

Lutheran High School Westland



Student Handbook 2008-2009

Lutheran High School Westland is committed to providing a Christ-centered education that equips students spiritually, intellectually, socially, and physically for the future and challenges them to a life of service for Christ Jesus.

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Westland, MI 48185
(734) 422-2090
www.lhwl.lhsa.com
Steven Schwecke, Principal

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LUTHERAN HIGH SCHOOL WESTLAND
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Westland, Michigan 48185
(734) 422-2090
www.lhwl.lhsa.com

Dear Students and Parents:

Welcome, in the name of our Lord Jesus Christ to Lutheran High School Westland. Our goal is to help you grow in Christ. We will do all we can to help you find success as you attempt to live a Christian life of faith.

This student handbook provides you with guidelines so that you will understand your responsibilities as a member of this school community. Read these pages carefully so that you can know and support our school policies. We pray that you will benefit from the Christian instruction and activities of our school.

In Jesus' name,

Rev. John Herzog
Superintendent

Steven Schwecke
Principal

STUDENT'S PRAYER

Dear Lord Jesus, perfect teacher, wisest of the wise, help me in my preparation, not only to grow in knowledge but also as Your disciple. I do not ask You to give me the highest grades in the class, but rather a clear mind that will use the talents you have given me.

Help me to show love, not only to my friends, but to all, including those that seem to be unlovable. Save me from selfish pride that would lord my successes over my classmates; rather, give me the desire to help others.

Deliver me from the temptations of laziness and dishonesty. Open my eyes to see the wonders of Your world and the goodness of Your grace.

As I grow in learning, make me a sharp and powerful tool, fully equipped to perform Your holy will in this world. Help me to see the earthly calling I should follow.

Lord, there are many times in my life here that I will fail You, my teachers, and myself. Thank You for loving me in spite of my sins and for giving me the assurance of Your love which never fails. I ask all this of You because You have encouraged me to bring my needs to You in prayer and have promised to hear and answer. In Jesus' name. Amen

PHILOSOPHY

Lutheran High School Westland, part of the Lutheran High School Association of Southeast Michigan, is dedicated to the Christian education of students in grades nine through twelve. The instruction and training seek to help students grow in faith and in the grace and knowledge of their Lord and Savior Jesus Christ, to provide a strong educational background, to establish positive Christian values, to develop wholesome life skills, and to nurture a life of service.

The Word of God is the norm for the school's life and work. We believe that God's Word as revealed in the Bible (and correctly summarized by the Lutheran Confessions) is the means, along with the Holy Sacraments, by which individuals grow in the knowledge of God in both His Law and Gospel and increase in faith by the power of the Holy Spirit.

We strive to provide a strong intellectual, physical, and spiritual education in order to develop mind, body, and spirit. We realize that there are differences in individual endowments, and we take these into consideration with our students. We want to motivate them to develop fully the talents that God has given them.

We recognize that the foundation for Christian values is the home and the church and nurturing the values of the students remains the responsibility of Christian parents. We work together with parents and with the churches to fulfill the responsibilities of teaching, guiding, and modeling Christian values which have previously begun in the home life and the congregational life of the student, for we believe that Christian values are the foundation for positive social values.

We also attempt to teach general educational and social behaviors such as learning how to learn, thinking rationally, accepting responsibilities, directing oneself efficiently and productively, coping with change, respecting others, caring about oneself and others, and developing positive interpersonal relationships with other individuals and groups.

The understanding of God's Word ideally lead students to see their mission as one of Christian service within the school, the church, the local community, the nation, and the world. Students ideally live lives of service now in this world because of the sure hope of eternal life in heaven with Christ.

HISTORY

By the grace of God, the Lutheran High School Association has grown to a system of Christian education for over 1100 students. Detroit Lutheran High School opened in 1944 at 1000 West Grand Boulevard. In 1951, the school moved to 5040 Joy Road. Lutheran East and West opened in 1957. Lutheran North-Macomb opened in 1972, Lutheran Northwest-Rochester Hills in 1978, and Lutheran South-Newport in 2000.

Lutheran High School Westland opened its first school year on August 27, 1986. Mr. Ross E. Stueber served as principal from 1986 to 1992. Mr. Steven Schwecke is the current principal.

LUTHERAN BELIEFS

(also see www.lcms.org)

- We believe in the Triune God - the Father, the Son and the Holy Spirit.
- We believe that God the Father created the universe in six days.
- We believe that Jesus Christ, born of a virgin, is fully God and fully man.
- We believe all people are sinful by nature and are born as natural enemies of God
- We believe that God's grace is a free gift and that we can do nothing to earn God's favor or love.
- We believe that Jesus Christ is the Way, the Truth and the Life. Through His death and resurrection, people enter into a relationship with God and into eternal life.
- We believe that the Holy Spirit gives gifts to all believers and calls us to use them in service.
- We believe that the Bible is the inspired and inerrant Word of God.
- We believe in the practice of the Sacraments of Baptism and Holy Communion.

ADMISSIONS POLICY

Lutheran High School Westland does not discriminate on the basis of race, color, or ethnic origin in administration of their educational or athletic programs.

Students who come from families affiliated with Lutheran churches belonging to the Lutheran High School Association have first admission priority, provided they meet the policies listed below. Others who are willing to receive Lutheran training in the Christian faith will be considered as space permits.

Registration Form (Completed annually by all new and returning students)

A completed registration form must be submitted with the appropriate non-refundable registration fee. Registration opens in January. The registration fee increases each month to encourage early registration.

Incoming Freshman

1. Must have completed 8th grade
2. Must have a Principal, Counselor or teacher from their previous school complete and submit the *Teacher Recommendation Form*.
3. Must have a qualifying score on the *High School Placement Test*. The test is given in January or by appointment. A minimum reading grade equivalent of 6.5, a CSQ score of 85, and readiness for Pre-Algebra is required.
4. Who did not graduate from a Lutheran elementary school, must have a personal interview including one or both parents.

Transfer Applicants

1. Must submit a *Transfer Student Application*
2. Must have a Principal, Counselor or teacher from their previous school complete and submit the *Teacher Recommendation Form*.
3. Must have a personal interview including one or both parents
4. Must have at least a 2.00 grade average, a satisfactory conduct record, and must have the appropriate number of credits for their grade level to graduate with their class.
5. If accepted, will be placed on probation for at least one semester.

International Students LHWL is authorized under the immigration SEVIS system to issue student I-20s. Applicants should submit an International Student Application available on www.lhsa.com.

Home School Home schooled students are accepted only from an accredited program of home schooling, which can be used for credit verification for appropriate grade placement.

Health Form Following acceptance, all new students must submit a health form verifying that they have had a physical exam by a medical professional, have proper immunizations, and meet all public health criteria.

ATTENDANCE AND TARDY POLICY

Regular attendance is important for success in school and is a requirement of the State. Attendance and tardies are recorded each period of each school day for each semester.

Procedures when absent

- When a student is absent, the school office must be notified:
 - **By phone** A parent should call the office by 8:30 am the day they are absent.
 - **Written excuses** A parent note must be given to the office in advance or upon return. Failure to provide a written excuse by the second day back will result in a detention
- **Appointments** A student who needs to leave school for an appointment, must have a parent call or bring a written parent note to the office before school to obtain an off-grounds pass. The student must sign-out and sign-in in the office before leaving and upon return.

Types of absences: Satisfactory, Planned, Unexcused

- An administrator (not a parent) determines whether an absence is excused or unexcused.
- Missing class for school activities such as music concerts or tour, National Honor Society, athletic contests, and appointments with school administrators are NOT considered absences.

A. Satisfactory Absences (Examples: Student illness, medical appointments, death of an immediate family member, family medical emergency, a special family event - wedding, anniversary or sibling graduation).

Consequences -The student is marked absent and given full make-up privileges.

B. Planned Absences (*Vacations, hunting trips, college visits*):

LHWL discourages vacations that cause a student to miss school. If missing school is necessary, a Planned Absence Form must be completed at least 3 days in advance. The principal will then determine if the absence will be recorded as satisfactory or unexcused. Students who do not follow this procedure will receive an unexcused absence. The teacher may request homework to be done *before* the absences. The student assumes full responsibility for work missed.

Consequences -Students may be required to take tests/quizzes and turn in homework BEFORE the absence or on the day of their return.

C. Unexcused Absences (*Oversleeping, suspension, truancy, working, Skip Day*)

Skip days are treated as truancy, even if parental permission is given for the absence.

Senior skip days will also result in a loss of privileges normally granted to seniors - early exams and/or participation in the commencement exercises.

Consequences - The student completes make-up assignments and tests. A 2% grade reduction is given in the quarter grade for each day. (Example: A 74% quarter grade with 2 unexcused absences will result in a 70%)

Make Up Work

- It is the student's responsibility to contact each teacher for any make-up work or tests.
- **Pre-announced tests and quizzes** must be taken on the **first day back** to school.
- Assignments or tests which are announced while absent (satisfactory excuse) will follow the practice of one school day grace for each day absent to complete.

Example: Absent Monday, work and/or tests must be made up before 3:30 on Wednesday.

Absent Tue & Wed, work and tests made up before 3:30 on Monday

Co-curricular Participation on days absent: A student who is absent from school for more than 4 class periods (*except for a school sponsored field trip or approved college visit*) is NOT eligible to participate in extra-curricular activities the day of the absence unless permission is granted by the principal.

Assignments when absent for more than 3 days: If a student will be absent due to prolonged illness, parents may call to request the student's homework assignments. Please allow one full school day for processing. Assignments cannot be requested from the office for students who are absent only one or two days (they should contact a classmate).

