety reasons.

Security procedures (including loss or theft)

- Families have the right to purchase their own insurance to assure their WMLHS loaned device is insured to cover possible costs. In case of theft in school, staff must be notified **immediately**.
- Each computer is assigned to an individual student. Students should never "swap" or "share" their computer with another student.
- Surface RT's should be in a student's possession, or secured in a designated secure area at all times. Laptops should never be left unattended.
- Students may never share their password with another student. Passwords should always be kept confidential.
- Students should never share personal information about themselves or others while using the Internet or email.
- If the computer is lost or stolen, students and/or parents or guardians should immediately report the loss or theft to the Main Office. Police may be notified.
- School-wide filtering is in place while at school only. Internet histories may also be checked.
- Students may not bypass the school's network at any time while on school property. Use of personal hotspots is prohibited.

General Care, Repairs and Maintenance

- Students are expected to treat their laptop with care and respect. The Surface RT and power cord are the property of WMLHS and should be kept clean and free of marks at all times. Placing stickers, writing or drawing on, engraving or otherwise defacing the laptop or power cord is not allowed and will result in loss of privileges. If damage occurs, the student will receive a bill for damages.
- When transporting the laptop to and from school, students should be particularly cautious. Students should protect their device from extreme heat or cold. Surface RT should not be left in a car, even if the car is locked.
- Do not leave the Surface RT exposed to direct sunlight or near any heat or moisture sources for extended periods of time. Computer devices should be protected from the weather, water or other liquid, food and pets. Students should never eat or drink

(including water) while using their device, or use their device near others that are eating or drinking.

- No object should ever be placed or stacked on top of your Surface RT. This includes books, musical instruments, sports equipment, etc.
- Any inappropriate or careless use of a computer should be reported to a teacher or other staff member immediately.
- In the event of damage, the laptop and any damaged parts **must** be brought to the office. If the device is insured through WMLHS insurance program the device will be sent in for repair or replacement. A loaner device will be given to the student to use until the original device is repaired or replaced. If the device is not insured through WMLHS it will be determined whether the device needs to be sent out to be repaired or replace the device. The cost of the repair or replacement will be the responsibility of the family. If the device needs repair a loaner device will be made available for school use only. Families are **not** to have the device repaired or replaced on their own until it has been looked at by an authorized WMLHS staff person. The student will be billed for damages or degradations resulting from unauthorized repair attempts.
- When determined by WMLHS administration, each Surface RT will be returned to the school for regular maintenance, software or equipment upgrades or other necessary repairs. With this regular support, the goal is to maintain the standards of the laptop learning environment and help to reduce technical difficulties.

UNDERSTANDING CONCUSSION

Some Common Symptoms

Headache	Balance Problems	Sensitive to Noise	Poor Concentration	Not “Feeling Right”
Pressure in the Head	Double Vision	Sluggishness	Memory Problems	Feeling Irritable
Nausea/Vomiting	Blurry Vision	Haziness	Confusion	Slow Reaction Time
Dizziness	Sensitive to Light	Fogginess	“Feeling Down”	Sleep Problems
		Grogginess		

WHAT IS A CONCUSSION?

A **concussion is a type of traumatic brain injury** that changes the way the brain normally works. A concussion is caused by a fall, bump, blow, or jolt to the head or body that causes the head and brain to move quickly back and forth. A concussion can be caused by a shaking, spinning or a sudden stopping and starting of the head. Even a “ding,” “getting your bell rung,” or what seems to be a mild bump or blow to the head can be serious. A concussion can happen even if you haven’t been knocked out.

You can’t see a concussion. Signs and symptoms of concussions can show up right after the injury or may not appear or be noticed until days or weeks after the injury. If the student reports any symptoms of a concussion, or if you notice symptoms yourself, seek medical attention right away. A student who may have had a concussion should not return to play on the day of the injury and until a health care professional says they are okay to return to play.

