

2016-2017 Handbook for Students and Parents



Valley Lutheran High School

Learning, Serving and Sharing Christ

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2016-2017 Academic Calendar

Aug. 1-5	Faculty meetings
Aug. 7	Ribbon Cutting
Aug. 8	Night of Welcome
Aug. 10	First day of school
Aug. 17-19	Orientation Camp
Aug. 25	Back to School Night
Sept. 2	No School – teacher in-service
Sept. 5	No school – Labor Day
Sept. 22	Parent Teacher conferences (evening)
Sept. 23	Parent Teacher conferences – no school
Sept. 30	No school – 8 th grade preview day
Nov. 11	No school – Veteran’s Day
Nov. 18	Day of Giving – all school service day
Nov. 23	Early Dismissal (12:32) – Thanksgiving break
Nov. 24-25	Thanksgiving Break – no school
Dec. 14-16	Final Exams
Dec. 17-Jan. 2	Christmas Break – no school
Jan. 3	First Day of 2 nd semester
Jan. 16	Martin Luther King Jr. Day – no school
Feb. 6	Parent Teacher conferences (evening)
Feb. 20	President’s Day – no school
Feb. 27-Mar. 3	Interim Week
Mar. 6-10	Spring Break
Apr. 14	Good Friday – no school
Apr. 17	Easter Monday – no school
Apr. 28	Day of Giving – all school service day
May 23-25	Final Exams (End of School)
May 26	Graduation Day

Please visit the web calendar at <http://calendar.vlhs.org> for up-to-date information about the events at Valley Lutheran High School.

Who We Are

Mission Statement

Valley Lutheran High School provides a foundation for a life of faith, learning and service through biblical, Christ-centered, college preparatory education and Christian relationships.

Learning, Serving and Sharing Christ.

Commitment to Students and Families

Valley Lutheran High School is a secondary Christian school founded by the Lutheran community of the greater Phoenix metropolitan area. The school is dedicated to the task of helping young people grow in the knowledge of the Christian faith and, as a result, living that faith in service to others. To accomplish that objective, our school will involve students in a thorough study of God's Word, in worship activities, and in service projects.

The second priority for Valley Lutheran High School is to strive for academic excellence. This statement is not simply a cliché. In the parable of the talents, Jesus taught us to use the gifts God has given us to the best of our ability. We have a responsibility to help our students realize their potential.

The third priority of Valley Lutheran High School is to encourage positive interpersonal relationships and to develop leadership and creativity by participation in a variety of co-curricular activities and a rich program of the fine arts.

Our desire is to make attendance at Valley Lutheran High School a memorable experience for our students and their families through interaction with Christian teachers in a firm but loving environment, resulting in a desire to grow in the wisdom of God. May God give us the wisdom and the ability to live up to this commitment.

Valley Lutheran High School does not exclude on the basis of race, color, national or ethnic origin.

Valley Lutheran High School supports the scriptural position of the Lutheran Church-Missouri Synod, which says that God created man in His own image and He created them male and female. Based on this, Valley Lutheran defines males and females according to their biological sex at birth.

History

Valley Lutheran High School is one of approximately 100 Lutheran high schools throughout the U.S. offering quality Christ-centered education in a loving, nurturing environment. The educational program at Valley is rooted in the 450-year Lutheran tradition of preparing young people for active roles as God's people. Valley Lutheran was established in 1981 by a consortium of Lutheran congregations. The school is operated under the auspices of the Lutheran Church Missouri Synod by an association of Lutheran churches.

School Theme for 2016-2017

Building Up!

Therefore encourage one another and build one another up, just as in fact you are doing.

1 Thessalonians 5:11

VLHS Spirit

Valley Lutheran High School Flames

School Colors

Red and Gray

School Mascot

“Sparky”

Fight Song

We're Lutheran High, strong and fearless, shouting for all can hear us
Fight, fight, fight to victory!
With honor and pride let's say.
We'll conquer with red and gray, and
Fight, fight, fight to victory.
Onward, Onward, on you mighty Flames!
Shouting out the praises of His Name!
We're Lutheran High, strong and fearless, shouting so all can hear us,
Fight, fight, fight on to victory.

Academic Information

Academic Honor Roll

The academic honor roll is determined at the end of each quarter. Students must be enrolled in at least seven classes to be named to one of the lists.

Jean Hodgson Principal's Commendation – All As
Academic Distinction - All As and Bs

Academic Honesty

Academic honesty is an expected virtue at VLHS. Any compromise of academic honesty, including unauthorized assistance with class work, copying or sharing homework assignments, cheating on tests, or plagiarizing research papers will be treated as a serious disciplinary matter by the faculty and administration.