Excessive Absences - Loss of Credit

When a student is absent from a class

- five (5) days in a semester, a home contact will be made.
- ten (10) days in a semester, a notice via personal contact and or certified or return receipt mail will be given to a parent. This notice will advise the parents that academic credit is at risk. Parents should contact the school and request a conference to address the situation.
- fifteenth (15) day of absence from a class in a given semester, there can be no academic credit given for the semester. A grade of "F" will be assigned.
 - If extraordinary circumstances are involved, parents may submit documentation and a written appeal to the Principal. If approved, the administration may allow the student to continue in the class or withdraw the student from the class, with no credit received.
 - For continued participation in the class and academic credit, the parents may appeal through the Principal to the Superintendent with written/documented medical condition; i.e. extended hospitalization, mononucleosis, chickenpox, etc. If approved, these documented medical absences will be reduced from the student's total absences.
 - Days missed due to suspension will not be counted in the 15-day maximum if a grade deduction is assigned for each day of suspension given.
 - The first 10 days missed due to tuition hold out, will not be counted in the 15 day total.

Tardies

- A student who is not in their seat when the bell rings to begin class is tardy.
- A student is considered *absent* if more than 15 minutes late in any period. They may also be considered tardy.
- A student detained by a staff member will not be tardy if a pass is obtained from the teacher.
- **A student who is late to school will be marked tardy and must report to the office before attending class.** Written parent excuses may be submitted to the assistant principal on or before the next day explaining the situation, requesting the tardy to be excused. An administrator will determine if the tardy is excused.

Consequences - Tardies per semester

- 3 - written warning to student/parent
- 5 - one period in detention hall
- 7 - one period in detention hall
- 9 - one period in detention hall AND meeting with parents and principal
- 11 - one period in detention hall for each tardy after 10
- 15 - a one-day suspension will be served.

For every 2 tardies after 15, a one-day suspension will also occur.

DRESS CODE

PHILOSOPHY

These dress guidelines will help maintain an atmosphere that encourages learning. Within these guidelines, students have the opportunity to express themselves as unique creations of God with individual styles of dress. Parental support and cooperation is essential to maintain these standards.

Students should dress modestly, neatly, and avoid extremes in dress that could distract from learning.

CONSEQUENCES

The school may reprimand, give detentions, suspend, and even expel a student who does not cooperate or comply with dress code standards.

Pants / Shorts / Skirts

1. No blue denim jeans, shorts, skirts, or bib overalls. Colored jeans, other than blue, are permitted.
2. No flannel, pajama, mesh, vinyl, sweat, jogging, nylon or leather pants, shorts or skirts.
3. Modest cut dress shorts may be worn all year. No cut-offs, athletic shorts, gym shorts, blue jean shorts, or spandex may be worn. Shorts must be no shorter than 4 inches above the knee and may not extend below the knee.
4. Women's dress, short and skirt hemlines should be within 4" of the knee.

Tops

1. No printed ads, numbers, letters, or sayings. Logos less than 3" x 5" are allowed. No T-shirts with pictures or print may be visible underneath shirts or blouses.
2. Straight cut shirts and blouses that are not too baggy or lengthy may be untucked. All other shirts and blouses must be buttoned and tucked. Outer shirt/blouse must be in dress code.
3. Sweatshirts, jerseys, or T-shirts are not permitted.
4. Material that is sheer, clinging or immodest is not permitted. Bareback tops, crop tops, tank tops and bare midriffs are not permitted.
5. Men: Shirts must have a fold-over collar and/or buttons and sleeves.
6. Women: Sleeveless tops/dresses must have straps that are at least 3" wide.
7. Sweaters and fleece tops or permitted if they are "sweater-like" and not "jacket-like".

Hair and Jewelry

1. No extreme hair color or designs. Hair may not be hanging in the eyes or face.
2. No visible tattoos or visible body piercing
3. No outdoor wear: sunglasses, scarves, gloves, hats, or jackets. Shoes must be kept on.
4. No chained jewelry or wallets
5. Men: No Earrings. Must be clean-shaven. Hair should not reach below the top of a dress shirt collar.

Warrior Dress Standards (*usually Fridays*)

1. Blue jeans (clean, not faded, no holes or frays) and LHWL T-shirts /sweatshirts (purchased through Boosters, a team or music or drama) are allowed.
2. Warrior wear is expected for after school and student council activities.

Spirit Week Dress Up days: During Homecoming and Winter Spirit Week students have theme

dress-up days with some dress code modifications.

DISCIPLINE

PHILOSOPHY

We encourage and expect proper speech, dress, and behavior from each student in order to maintain a productive Christian learning environment. However, students are both sinners and saints. As saints, they make every effort to exhibit Christian behavior both on and off campus. As sinners, they are unable to consistently meet God's holy standard for living.

Discipline is used to lead the student to recognize the behavior as sin against God, to repent, to accept God's forgiving love in Jesus Christ, and to ask the Holy Spirit to empower them to change their sinful behavior.

CONSEQUENCES

When a student conspicuously or consistently violates a rule of Christian conduct at school or in the community, administrators and staff must discipline that individual.

1. The school may keep a student after school, require early arrival for detention hall, remove privileges, suspend, expel, deny permission to return, or to ask a student to withdraw from school when school policies are violated.
2. The school may notify the police regarding the conduct of alleged student criminal behavior. Parents will be informed of the notification and will be allowed to be present for interrogation or investigation.
3. If appropriate, the staff will involve the student's pastor, parents, and outside agencies.

1. Detention

A detention will be given to a student by a staff member for improper behavior.

Dress code violation	1 period (with additional discipline after 1st offense)
5 tardies in semester	1 period
For every 2 tardies beyond 5	1 period
Food or drink in class	1 period
Being removed from class	1 period
Unruly/disrespectful behavior	1 period
Inappropriate display of affection	1 period

If a student receives 5 behavioral detentions in a semester, a one-day suspension will be given and the student will be placed on probation.

If a student receives 7 detentions in a semester a two-day suspension will be given.

If a student receives 9 detentions in a semester, they will not be able to remain at LHWL.

Serving Detentions - Detention Hall

- Detention Hall meets from 7:00-7:45 a.m. on Monday through Thursday.
- Students should arrive before the 7:00 a.m. bell. If a student is tardy to the detention hall, they will receive additional detentions.
- Students must be engaged in school-related work for the entire 45-minute period.
- Students must serve the detention in one week or they will receive another detention.
- The following rules will apply while in the detention hall:

NO talking	NO eating or drinking.
NO sleeping	NO Internet use
NO leaving the room	School dress code is in effect

Discipline

2. Suspension

A student may be suspended (not allowed to attend classes) for inappropriate behavior. The student cannot participate in or attend extracurricular activities on the suspended day.

Prohibited behavior:

Physical violence		Threats	- 1 day
1st offense	- 2 days	Possession or use of tobacco	- 2 days
2nd offense	- 4 days	Possession or use of alcohol	
Stealing	- 3 days	First offense	- 3-10 days
Skipping School	- 2 days	Destruction of property	- 3 days
Leaving class without permission	- 1 day		

In school Suspension The principal may determine that a suspension is to be served in school. A student given an in-school suspension is required to attend school, but reports to the suspension room--not regular classes. The student is given all the assignments and work for the day from his/her classes and is expected to do school work in the suspension room. The student will not be permitted a lunch break at the same time as other students. There is to be no contact with other students during the school day. The student is not eligible to participate in or attend extracurricular activities on the suspended day.

3. Expulsion

Violation of some school policies could result in expulsion or removal from school. It may also be necessary to ask a student to withdraw from school when all other approaches to improving an attitude or performance deficiency are unsuccessful. The final decision on expulsion rests with the principal. Examples:

- Second offense of school alcohol policy
- Possession, delivery, sale, or under the influence of an illicit drug or narcotic
- Failure to comply with a drug testing request
- Pregnancy or fathering a child (expulsion applies to the boy as well as the girl)
- Physical violence - 3rd offense
- Immoral sexual conduct, sexual harassment, sexual abuse
- Possession or use of fireworks, explosives, or weapons
- Violence, stealing, defiance, vandalism, destruction of property, defiance, disrespect
- Reprehensible conduct tending to reflect serious discredit to the school

4. Probation: The use of probationary or trial period is used to help a student improve his/her performance (academic or conduct) by the added incentive of knowing that lack of improvement will bring about the removal of the privilege of attendance (expulsion).

Substance Abuse: Students who *attend* a party involving illegal activities, drugs, or alcohol can expect to be subject to school discipline regardless of actual participation or consumption. See the *Drug and Alcohol Policy* for details.

Smoking: Smoking is not permitted in the school, on or near school grounds or at any school-related activities. Cigars, cigarettes, tobacco products, etc. are not to be brought to school. The Lutheran High School grounds are also "smoke free" for adults.

Public Display of Affection: Any public display of affection (kissing and hugging) on school property or at school functions is not in good taste and cannot be condoned in an educational setting. Students must use good judgment, avoid embarrassment to others, and are expected to create

Discipline

an atmosphere conducive for the practice of Christian values about sex, dating relationships, and love for others.

Discipline

RESPONSIBILITIES FOR DISCIPLINE

Maintaining a productive environment is a responsibility of students, parents, and teachers.

1. Student Responsibility

Students are to show respect toward other students, teachers, administrators, cooks, custodians, secretaries, volunteers, parents, and visitors.

Students are to respect property and materials. This includes school property and the care of their own possessions and the possessions of others.

Students are to present a Christian witness of themselves and their school at all times.