IF YOU SUSPECT A CONCUSSION:

- SEEK MEDICAL ATTENTION RIGHT AWAY** – A health care professional will be able to decide how serious the concussion is and when it is safe for the student to return to regular activities, including sports. Don’t hide it, report it. Ignoring symptoms and trying to “tough it out” often makes it worse.
- KEEP YOUR STUDENT OUT OF PLAY** – Concussions take time to heal. Don’t let the student return to play the day of injury and until a health care professional says it’s okay. A student who returns to play too soon, while the brain is still healing, risks a greater chance of having a second concussion. Young children and teens are more likely to get a concussion and take longer to recover than adults. Repeat or second concussions increase the time it takes to recover and can be very serious. They can cause permanent brain damage, affecting the student for a lifetime. They can be fatal. It is better to miss one game than the whole season.
- TELL THE SCHOOL ABOUT ANY PREVIOUS CONCUSSION** – Schools should know if a student had a previous concussion. A student’s school may not know about a concussion received in another sport or activity unless you notify them.

SIGNS OBSERVED BY PARENTS:

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets an instruction
- Can’t recall events prior to or after a hit or fall
- Is unsure of game, score, or opponent
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly)
- Shows mood, behavior, or personality changes

CONCUSSION DANGER SIGNS:

In rare cases, a dangerous blood clot may form on the brain in a person with a concussion and crowd the brain against the skull. A student should receive immediate medical attention if after a bump, blow, or jolt to the head or body s/he exhibits any of the following danger signs:

- One pupil larger than the other
- Is drowsy or cannot be awakened
- A headache that gets worse
- Weakness, numbness, or decreased coordination
- Repeated vomiting or nausea
- Slurred speech
- Convulsions or seizures
- Cannot recognize people/places
- Becomes increasingly confused, restless or agitated
- Has unusual behavior
- Loses consciousness (even a brief loss of consciousness should be taken seriously).

HOW TO RESPOND TO A REPORT OF A CONCUSSION:

If a student reports one or more symptoms of a concussion after a bump, blow, or jolt to the head or body, s/he should be kept out of athletic play the day of the injury. The student should only return to play with permission from a health care professional experienced in evaluating for concussion. During recovery, rest is key. Exercising or activities that involve a lot of concentration (such as studying, working on the computer, or playing video games) may cause concussion symptoms to reappear or get worse. Students who return to school after a concussion may need to spend fewer hours at school, take rests breaks, be given extra help and time, spend less time reading, writing or on a computer. After a concussion, returning to sports and school is a gradual process that should be monitored by a health care professional. Remember: Concussion affects people differently. While most students with a concussion recover quickly and fully, some will have symptoms that last for days, or even weeks. A more serious concussion can last for months or longer.

To learn more, go to www.cdc.gov/concussion.

CONCUSSION AWARENESS

EDUCATIONAL MATERIAL ACKNOWLEDGEMENT FORM

By my name and signature below, I acknowledge in accordance with Public Acts 342 and 343 of 2012 that I have received and reviewed the Concussion Fact Sheet for Parents and/or the Concussion Fact Sheet for Students provided by West Michigan Lutheran High School

Participant Name Printed

Participant Name Signature

Date

Parent or Guardian Name Printed

Parent or Guardian Name Printed

Date

Return this signed form to the sponsoring organization that must keep on file for the duration of participation or age 18.

Participants and parents please review and keep the educational materials available for future reference.

WMLHS PERMISSION TO RETURN AFTER A CONCUSSION

This form is to be used for students who have been removed from any sport, class or event in which physical activity is required because they exhibited concussion symptoms. This includes but not limited to WMLHS sports, P.E. classes, Athletic Camps and intramurals. WMLHS policy requires written authorization from a physician (MD/DO) before a student may participate in those activities.

Student: _____

School: _____

Class/Event/Sport: _____

Date of Injury: _____

REASON FOR STUDENT'S INCAPACITY

PHYSICIAN'S ACTION

I have examined the named student-athlete following this episode and determined the following:

Permission is granted for the student to return to class and/or competition (may not return on the same day as the injury)

COMMENT: _____

PHYSICIAN'S SIGNATURE (MUST BE MD OR DO) DATE _____

PHYSICIAN'S NAME (Printed): _____