Academic Watch

Students who are not able to maintain a 2.0 semester GPA or who have received a grade of "F" during any grading period will participate in the Academic Watch Program. Students who enter Valley Lutheran with a marginal academic performance record may also be placed on Academic Watch.

The purpose of this program is to facilitate communication with the parent, teacher and guidance counselor, support the student's efforts to achieve academic excellence, and increase student responsibility and accountability.

Parent contact will be made by the guidance counselor.

Students who do not show improvement may be asked to withdraw from VLHS. This decision will be made by the administration of VLHS.

Add/Drop

Courses may be dropped or added only up to the end of the first full week of each semester as long as the student is enrolled in a minimum of seven hours each day. Dropping a class requires the written approval of the teacher, parents, and guidance counselor.

Students may only withdraw from a class after the first week with approval of the principal and the teacher. If the student is failing at the time they withdraw, they will receive a grade of “WF”, which for all purposes counts the same as an “F”. If the student is passing at the time they withdraw, they will receive a grade of “W” which has no impact on a student’s GPA.

Concurrent High School and College Credit

While enrolled at VLHS, a student has the option of taking additional courses by independent study, during summer school, or at local community colleges. If a student seeks to receive Valley Lutheran High School credit for these courses:

- The course must be taken through a regionally accredited high school, college or other educational institution
- By state law, students who have received any Arizona School Tuition Organization scholarship(s), may NOT attend a free charter school for your off campus class. You must pay tuition for your class. If planning to attend a free charter school, VLHS business office approval is required in advance.
- The student and/or parent should consult with the guidance counselor to confirm that the course will fulfill VLHS graduation requirements.
- A form to request approval for your off campus class is available from the front office, the guidance office, or the PlusPortals website.
- No credit is awarded for 000 level college classes
- Honors level concurrent credit may be earned for 200 level and above college classes
- Classes taken may replace existing high school grades if approved in advance by the guidance counselor
- Students may choose which concurrent classes they receive transfer credit for.

Credit for Transfer Students

Transfer credit is accepted from high schools that are accredited by a regional accrediting agency. When a student transfers to Valley Lutheran High School, the student's transcript will be evaluated by the registrar or guidance counselor to determine which graduation requirements have been met.

Acceptance of honors transfer credit

When receiving transfer credit from other schools, VLHS awards honors credit, with enhanced grade points, when all of the following criteria are true:

- The course is indicated on the transcript as an honors course
- The course was available as an honors course at Valley Lutheran High School the year it was taken by the student
- The student did not earn a grade lower than a "B-" in the course
- The student was awarded enhanced grade points for the honors course at the school where the course was taken.

Special Exception: Graduation Requirements

While Valley Lutheran High School seeks to have all transfer students fulfill all of its graduation requirements, individual requirements may be waived on a case-by-case basis if they are not a part of the graduation requirements for the State of Arizona.

Course Load

Students are expected to carry a minimum of seven classes per day.

Course Selection

Each spring, students are given an opportunity to request classes for the following year. The request form must be signed by a parent or legal guardian. Students are required to rank several electives in order of preference, and to select core academic classes. Some classes require teacher approval prior to enrollment.

Final Exams

All classes will include a final exam, which is given on the designated final exam days:

First semester: December 14-16, 2016

Second semester: May 23-25, 2017

All students are expected to take their final exams on these dates, and exceptions will only be made in emergency situations. Families should keep these dates in mind when making vacation travel plans so that finals are not missed.

Seniors can opt out of a second semester final exam if they meet the following criteria:

1. Received an 85% or higher in both 3rd and 4th quarter in the class.
2. Have 6 or fewer absences for the second semester in the class.

* AP and honors classes may still require a final exam at teacher discretion. All Seniors will be required to complete the Final Senior Theology project.

Graduation Requirements

To graduate from Valley Lutheran High School, a student must have completed a minimum of 28 units of course work. The requirements for incoming freshmen are as follows:

Theology	4 units
English	4 units
Social Studies	3 ½ units
Math *	4 units
Science (Biology required)	3 units
Foreign Language	2 units
Physical Education	1 unit
Health	½ unit
Computers	1 unit
Fine Arts	1 unit
Freshman Seminar	½ unit
Communications	½ unit
Electives	3 units

* Must complete classes through Algebra II.