2. Teacher Responsibility

Teachers are to show respect for students as part of God's creation. They are to be caring and understanding of the student's needs. Teachers are to serve as role models for students.

Teachers must maintain a disciplined environment that is reasonable, fair, and consistent in the classroom, hallway, cafeteria, athletic field, and at school activities both on and off school grounds.

3. Parent Responsibility

The home is where parents begin teaching responsibility and respect. When a student enters this school, this process becomes a shared responsibility. Ideally, Christian values and support for school policies will be reinforced in the home and at school.

COMMUNICATION

1. When a continued pattern of misbehavior occurs, the teacher will contact the parent so they can cooperatively help the student to understand the problem and implement a plan for changing the behavior. The principal may be consulted for further assistance with the situation.
2. Suspension or expulsion requires notification of a parent by 1 of the following methods:
 - a. immediately if the student is to leave the grounds before the end of the school day;
 - b. prior to the discipline and within 24 hours of the penalty in less serious situations;
 - c. by phone followed with a written summary for the parent taken from the incident report (which details the offense, circumstances, impressions, and reasons for the penalty).

APPEAL

Every attempt should be made to deal with the concern on the lowest possible level.

1. If a student or parent has a concern about discipline, it must first be discussed directly with the teacher involved.
2. If the problem cannot be resolved in this way, the concern may be brought to the principal.
3. However, should all efforts fail to resolve the situation, it may be appealed to the superintendent for consideration and final resolution.

PREGNANCY POLICY

PHILOSOPHY

LHWL is not an appropriate program for married students, male students who father a child, or female students who become pregnant.

CONSEQUENCES

When it has been established that a student is pregnant, has given birth to a child, aborted a child, or fathered a child, the student is asked to withdraw. A male student responsible for a pregnancy would face the same consequences as a pregnant female student.

The reasons for insisting on withdrawal include:

1. To deal with a situation that is serious and also one that drastically changes the lifestyle of the student involved. There are social ramifications, a decision regarding what is to be done with the baby, the physical care of mother and child, and a decision regarding marriage that need to be addressed.
2. To prevent the impression that the school condones or approves of the situation.
3. To avoid embarrassment and other harm for the student involved.
4. To allow the necessary time for those involved to seek counseling (professional and spiritual) in order to resolve some of the many issues during this time of stress. LHWL is not equipped for the social, psychological, or medical needs of a "Mother To Be Program."

Abortion LHWL is committed to a "pro-life" anti-abortion philosophy and abortion is not an acceptable action in order to remain a student. Although repentance after an abortion can bring the assurance of forgiveness, consequences of such activity will result in the immediate removal from school.

Home bound study The principal will work with the student, parent, student's pastor, counselor, and Lutheran Child and Family Services to explore ways to help the father/mother continue their education and obtain professional and spiritual counseling. The student may be allowed to continue his or her education through home or independent study apart from the regular school program. The student will pay all extra costs for independent study tuition.

Readmission To be readmitted after the child's birth, a written statement requesting readmission must be submitted to the superintendent's office. This request must include the reasons for seeking readmission. If the superintendent and the Education Committee of the Board of Directors approve the request, the following conditions will apply:

1. There must be a period of at least one semester after the baby's birth before the student could return.
2. The student would normally re-enroll in one of the other Lutheran high schools in the LHSA.
3. Professional and spiritual counseling would have taken place and be continued as necessary.
4. There is evidence that the student could assume a normal student lifestyle without harm to the student and/or student body.

ACADEMIC INFORMATION

ACT - American College Test

All juniors will take the ACT test as part of the MI Merit Exam during the school day in March. The ACT may be taken on designated Saturdays earlier in the year by juniors and may be retaken during senior year. The September, October, April, and June tests are offered at LHWL. Register, take a practice test, search for colleges online at www.actstudent.org.

College Credits

Seniors may be released from up to 2 periods each semester to enroll in a college course.

- ⇒ ½ credit will be reduced from LHWL requirements for each 3-credit college class passed. There is a maximum of 4 waived credits.
- ⇒ The student pays for the college tuition and textbooks as well as regular LHWL tuition.
- ⇒ College credits are not listed on the high school transcript. Even if the student is enrolled as dual-enrollment, LHWL credit will be waived rather than transfer in the college grade.

College Preparation

- Colleges evaluate students based on their 6 semester GPA, ACT test scores, difficulty of courses, and leadership and involvement in activities. General admission guidelines:
 - Selective schools 3.8 GPA and 28 ACT
 - Public university 3.2 GPA and 21 ACT
 - Community college 2.0 GPA and 17 ACT
- Some colleges recalculate the GPA using only academic classes. *Your recalculated GPA will likely be .5 to 1.0 lower than your LHWL GPA.*

Credits

- Students must take a minimum of 7 credits each year.
- 28 credits (24 cr + ½ cr Religion for each semester attended)
- Each full year course receives 1.0 unit of credit (1/2 credit per semester).
- All students must attend four years of high school
- Students taking a college course have credits waived, not transferred in.

4 Credits Religion <small>*reduced for transfer students</small>	Rel 9, Rel 10, Rel 11, Rel 12
4 Credits English	Eng 9, Eng 10, Eng 11, Eng 12
3 Credits Social Science	World Geography or World History (Grade 9 or 10) U.S. History or AP US History (11) American Government (12)
2 Credits Mathematics	<i>2-4 math credits (Algebra and above) for college</i>
2 Credits Science	<i>2-4 science credits for college</i>
2 Credits Phys Ed and Health	PE 9/Health is required. ½ credit PE waived for each sports season completed.
2 Credits Fine/Practical Arts or Foreign Language	1 Credit: Comp. Keyboarding and Application 1 Credit: Art, Music, Computer, Auto, Drafting, or Spanish. College prep: Take 2-3 credits in Foreign Language
9.0 Credits Electives	

Academics

Grading and Grade Point Averages

- Only semester grades are final grades. They are the only grades listed on the transcript.
- Semester grades, including all courses taken, determine the cumulative grade point average.
- Semester grades are computed using the *percent* grade from each of the quarters:
- 40% from the 1st qtr *percentage*, 40% from the 2nd qtr *percentage*, 20% from the exam *percentage*
- For classes in which letter grades are assigned without a percentage, the middle percent of the range is used to calculate of the semester grade (*Example: 'B+' is 88.5%, "B" is 84.5%*)
- Decimal percentages .5 and higher will round up (*89.8% rounds to 90% A-, 89.4% rounds to B+*)

Grading Scale			GPA Regular Scale	Weighted Scale (for AP Classes)
A+ (97-100%)	A (93-96%)	A- (90-92%)	4.0	5.0
B+ (87-90%)	B (83-86%)	B- (80-82%)	3.0	4.0
C+ (77-80%)	C (73-76%)	C- (70-72%)	2.0	3.0
D+ (67-70%)	D (63-66%)	D- (60-62%)	1.0	1.0
F (0-60%)	No credit		0.0	0.0
S (0-60%)	Satisfactory work habits and effort but low achievement because of limited ability.		1.0	Credit
U (0-59%)	Unsatisfactory achievement/effort.		0.0	No credit
AUD (Audit)	No grade. No credit.			No credit
I (Incomplete)	Student was absent and had not completed the final assignments. Grade becomes an F if the work is not completed within the make-up guidelines (maximum 2 weeks).			

Graduation:

A student will NOT be allowed to participate in the commencement exercises if:

- He/She does not meet graduation requirements.
- A senior receives more than one semester "F" in courses not required for graduation
- All student obligations (academic, service hours, and financial) have not been satisfied.
- He/She does not have approval from the principal, due to behavior or discipline consequences.

Honesty It is important that each student does his or her own work. It is wrong to claim someone else's work as your own. It is also wrong to using cheat sheets, look at someone else's work, copy or allow someone to copy your work, plagiarize, and communicate answers or test information to another student. Should a student be found cheating, they will receive a zero, a detention, and a call will be made home detailing the cheating and the effect the zero will have on their student's grade.

Honor Roll

- The Honor Roll is published at the end of each semester using the semester grades (not the cumulative GPA).
- The Honor Roll categories: High Honors (3.75 - 4.00 GPA) and Honors (3.50 - 3.74 GPA)

Incompletes Incompletes should result only from absences at the end of a marking period.

- A teacher may issue an 'I' grade on a report card indicating the student did not complete the required assignments or tests to earn a letter grade during the marking period.
- The rules of "one day of make-up time for each day of absence" will apply
- Incompletes must be made up within two weeks after the end of the marking period. **Incompletes not made-up on time automatically become an 'F'.**
- It is the student's responsibility to make up the work within the required time period.

Make-up of Semester Failures Any semester failure of a course needed for graduation must be made

Academics

up in summer school or independent study. A Religion failure is made up during the regular school year but other elective summer school credit may be required. All summer school or independent study enrollments require advance approval from the guidance director to verify that the credits will be accepted. The original failing grade remains on the student transcript.

Michigan Merit Exam (MME) All Juniors will take the MME in the spring of their junior year. The MME is an ACT test with additional state level tests in Math and Science. Qualifying scores may earn a student a MI Merit scholarship. Seniors may retake in fall and spring.

Parent/Teacher Conferences School scheduled conferences are held after the 1st quarter. Other conferences, during the year, are made by contacting teachers by phone or e-mail.

Repeated Classes Band, Choir, and Yearbook may be repeated for credit. A student who repeats a class in which credit has already been earned will earn a grade but no credit. Both grades will be shown on the report card. Only the higher grade will count in the cumulative GPA.

Example: A student earned a D in Spanish 1. The prerequisite of C or better prohibits the student from continuing the sequence. The student repeats the class and earns a 'B' but no credit. The original 'D' will show on the transcript but will not count in the cumulative GPA.

Report Cards

- Students and parents can check grade progress weekly using K12 Planet.
- Printed report cards are mailed home at the end of each quarter (every 9 weeks).
- Tuition and all other school obligations must be satisfied before report cards are released.

Schedule Changes *A schedule change request is initiated with the Guidance Director*

- Courses cannot be changed after the 10th school day of each semester
- Courses dropped after the 10th day of a semester receive an "F" grade.
- Students may not drop a full year course at the end of the first semester.

Transcripts Transcripts for current students are free. There is a \$3.00 fee for all others. Tuition and financial obligations must be paid before transcripts are released. A transcript includes:

1. Student name, parent name, birth date and address
2. All semester grades from Grade 9 to present
3. Cumulative grade point average and class rank
4. Achievement and college entrance test scores (May include their social security number)

Valedictorian and Salutatorian Selection

The student(s) with the highest GPA will be named the valedictorian and the student(s) with the second highest GPA will be the salutatorian according to these policies:

1. To be eligible for valedictorian and salutatorian the student must:
 - be a student in good standing and meet all graduation requirements
 - complete 4 credits in math (Algebra I and above), 3 credits in science; 2 credits in For. Lang.
 - have completed at least two semesters at LHWL prior to the 7th semester
2. Grades from ALL classes for the first 7 semesters will be used.
3. GPA's used will be rounded to two decimals (hundredths).
4. Weighted grades (5.0 scale) for AP classes WILL be used. *An 'A' in an AP class may raise the GPA above 4.0. It is possible for a student with a 4.0 to not be named val. or sal.*
5. To equalize credits, "A" grades from non-weighted classes will be removed from the GPA until all students have the same number of credits. *This equalizes students without study halls.*
6. No weighted transfer grades will be accepted.

VO-TECH Juniors and Seniors may earn 3 credits per year through the William D. Ford Career/Technical Center. 23 different programs are available. Students take VOTECH classes for periods 1 to 4 and LHWL classes for periods 5-8.

General Policies

GENERAL POLICIES

Advertising Students must have permission to put up posters or flyers. Students are not permitted to hand out flyers for activities that are not related to our school or Lutheran Churches.

After School

- Students must be picked up 20 minutes after school is dismissed (*unless they are staying for a school sponsored activity*).
- Students should wait for their rides in the lobby and will not be allowed back to their lockers after those twenty minutes.
- Students involved in co-curriculars must be picked up 20 minutes after the end of the activity.
- Students who are not picked up within this time frame must make a written request with an administrator for other arrangements.

Once a student leaves the school grounds, they are not to return to school unless they are returning to a co-curricular activity. Athletes waiting for a game may leave school grounds and return **ONLY** with a written note from a parent.

After Events Parents must pick up their student within 20 minutes of the end of the event. Beyond 20 minutes, a \$10 fee may be assessed for each 15-minute period of time.

Announcements Each Monday the office publishes a weekly bulletin of events and reminders that is read and posted in each homeroom. Messages for the Weekly Bulletin are to be turned in before noon on the last day of the week. A faculty member must approve student submissions.

Athletic Contest Fan Behavior

1. No confetti is to be thrown at any athletic contests, home or away.
2. Horns and any other mechanical noisemakers should not be brought to any athletic event.
3. Show respect for the opponents at all times. The opponents should be treated as guests, greeted cordially, and given all the courtesy due friends and visitors.
4. Show respect for the officials. The officials should be recognized as impartial arbitrators who have been trained to do their job and who can be expected to do it to the best of their ability. Good sportsmanship implies the willingness to accept and abide by the decision of the officials.
4. Student spectators represent this school the same as the athletes and cheerleaders.
6. Let others know that you do not approve of any abusive remarks from other spectators.
7. Recognize and appreciate skill in performance regardless of which team they represent. Applause for an opponent's good performance is a demonstration of good sportsmanship.
8. Respect should be given to the U.S. Flag and National Anthem when it is played.
9. During events, students may not leave the school grounds or building and return again.

Automobiles Students who demonstrate legal and safe driving habits, may drive to school.

- Student vehicles must be locked and parked in one of the marked spaces in the west lot.
- Drivers must observe the 15 mph parking lot speed limit and observe the street 25 mph speed limit. The Westland police may ticket speeders.
- Students are not permitted to be in their automobiles after they have parked. They may not return to their car during the school day unless permission is obtained from the office.
- Students using the parking lot are to register their vehicle with the office.

The students and parents are responsible for their vehicles and its contents while on LHWL property. The school reserves the right to search a student's car without the student or parent's permission.

Chapel / Devotions All students are expected to attend Chapel services which are held each Tuesday and Thursday during the 5th hour Homeroom period. Homeroom devotions, led by the teacher or a student, are held Monday, Wednesday, and Friday in that same timeslot.

General Policies

Closing of School School closing announcements due to severe weather or another emergency, will be made on radio stations (WJR 760; WWJ 950) and TV (2, 4, and 7). Do NOT assume that LHWL will close because a local public school or another Lutheran school is closed. If LHWL is closed, the announcement will specifically mention LUTHERAN HIGH SCHOOL WESTLAND. All after school activities will typically also be cancelled if school is closed.

College Visits Juniors and Seniors are allowed to miss 2 school days per year for college visits. Students requesting more than 2 days must have approval from the Guidance Director. Students should follow the procedure for a Planned Absence (bring a written note at least 3 days in advance) or the absence may be counted as unexcused. Students are encouraged to schedule college visits on non school days (conference days, craft show, Future Freshmen).

Contractual Terms Agreed To by Parents and Student LHWL requests and expects full cooperation from students and parents regarding all rules and regulations. Student and parent signatures on the registration cards indicate that the student and parent know and understand school policies and agree to abide by them. The school may reprimand, suspend, or expel a student if rules are not obeyed.

The LHSA also expects parents and students to fulfill their financial obligations. Tuition must be paid when due and if not paid, report cards and records will not be released.

Counseling Students wishing to discuss academic, personal, family, college, or career issues with a counselor may schedule an appointment by stopping in the main office. Most appointments will be scheduled during the student's study hall. Students with an urgent need can drop in without an appointment.

Daily Schedule School begins at 7:55 a.m. and ends at 3:10 p.m. (7:55 to 2:30 on Fridays). Students not remaining for school-sponsored activities are requested to leave the building 20 minutes after school is dismissed unless arrangements have been made with the principal.

Driver Education LHWL does not offer Driver Education as part of our curriculum. Students take these courses through their local school district or a private driving school. If there is sufficient interest, a private driving school may offer driving classes at LHWL outside of school hours. Students must be at least 14 years, 8 months old. The Segment 1 course includes 24 hours of classroom instruction and 6 hours of behind the wheel driving instruction.

Eligibility Students who represent LHWL in co-curricular activities (athletics, chambers or drama) must be academically eligible. Students are evaluated each quarter and semester.

- A student with more than one *quarter* F is ineligible for the next *quarter*.
- A student with more than one *semester* F is ineligible for the next *semester*.
- The ineligibility takes effect the day after report cards are mailed

The Principal may declare a student ineligible for attendance, conduct or attitude reasons.

Emergency card Each student must submit a signed emergency card on or before the first day of practice or on or before the first day of school. It must be kept current with the latest phone numbers and other emergency contact numbers.

Emergency Procedures

Tornado or Storm Alert: Students should follow teacher or P.A. directions- seeking shelter in an interior room or hallway.

Fire Drills: Fire drills are serious business and are conducted for the prevention of injury. It is important that all students leave the building and move 100 feet away from the building when the fire alarm is sounded. Signs posted in each room indicate which exit to use. Students should not run, push, talk, or stop at their locker.

General Policies

Extra Curricular Activities In addition to athletics, students can participate in:

Drama

S.A.D.D. – Students against destructive decisions

Chamber Singers (Audition required)

Student Council

- Christian Growth Committee
- Dance Committee
- Homecoming Committee
- Special Functions Committee
- Homeroom representative

Homeroom A student's homeroom is the fifth period class. In homeroom, every non-chapel day, devotions are read, the Weekly Bulletin is read, and P.A. announcements are made.

I.D. Cards A photo I.D. card is issued to each student in September. The card admits the student free for many, but not all school events. Lost cards may be replaced for \$2.00. Students should carry ID cards to get student pricing at theaters and away athletic events.

Illness A student who becomes ill while at school should report to the office. With serious illness, parent permission must be given by phone to allow the student to leave school.

Leaving School (Example: Doctor's appointments)

- If you must leave school during the school day, you must bring a written note to the office **before school**. An off-grounds pass will be issued.
- Whenever you leave during the school day, you must sign out in the office.
- When you return to school, or arrive late, you must sign in and obtain an admit slip.

Legal Age Students who reach the age of 18 are still subject to the same rules and regulations that apply to all students. They are still required to have parent signatures for approval.

Library

- The library is usually open Mon., Tues., Wed., and Thurs. from 7:00am to 7:45 am.
- All materials leaving the library for any length of time must be checked out.
- Circulating library materials may be checked out for 4 weeks.
- The fine for overdue materials is \$0.25 per item per school day.
- Reference materials, videotapes, and magazines must remain in the library.
- Students will need to pay for any library materials that they have damaged or lost.

Lockers Lockers are school properties that are entrusted to students for use and care.

- All backpacks and duffle bags must be secured in the hall or PE locker
- The school reserves the right to inspect a locker should the need arise.
- Changing or sharing lockers is to be done **only** by arrangements with the office.
- When decorating lockers, only **coated magnets** may be used.
- Lockers are to be kept locked with the lock provided by the school.
- Do not share your locker combination with anyone.
- While we regret any loss you may experience from theft, we cannot accept liability for it. Leave valuables at home or lock up your valuables while at school.
- If you have a problem with your locker, come to the office.
- Students are expected to leave the locker clean and empty at the end of the school year.
- The school may search a locker without the permission of the student or his/her parents.

Each student involved in physical education or athletics is also provided a locker in the locker room.

- Students are required to purchase and use a school padlock for their gym locker.
- Students must ~~lock the locker~~ (even during practice) to prevent the loss of valuables.

General Policies

Lost and Found Found items should be taken to the office. Check several times if you have lost an item. Someone may turn it in even after several days. If an item is lost, check with the office lost and found or the locker room lost and found.

Lunch Lunch is to be eaten in the Commons. You may either bring a lunch or purchase one. Out of courtesy to those who must use the cafeteria after you, please leave your table, seat, and floor space clean and free of refuse. Students are encouraged to begin and end lunch in silent prayer, thanking God for physical and spiritual blessings.

Medication

Students may not keep any type of medication on their person, or in a purse, backpack, or locker.

Students should NEVER use another student's medication or give medication to another student.

Students who need to take a medication during the school day should complete a *Medication Form*.

- **Prescription medications:** BOTH parent and physician must complete a Parent Authorization Form. Students must keep the medication (in the original container with the student name and dosage) in the school office unless specifically stated by the doctor on the attached form (i.e. Epi-Pen and asthma inhalers).
- **Non-prescription medication** (Tylenol, Motrin, Midol, cold medicine): Bring the medication to the office with a completed parent authorization form. Medication must be in the original bottle and must be labeled with the student's name and emergency phone number.

Messages to Students Phone messages from parents indicating a schedule or transportation change may be left with a school secretary. The secretaries will NOT interrupt a class or hand deliver a message to a student except for an extreme emergency. The office staff will place a note on the student's locker, asking the student to come to the office to get the message.

National Honor Society A local chapter of the National Honor Society has been established to recognize students who have demonstrated scholarship, service, leadership, and character.

- Juniors and Seniors who have cumulative GPAs of 3.50 or above are eligible for consideration.
- Eligible students submit forms during the fall.
- A five-member Faculty Council does the selection of members.
- Members may be dismissed from membership when their qualifications in one or more of the four areas have been deemed to have fallen to an unacceptable degree.

Organization Finances All funds collected by a student organization must be deposited daily in the school office. All bills are paid by check obtained by presenting a check request form signed by the advisor. All contracts or purchase requisitions must be signed by the principal.

Phones Emergency phone calls may be made from the school office. Student cell phones and pagers are NOT to be used or visible during the school day.

Posters Students wishing to display any type of poster must receive approval from an administrator. All posters must give the best impression and present information in clear fashion.

Property Damage A student who abuses or damages school property will be subject to school discipline and is required to make restitution.

Publications

- The *Yearbook* is distributed annually in the fall- usually October.
- The *Buzz Book*, published each fall, lists students' names, addresses, phone numbers, and parent names. Families wishing to **not** list their address or phone number should indicate so at August registration.
- The *Student Handbook* containing all school policies is distributed at August Registration.
- The *Academic Handbook* with course descriptions and academic policies is published each January at the time of course registration.

General Policies

Radios/Cell Phones/Pagers/Electronics Students are prohibited from carrying or using pagers, cell phones, radios, MP3 players, tape recorders, CD players, or electronic games during the school day.

- "Carrying" is having a device on their person or in their belongings (purse or backpack).
- Devices that are used or visible during school day will be taken from students.
- Devices brought to school must be silenced and kept in lockers during the school day.
- Students may carry or use pagers and cell phones outside of the school day or after school.

Records Public Law 92-180 allows any parent or 18-year-old student the right to inspect (within 45 days after the written request) all official records and files directly related to the student.

School Award Letter "L"

An letter is awarded according to established standards for: Varsity Sports, drama and music.

The school will purchase and award the initial letter. The student purchases all other patches.

A certificate will be awarded to signify earning additional "L" recognitions.

Music and drama letters are awarded at the spring awards ceremony.

Athletic letters are awarded after each season.

Drama letter: A student must earn 10 career points (points accumulate). Each point represents approximately 10 hours of excellent work. All points are awarded at the director's discretion.

Acting major role: One Act - 4, Full length - 8

Acting, minor role: One Act - 2, Full length - 5

Chorus member or Dancer : 3

Stage Manager, Set construction, lighting, stage crew: 1-5 (at director's discretion)

Music letter: A student must earn 500 combined choir and band career points (points accumulate). It is the student's responsibility to inform the director about non-school music activities so their points sheet is complete and accurate. Students may review and update their point tally sheet by contacting the director. All points are awarded at the director's discretion.

Chamber singer - 200 points

LHWL Sunday -on time/proper attire-15 each

Concert Set/Clean-Up (non-class time)-10 each

Church choir member -25 pts per year

Musical roles 40 -150

Choir/Band Officer - 50

Christmas & Spring concert - 25 each

Chapel/Congregation Solo 10-20

Pep Band performance 10 each

Service Hours A portion of our school's mission is to "challenge students for service to others and Jesus Christ". Because we are called to serve, following the example set by Jesus, each student must complete **20 service hours** each school year.

CHURCH- Usher, Altar Guild, choir member, athletic helper, Sunday School teacher/helper, youth group officer (meetings count, not activities), VBS helper/teacher, nursery helper

COMMUNITY-Volunteer tutor, lawn care/shoveling for an elderly neighbor (not paid), Habitat for Humanity, Salvation Army, American Heart Association, Nursing homes, Hospitals

SCHOOL- Craft shows (kitchen, parking, set-up, clean up), office mailings, Auction helpers.

Guidelines

- 1) Select a project with a desire to make a worthwhile contribution to the people around you.
- 2) No pay can be received for your service.
- 3) Questionable projects should be presented to the principal for approval before they are done.
- 4) Summer projects count for the following school year.
- 5) What is NOT acceptable: Babysitting for a sibling, helping a relative on a household project, normal household chores (mowing and cleaning), participating in school activities, a general statement saying you completed your hours
- 6) Service hour recording sheets must be completed and given to your Religion teacher by May 1.

General Policies

Student Council Activities Student dress and conduct should be appropriate for the occasion. Ordinarily only LHWL students may attend. Those attending should plan to stay for the entire time as announced. ~~Leaving the building~~ between opening and closing times is ~~not permitted~~ unless specific plans have been made through the school office by the parents.

Parents should pick up students at the announced ending time. Sponsors should not be expected to wait.

Textbooks Textbooks are school property and are loaned to students. Students must place book covers on all books and return them in good condition. Fines are assessed for loss or damage.

Tuition A student will not be allowed to attend classes if tuition is not paid or payment arrangements have not been followed. Past due tuition letters will be sent home with students.

Valuables Students are encouraged to keep all valuables at home and not bring them to the school. A student should keep gym and hall lockers locked when not in use to protect personal property.

Visitors Students wishing to bring a visitor to school should request permission two days in advance. Approved visitors will be given a pass. Visitor passes will not be granted unless the visitor is interested in attending LHWL. No visitors are allowed on exam days or on the day before a vacation.

Work Permits State and federal laws regulate student work. All minor (under age 18) students who have regular employment are required to have a work permit on file with their employer. Work permit forms are available in the guidance office.

Students 15 and under may work no more than:

- A total of 48 combined school-work hours (35 hours in school and 13 hours work)
- 6 days in 1 week
- 3 hours/day while school is in session (Until 7:00pm in the school year, until 9:00pm in summer)
- 8 hours a day on non-school days
- 40 hours in one week

Students 16 and 17 may work no more than:

- A total of 48 combined school-work hours (35 hours in school and 13 hours work)
- 6 days in 1 week
- A weekly average of 8 hours/day (Until 10:30pm during the school year, 11:30pm in summer)
- 10 hours in 1 day
- 48 hours in one week

Harassment

Harassment Policy

LHWL is committed to providing a learning environment that is free from harassment. Harassment of any student or employee is prohibited.

Definitions Harassment occurs anytime an individual is bullied or subjected to an environment that is hostile or intimidating because of the individual's race, creed, color, national origin, physical disability or gender. It includes, but is not limited to the following:

1. **Verbal Harassment:** Any derogatory, offensive, demeaning, intimidating, threatening, inflammatory, obscene, or inappropriate comment, joke, spoken or written words, emails, or written or verbal communication.
2. **Physical Harassment:** Unwanted physical touching, contact, assault, deliberate impeding or blocking movements or any intimidating interference with normal work or movement.
3. **Visual Harassment:** Any derogatory, demeaning offensive, obscene, or inappropriate gesture, poster, cartoon, drawings, photograph, web page or written words.
4. **Sexual Harassment:** Includes unwelcome sexual advances, unwelcome requests for sexual favors, unwelcome verbal or physical conduct of a sexual nature, unwelcome touching, suggesting or demanding an relationship or sexual involvement accompanied by implied or explicit threats regarding grades or job.

Harassment occurs when an individual is subjected to treatment or a school environment when:

1. Submission to such conduct is made either explicitly or implicitly a condition of employment or educational advancement or when:
2. Submission or rejection of such conduct by an individual is used as the basis for educational or employment decisions, or when:
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive environment.

Complaint Procedures

Reporting harassment or filing a grievance will not reflect on the individual's status nor will it affect future employment, grades, or work assignments unless such charges are false and/or frivolous.

1. **ADULT** Any faculty, staff, coach, volunteer, parent, or Board member who believes he or she has been subjected to harassment by another staff member, faculty, coach, volunteer, or Board member may bring a verbal or written complaint to the Principal and/or the Superintendent.
2. **STUDENT** Any student who believes he or she has been subjected to harassment by another staff member, faculty, coach, volunteer, or Board member may bring forward a verbal and/or written complaint to his or her teacher, guidance director, or Principal. The Principal must be immediately be informed of the allegation and immediately prepare and incident report form.
3. Any allegations brought to the Principal's attention shall be immediately reported to the Superintendent. The Principal and/or Superintendent shall institute an investigation of all allegations reported immediately upon receipt of the complaint. Appropriate remedial action shall be taken as deemed necessary. The Administrative Manual further defines the Board approved process and procedures to effectively receive allegations of harassment, investigate said allegations, and adjudicate them appropriately.
4. **FORMS** A Harassment Report Form, signed by the complainant, shall be submitted to the Principal and/or Superintendent within five working days of the alleged incident. The person charged with the harassment complaint shall also have the right to submit a written statement detailing their response to the allegations. These written reports shall become a portion of the investigation process. Copies of the report and the response of the person charged shall be given to all parties in a timely fashion, normally within five days.
5. **NOTIFICATION** The Principal or Superintendent shall notify the person against whom the harassment allegation is made and ensure that all points of view are represented in the investigation.
6. **INVESTIGATION** The Principal will form an investigation team and within fifteen school days from the receipt of the complaint shall complete the investigation, make a determination and

Harassment

recommendation of remedial steps necessary to stop the harassing behavior if warranted. The Principal shall submit all investigation documentation, determinations, and recommendations in writing to the Superintendent for his approval prior to implementation. The Superintendent shall apprise the Board of Directors of all incidents of harassment, results, and action taken.

7. **RESULTS** Once the Principal has concluded the investigation and/or Superintendent, the Principal and/or Superintendent shall meet with all parties, propose an appropriate solution and/or disciplinary action, and respond in writing within ten working days of the complaint.
8. **APPEAL** If the person reporting the allegation OR the person against whom the harassment allegation is made is not satisfied with the results, he or she may initiate a formal appeal.
9. **ABUSE** In instances of suspected child abuse (sexual and otherwise), Michigan's Child Protection Law requires school administrators, counselors, and teachers to report suspected instances. The complainant and alleged perpetrator shall be separated to avoid further interaction. A written report must be filed by the reporting person (Guidance Counselor or Principal) with the Department of Social Services within 72 hours of the oral report. The written report must contain the child's name, a description of the abuse or neglect, and other information that might establish the cause of the abuse or neglect and how it occurred. If the reporting person is not the Principal, the law requires that copy of the written report must be given to the Principal. The identity of a reporting person is confidential unless a court orders disclosure or the reporting person consents to disclosure. The DSS is required to begin an investigation of the allegation within 24 hours. Responsibility of an investigation and taking action necessary to prevent further abuse is assigned to a Children's Protective Services worker within the DSS.
10. **CONFIDENTIALITY** Every effort will be made to keep the matter confidential in order to presume innocence until proven guilty and to protect the names and reputations of both of the complainant and of the accused. Appropriate notification of insurance carriers to potential liability exposure is the responsibility of the Superintendent.

Sanctions

A charge of harassment shall not, in and of itself, create the presumption of wrongdoing.

1. A substantiated charge against a faculty member, staff member, coach, volunteer, parent, Board member, or student shall subject such person to disciplinary action which may include forfeiture of position, discharge or termination, suspension or expulsion of the student, and/or other appropriate church or Synodical discipline.
2. Harassment is illegal under both state and federal law. It may also result in criminal and/or civil charges being brought against the alleged harasser. Note: Disciplinary action by the LHSA is not an exercise of any other Civil or criminal remedies that may be available to a complainant.
3. Students found to have made false or frivolous charges will also be subject to disciplinary action, up to and including expulsion.

Responsibilities It is the responsibility of the Lutheran High School Association to:

1. Implement this policy through regular meetings with all administrators, ensuring that they understand the policy.
2. Make all faculty, staff, students, and parents aware of this policy and the commitment of the schools toward its strict enforcement.
3. Remain watchful for conditions that create or may lead to a hostile/offensive environment.
4. Establish practices designed to create an environment free from harassment, or intimidation.

It is the responsibility of the employee/student to:

1. Conduct himself/herself in a manner that contributes to a positive Christian school environment;
2. Avoid any activity that may be considered discriminatory, intimidating, or harassing;
3. Immediately inform anyone harassing him/her that the behavior is offensive and unwelcome.
4. Report all incidents of discrimination or harassment to a school official.
5. Discontinue that conduct immediately if informed he or she is perceived as engaging in discriminatory, intimidating, harassing or unwelcome conduct.

SUBSTANCE ABUSE PREVENTION

The teenage years are a time when some young people unfortunately are tempted to or become involved in alcohol or substance use.

PARENTS

We encourage parental involvement and support in order to keep LHWL safe and drug free.

Substance abuse prevention begins with parents who are:

- Understanding - "I realize you may feel pressure to use drugs."
- Firm - "As your parent I cannot allow you to engage in harmful activities."
- Supportive - "I'll help you find a way to say 'no'."
- Self-Examination - "Are my alcohol/drug consumption habits a negative influence on my child?"
- **IT IS ILLEGAL TO SERVE DRUGS OR ALCOHOL TO MINORS. IT IS ALSO ILLEGAL TO ALLOW MINORS TO USE DRUGS OR ALCOHOL IN YOUR HOME.** You may be legally and financially responsible for anything that may occur to a minor who has been served drugs or alcohol in your home (MCLA 436.33).
- When hosting a party, parents should establish a guest list and limitations before the event:
 - No drugs or alcohol or guests who have used them prior to arrival
 - No uninvited guests
 - Identify which rooms or equipment in the house are off-limits
 - Established and enforced ending time
- If your child is invited to a party, parents are encouraged to contact the host parents to offer assistance and verify that adult supervision will be present. Express thanks to parents who follow proper guidelines and express displeasure to those parents who do not.
- Set a curfew for your teen. Discuss beforehand situations that you are concerned about and offer your teenager solutions that favorably address these issues.
- If you suspect your child is involved in substance use, contact the Counseling office for a list of agencies that offer drug testing, evaluation and counseling. (*See the Self-Referral process*). Your Pastor may be able to offer family and spiritual support. Although substance use may be grounds for expulsion, stopping the harmful behavior should be the primary concern.

RECOGNIZING DRUG USAGE: These are some of the typical changes seen in substance abuser

- Weight loss or loss of appetite
- Use of incense or room deodorizers
- Pipes, filters, screens, strainers, papers
- Unfamiliar small containers or locked boxes
- Plastic baggies, film containers or small vials
- Loss of interest in hobbies or activities
- Changes in friends
- Curfew violations
- Decline in grades
- Attendance or discipline problems
- Untidy appearance, personal hygiene
- Disappearance of money or items of value

STUDENT SEARCHES

The school reserves the right to conduct random searches of student's belongings, lockers, and vehicles for drugs, tobacco, narcotics, drug paraphernalia, alcohol, or weapons. Specific searches may also be made on a student's person, property, locker, and vehicle if there is reasonable concern that a student is in possession of illegal substances or weapons. An administrator and witness will conduct all searches.

In order to be proactive in maintaining a drug and alcohol free school, random searches may include the use of trained drug detecting dogs. The use of this service is another *proactive* measure to achieve a safe and secure Christian environment.

Substance Abuse

DRUG AND ALCOHOL POLICY

PHILOSOPHY

Students should remain drug and alcohol free both on and off campus.

Students should not misuse legal over-the-counter drugs or prescription drugs or steroids.

Students who attend off campus parties involving drugs or alcohol could be subject to school discipline.

LHWL's discipline philosophy is based on Law and Gospel - although repentance results in forgiveness the consequences still remain with the goal of helping students make more appropriate choices and learn from their mistakes.

SELF-REFERRAL

Students and their family members are encouraged to contact the 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 or parent/guardian who self-refers the student's involvement with illegal drugs, may request consideration to remain in school with a probation contract.

The principal will consider the following guidelines for a student who self-refers:

- The student will serve a 3 - 10 day suspension
- The student will enroll in a rehabilitation program and/or counseling approved by the school.
- The parents will authorize full disclosure of counseling/rehabilitation records to the school.
- The student will abide by the probationary terms for the remainder of their enrollment. This probation will include random, LHWL approved, periodic drug testing at the parent's expense.
- The student will adhere to all school policies as a model school citizen on and off campus.

Any future illegal drug use will result in an automatic expulsion.

DRUG POLICY

The possession, use, being under the influence of, delivery, transfer, or sale of illicit drugs or narcotics ON OR OFF CAMPUS is prohibited. This includes misuse of legal or prescription drugs (e.g. Coricidin, Ritalin, anabolic steroids).

Students should not promote or discuss activities involving drugs or narcotics on school property, within ½ mile of the school, or at any school function (home or away).

CONSEQUENCE

A student in violation of this policy may be subject to disciplinary action including expulsion.

The student may also be reported to a law enforcement agency for possible action.

DRUG TESTING

When there is reasonable cause to suspect (including the possession of drug paraphernalia), but inconclusive evidence to prove the use of illicit drugs, drug laboratory testing may be required.

1. A medical lab, approved by LHWL will complete testing for illegal substances.
2. Testing methods may include hair analysis, urinalysis, or blood testing.
3. Testing completed within 24 hours of the request.
4. Failure to comply will result in expulsion from school.
5. The school pays testing costs unless illegal substances are identified, in which case, the testing cost becomes a parental responsibility.
6. The parent must release the test results to the school.
7. The administration will notify the student and parent of the testing results.
8. The student or parent may submit written documentation or prescription information to explain the "positive" test.
9. The student or parent request a retest with the original sample by an LHWL approved lab within seven (7) days. The family will pay the cost of the retest.

Substance Abuse

ON CAMPUS AND CO-CURRICULAR ALCOHOL POLICY

The possession, consumption, under the influence of, delivery, transfer, or sale of alcohol on campus (within ½ mile of the school) or **at any school function**(home or away) or **any school sponsored trip** at any time (including weekends, vacation) is prohibited.

Students should not promote or discuss activities on school property or at school events.

CONSEQUENCE

The student may be reported to the appropriate law enforcement agency for possible action.

Students in violation of the policy will be subject to the following discipline:

A. First Offense:

- 3 - 10 day suspension
- 2% deduction from the quarter grade for each day of suspension
- Removal from Co-Curricular Activities
 - 20% of the athletic team, music group, quiz bowl, and forensics, scheduled games, meets, or performances will be lost, however attendance at practices is still expected. If 20% is not left in the season, the discipline will carry over into the next season or year in which that student participates.
 - School discipline for all other co-curricular activities (i.e. drama) will be handled in a like manner to the above
- Student begins mandatory counseling - must follow guidelines set by the school

B. Second Offense:

- Expulsion from school

OFF CAMPUS ALCOHOL USE

The possession, use, under the influence of, delivery, transfer, or sale of alcohol off campus at any time (including weekends, vacation, etc.) is prohibited.

Violators are subject to school discipline, suspension, or expulsion for off campus illegal activities involving reprehensible conduct.

- Parents will be notified of their responsibility and liability for activities involving alcohol that becomes school knowledge.
- Recommended counseling and other proactive resources will be shared with the student and parents.

HOMEBOUND STUDY A student who is asked to withdraw, may with the approval of the principal, continue their academic studies through homebound studies using a school approved correspondence courses. The family will pay all expenses for these courses. LHWL tuition will not be paid when the student takes independent study classes and doesn't attend regular classes. Students are required to complete a project to earn Religion credit.

COMPUTER AND INTERNET USE POLICY

ACCOUNTS and PASSWORDS Each student has an individual, password protected login account. Passwords are not to be shared. Only log on to your account. Files in student directories will be deleted each summer or deleted if files are deemed inappropriate.

PRIVACY -- Network administrators may access student directories and email accounts to ensure that students are using the system responsibly.

PRINTERS - Printouts must be for school or curricular use only.

ELECTRONIC MAIL Personal web based e-mail accounts may be used as long as it does not obstruct educational use by another user. Sending mass messages or spamming is prohibited.

INAPPROPRIATE MATERIAL Students will not access materials that violate the Biblical standards, ethical beliefs, or educational aims of Lutheran High. This includes:

- Text - profane, obscene, pornographic, racist, violent, or abusive language
- Graphics- pornographic, offensive, or otherwise inappropriate pictures.
- Audio/Video - sounds (or lyrics) offensive to Christian ethics and morality.

COPYRIGHT All information shall be assumed to be copyrighted - Sources must be cited.

CONSEQUENCE Students who violate any part of this policy may be denied computer access, may pay for damage and repair, may receive a detention, and may be subject to additional school discipline.

DO

- 1) Only use computers for academic, ethical, and lawful use.
- 2) Do notify a teacher immediately, if by accident, you encounter materials that violate the guidelines or detect a security violation.
- 3) Be prepared to be held accountable for your actions if the rules are violated.
- 4) Only save data in directories to which you have proper access.
- 5) Make backup copies of important documents and files
- 6) Logoff your account when finished

DON'T Misuse shall include ANY ATTEMPT to:

- 1) Load, run or play games or online games
- 2) Use instant messaging, chat rooms, or news groups (i.e. MySpace, FaceBook or similar)
- 3) Add graphics to your student desktop wallpaper
- 4) Bypass network security or filtering software
- 5) Log on as an administrator or as another user.
- 6) Change system settings or files or attempt to disrupt system performance.
- 7) Introduce a virus to a workstation or the network
- 8) View, send, store or display offensive or threatening messages
- 9) Use the computers for commercial or illegal use.
- 10) Share personal information online.
- 11) Access the LHWL network from any remote location.
- 12) Open, copy, view, or harm restricted files or other people's files.
- 13) Download or install any software, shareware, freeware, graphic, video or music files.
- 14) Violate copyright laws by copying and pasting web information without citing the source.
- 15) Waste printer resources. Do proofread before you print

ATHLETIC HANDBOOK

PHILOSOPHY

Athletics at Lutheran High School Westland are considered co-curricular because they are an integral part of the educational process. Participation gives the student a unique opportunity to grow in spirit, mind, and body that cannot always be achieved in a classroom situation.

The behavior of Lutheran High athletes, coaches and parents should reflect Mark 12:30, "Love the Lord, your God with all your heart, with all your soul, with all your mind, and with all your strength."

OBJECTIVES

- 1) To develop opportunity for Christian witness in practice and competition
- 2) To develop an attitude of good sportsmanship among our athletes and families
- 3) To derive enjoyment from the participation of athletics
- 4) To develop interaction with athletes from other schools
- 5) To develop team spirit and school spirit in the accomplishment of mutual goals
- 6) To increase physical development and skill level
- 7) To appreciate the value of physical activity as a lifelong pursuit

STATEMENT OF RISK

Participation in interscholastic athletics includes a risk of injury that may range from minor to long-term catastrophic.

Although serious injuries are not common in supervised athletic programs, it is impossible to eliminate this risk. Participants have a responsibility to help reduce the chance of injury.

Athletes must obey safety rules, report physical problems to their coaches, follow a proper conditioning program and inspect their equipment daily.

MHSAA ELIGIBILITY REQUIREMENTS

Review these MHSAA (Michigan High School Athletic Association) eligibility rules to prevent your participation as an ineligible athlete, which would result in forfeiture of contests for your school.

- **Enrollment** Enrollment beyond the fourth Friday after Labor Day (first semester) or fourth Friday of February (second semester), or competing in one or more interscholastic athletic contests, shall be considered as enrollment for a semester.
- **Age** Students are ineligible if they reach their 19th birthday before Sept. 1.
- **Physical Exams** No student shall be eligible to represent a high school for whom there is not on file, a physician's (M.D., D.O., Physician's Assistant, or Nurse Practitioner) statement for the current school year certifying that the student has passed a physical examination and is physically able to compete. This earliest date that the physical can be taken is April 15th of the current school year.
- **Semesters of Enrollment** A student shall not compete in any branch of athletics who has been enrolled in grades nine to twelve inclusive, for more than eight semesters. The seventh and eighth semesters must be consecutive. Enrollment in a school beyond the fourth Friday after Labor Day (first semester) or fourth Friday of February (second semester), or competing in one or more interscholastic athletic contests, shall be considered as enrollment for a semester under this Rule.
- **Semesters of Competition** Students are allowed four 1st semesters and four 2nd semesters of competition.
- **Undergraduate Standing** A student who is a graduate of a high school, shall not be eligible.
- **Previous Semester Record** No student shall compete in any athletic contest during any semester who does not have at least twenty (20) credit hours of work for the last semester during which he or she shall have been enrolled in grades nine to twelve, inclusive. A student entering the 9th grade for the first time, may compete without reference to his/her record in the 8th grade.
- **Transfer Students** Most students are ineligible for a semester if they transfer from another high school but there are some exceptions. See the athletic director for exceptions.

Athletic Handbook

- **Awards** A student may accept, for participation in athletics, a symbolic or merchandise award, which does not have a value or cost in excess of \$25. Awards from athletic participation in the form of cash, merchandise certificates, or another type of negotiable documents are never allowed. Banquets, luncheons, dinners, trips, and fees or admissions to camps or events, are permitted if accepted in kind (not directly given the cash or check).
- **Amateur Status** No student shall be eligible to represent his or her high school who:
 - has received money or other valuable consideration from any source for participating in athletics;
 - has received money or other valuable consideration for officiating in interscholastic athletic contests, (except for two exceptions; see the Athletic Director);
 - has signed a professional athletic contract.
- **Limited Team Membership** A student who, after practicing with or participating in an athletic contest or scrimmage, participates in any athletic competition not sponsored by his or her school in the same sport during the same season, shall become ineligible for a minimum of the next three contests/days of competition and maximum of the remainder of that season in that school year. The following exceptions apply: (1) Individual sports will apply the limited team membership rule from the point of a student's first participation in a contest or scrimmage, rather than practice. (2) Students in individual sports may participate in a maximum of two (2) non-school individual meets or contests during the school season while not representing their school.

LUTHERAN WESTLAND ATHLETIC ELIGIBILITY

A student:

- ◆ May not receive more than one F during a grading period (quarter and or semester).
- ◆ Must have a medical emergency card on file in the office with the written consent of parents.
- ◆ Must be covered by appropriate family medical insurance.

DUAL SPORTS PARTICIPATION POLICY

A student:

- ◆ May participate in two sports during the same season if the coaches of both sports agree.
- ◆ Must have a written agreement signed by both coaches on file in the Athletic Director's office before the season starts.
- ◆ Must also have permission given by the parents and Athletic Director/Principal

CODE OF PARTICIPANT BEHAVIOR

A student must:

- ◆ Know and adhere to the Christian philosophy of our school and athletic department.
- ◆ Meet all attendance and academic requirements as practical evidence of loyalty to school and team and a proper philosophy of school-sponsored athletics.
- ◆ Observe all policies regarding conduct, doing so as a duty to God, school, team, and self.
- ◆ Counsel with the athletic director over questions of eligibility.
- ◆ Practice and play fairly, giving complete effort in all circumstances and credit in victory to teammates and to opponents in defeat.
- ◆ Accept favorable and unfavorable decisions, as well as victory and defeat, with equal grace.
- ◆ Demonstrate respect for opponents and officials before, during and after contests.
- ◆ Know that participation in any sport requires an acceptance of risk of injury. These injuries could be from minor to serious in nature.

AFFILIATIONS

Lutheran High is one of more than 700 schools that have agreed to follow the rules and regulations they help enact through the Michigan High School Athletic Association (MHSAA).

BOOSTERS

The boosters are an organization of parents and friends interested in supporting and promoting the school. They help to foster a spirit of Christian fellowship and social activity among the parents, friends, teachers and students of Lutheran High School Westland. They aid in providing funds and service for the high school.

CONFERENCE

LHWL is a member of the Metro Conference including: Clarenceville, Cranbrook/Kingswood, Harper Woods, Hamtramck, Lutheran North, Lutheran Northwest, and the University Liggett School.

SPORTS OFFERED

	<u>Women</u>	<u>Men</u>
Fall	Volleyball (Varsity and JV) Cross Country Cheerleading (Varsity and JV)	Football (Varsity and JV) Cross Country Soccer
Winter	Basketball (Varsity and JV) Cheerleading (Varsity and JV)	Wrestling Basketball (Varsity, JV, and Frosh)
Spring	Softball Track Soccer	Baseball (Varsity and JV) Track

PARENT MEETINGS

At the beginning of each season, the varsity head coach will conduct a parent informational meeting or will send home an informational packet with the student athlete. Information at this meeting or in the packet will include the following: risk of injuries (minor to serious), transportation policy, season schedule with maps, message from the boosters, and a message from the principal and other pertinent information for the particular sport.

CRITERIA FOR VARSITY LETTERS

To qualify to receive a letter award, the athlete or manager must complete the varsity season in good standing as a member of the squad. Athletes are subject to specific criteria in each sport. The criteria for lettering is established by the coach and approved by the athletic director. The members of the team will be informed of the criteria at the beginning of the season.

The coach has the prerogative to letter a member of his/her team at their discretion. In the event of injury to an athlete before he/she had the opportunity to earn a varsity letter, the letter may be awarded.

LETTER JACKETS

Lutheran Westland is proud of its letter winners. It is an accomplishment in dedication, perseverance and skill. The school is also proud that a student might purchase a letter jacket and represent our school outside of our normal school community. Because students are representing our school when they are wearing their letter jackets, the following rules apply to a letter jacket:

- ◆ The school issued letter is the only letter to be used and should be worn on the left chest area of the jacket.
- ◆ The year of graduation may be worn on the left shoulder.
- ◆ Symbols or names for sports lettered in may be printed on the back of the jacket.
- ◆ Only a proper name can be used on the jacket (no nicknames).
- ◆ Only medals won while representing LHWL may be worn on the jacket.
- ◆ All-area and all-state recognition may be designated by a patch to be worn on a sleeve.
- ◆ Any other symbol, patch or emblem must be approved by the AD
- ◆ Only a letter winner can wear a jacket with a varsity letter.

Questions can be directed to the Athletic Director.

RECOGNITION NIGHTS

At the end of each season, a recognition night will be held to honor all athletes and support personnel who participated during that season.

PRACTICES/GAMES

- ◆ Athletes are not allowed to miss practice except with permission of the coach. The athlete is to inform the coach personally.
- ◆ If an athlete is absent from practice/game without excuse or demonstrates a lack of responsibility, he/she should expect disciplinary action.
- ◆ A student who is absent from school for more than 4 class periods is not eligible to participate in practice or games the day of the absence unless the principal or assistant principal grants specific permission.
- ◆ Athletes should make arrangements to leave as soon as possible after practice or an athletic contest is completed.
- ◆ If a student is dismissed from classes due to athletics, he/she is responsible for all work missed.

GAME DISQUALIFICATION

If a student is disqualified from a contest for unsportsmanlike conduct, the student may attend the disqualified contest(s), but not in uniform if approved by the Principal, Athletic Director and Coach..

CONFLICT RESOLUTION

If a situation arises in which there is a disagreement between coach and player/parent, the following steps must be followed in order to resolve the situation:

- ◆ Student/parent should talk to the coach about concerns
- ◆ Student /parent should next talk to the Athletic Director
- ◆ The student/parent can request a joint meeting with the coach and the Athletic Director
- ◆ If necessary, student/ parent can inform the Principal of situation in writing
- ◆ If necessary, the Principal will call together all parties for a meeting

RULES AND REGULATIONS GOVERNING ATHLETES

Athletes will be subject to all rules and regulations set forth by the MHSAA. They will also adhere to the training rules and regulations mandated by the Athletic Department and approved by the principal:

- ◆ No smoking.
- ◆ No use of any narcotic or drug not prescribed by a licensed physician for health reasons.
- ◆ No chewing tobacco.
- ◆ No drinking of alcoholic beverages.
- ◆ No use of anabolic steroids or any other performance enhancing drugs.
- ◆ No activity that might cause discredit to Lutheran High Westland.
- ◆ No fighting, brawling, swearing, or using vulgarity during practice or competition or while traveling with the team.
- ◆ No disrespect for opponents or game officials.
- ◆ A student who leaves school because of illness may not return to practice or participate in an athletic contest.

PENALTIES FOR VIOLATIONS OF TRAINING REGULATIONS

It is expected that athletes will follow training rules as a way of life. Therefore, athletes who violate these rules, in or out of season, may be denied the opportunity to become members of an athletic team for part of or all of an athletic season.

For a first offense of the substance abuse policy, the student will not be allowed to participate in 20% of that season's scheduled contests. He/she will be allowed to practice but not allowed to dress in uniform for contests during the penalized period. The penalty carries over to the next season of participation if not all 20% of the contests occur during the current season.

For a second offense, the student will not be allowed to participate in 50% of that season's scheduled contests. He/she will be allowed to practice but not allowed to dress in uniform for contests during the penalized period. The penalty carries over to the next season of participation if not all 50% of the contests occur during the current season.

For a third offense, the student will not be allowed to participate in athletics for an entire season. He/she will be allowed to practice but not allowed to dress in uniform for contests during the penalized period. The penalty carries over to the next season of participation if not all 100% of the contests occur during the current season.

TRANSPORTATION OF PLAYERS

- ◆ On school days, team members will travel to and from an athletic event using transportation provided by the school (van, or school bus). On some occasions, the bus will only travel to the contest and the student will need to find a ride home.
- ◆ Parents will transport athletes to or from an athletic event with the coach's permission.
- ◆ Athletes may drive to an athletic contest during the week provided he/she receives written parent permission and permission from the coach, AD, and principal. The student may ~~not~~ transport other athletes to the contest.
- ◆ For most weekend events, the school will not provide transportation and the athlete will need to find his/her own way to the contest.
- ◆ Coaches will inform the athletes/parents as to the status of the transportation schedule and changes.

DROPS

When dropping from a team, an athlete must discuss the situation with the coach. If the drop is finalized, all equipment that was issued must be returned, in good condition, as soon as possible. If a student wishes to change sports during a season, the athlete must request permission from each of the coaches involved. If a student drops during one season he/she cannot try out for a sport in the next season till the completion of the sport that was dropped unless permission is granted by the coach and the AD. If a student is cut from a team, he/she is free to try out for another team during the same season.

EQUIPMENT

Each athlete is responsible for the equipment issued to him/her. It is to be returned as soon as possible at the conclusion of the season, cleaned and in good condition. A fee will be assessed for all lost or damaged equipment. Grades or finals may not be given until equipment is returned or fees are paid. Athletic equipment is to be worn for games or practice only unless special permission has been given.

ATHLETIC PASSES

All gate receipts from regularly scheduled events go to the boosters. The admission prices are \$4.00/adults (high school and older), \$2.00/grade school age, no admission cost for preschoolers. The school will sell pre-game tickets to all away conference events where an admission is charged. The cost for a pre-game ticket will be \$2.00. They can be purchased in the office. LHWL boosters will keep the receipts from this pre-sale. The boosters also sell a Metro Conference pass, which is good for all home athletic events and away **Metro Conference** events. Please see the boosters regarding prices on these tickets.

CROWD CONTROL

Every person (parents, participants, spectators, coaches) must demonstrate and encourage positive behavior to maintain a productive atmosphere for all involved.

PROCEDURE FOR ORDERING TEAM ITEMS

(Shirts; tee shirts, shooter shirts, sweat shirts, etc.)

- ◆ The coach and the athletic director must approve any item being considered before any orders can be taken.
- ◆ An adult (coach or parent) must be in charge of the item to be purchased. The person in charge is to contact the athletic secretary for specific information concerning the ordering of the item.
- ◆ All money is to be turned into the office with an order form. The person in charge is not to collect money. Money will not be collected without an order form.
- ◆ All orders will go through the normal ordering process for the school. (The order must be submitted with a school requisition.)
- ◆ All items must be ordered within 2 weeks after the first contest for the sport in question.
- ◆ Any additional special team shirt orders must be approved by the athletic director. (i.e. Regional Champions, etc)
- ◆ Any questions concerning this procedure should be directed to the athletic director.