Students pursuing an academically enriched (college prep) program are encouraged to take the following additional courses:

Science	1 unit
Foreign Language	1 unit
Fine Arts	1 unit

Grade Reports

Report cards and mid-quarter progress reports are mailed to parents whose account(s) with the business office are up to date. Additional reports may be mailed as needed or are available by accessing your account on the Valley Lutheran PlusPortals Account. PlusPortal accounts are available to parents and students.

Grading Policy

The grading policy is as follows:

90-100%	A
80-89%	B
70-79%	C
60-69%	D
Below 60%	F

Grade Point Average (G.P.A.)

The calculation of grade points is a cumulative process based on SEMESTER grades. These averages are used for transcripts and class rank determination. Students who earn an “A” or a “B” in honors or A.P. classes receive enhanced grade points for that class.

Incompletes

Any work that has not been completed by the end of a grading period will be given an incomplete standing. Teachers may grant a maximum of ten school days for students to complete and hand in their work before the grade is officially recorded.

Interim

Interim classes are one-week courses offered in the spring semester that allow students to experience a unique out-of-the classroom learning environment. Students are required to enroll in an interim class each year. Classes may be offered in areas related to Fine Arts, Industrial Arts, Physical Education, Sports, Humanities, Science, Math, Computers, and Theology/Service.

THEOLOGY/SERVICE REQUIREMENT:

All graduates of Valley Lutheran High School are required to successfully complete a Theology/Service related interim course during one of their four years. This requirement must be fulfilled by a school-organized interim course, and may not be fulfilled through other off-campus community service activities.

EXCEPTION: Students who transfer to Valley Lutheran High School their senior year are permitted to fulfill this requirement by completing 20 documented community service hours. These community service hours must be approved by the principal in advance.

COST:

Most courses do have an additional cost which must be paid prior to Interim Week.

Course options may include out-of-state or international trips. In order for students to participate in an out-of-state or international trip, the student's tuition account must be up to date.

ATTENDANCE and CREDIT:

Students successfully completing an interim course, including fulfilling attendance and other requirements set forth by the teacher, receive ¼ credit of elective academic credit.

Students are expected to attend class each day. For students who fulfill all other course requirements, credit is granted as follows:

ZERO ABSENCES	Credit is earned.
ONE ABSENCE	No Credit. If the student has only one absence, the student and parent may file a written appeal to request credit in extenuating circumstances, which must be approved by both the teacher and the principal.
TWO ABSENCES	No Credit.

Makeup assignments

Makeup assignments and tests are the responsibility of the student. Time allotted for makeup work is at the discretion of each instructor. Considerations for extended absence or special needs should be made in collaboration with the teacher and assistant principal – preferably in advance. Late assignments may, at the discretion of the instructor, receive only partial credit. Assignments or tests not completed in the assigned time will not be given credit. If a student is absent due to a school event (sports, field trip etc.) assignments are to be turned in on the due date; either before the student leaves campus or returns to campus from the activity.

Standardized Testing

Periodic testing of student progress and achievement is accomplished through a variety of standardized tests. All freshmen will take placement tests prior to the beginning of the school year. Freshmen, sophomores and juniors take the PSAT. Seniors take the ASVAB in October. Seniors who intend to continue their formal education at universities, colleges, or community colleges are strongly encouraged (and often required) to take the SAT and/or ACT.

Withdrawing from School

Parents wishing to withdraw their student from Valley Lutheran High School must follow these steps:

1. Come into the office and fill out a withdraw form.
2. Schedule a time and meet with the Principal for an exit interview.
3. Return all school items including iPad, textbooks, athletic uniforms, etc.
4. Reconcile outstanding tuition and fees.

Records will not be released until each of these steps are completed.

CAMPUS TECHNOLOGY POLICY

VALLEY LUTHERAN HIGH SCHOOL

2016-2017

These policies are in effect at all times on the Valley Lutheran High School network, including on campus computers, on school owned iPads, and on personally owned iPads and other computers and devices used on the campus Wifi network.

1. Use of the computers and Internet is for academic purposes only.
Examples of non-academic purposes include:
 - Visiting social networking sites such as Facebook, Google Plus, or Twitter is prohibited.
 - Using any interactive chat or messaging service, including but not limited to Snapchat, iMessage, or AOL Instant Messenger.
 - Playing streaming audio and video services (including but not limited to iTunes Radio, Pandora, Netflix, and Youtube) during school hours unless specifically required for a school assignment.
 - Playing multi-player Internet games.
2. Do not submit, publish, display or retrieve/download any inappropriate matter including material that is:
 - Disruptive
 - Defamatory
 - Abusive
 - Obscene
 - Profane
 - Gang-related
 - Sexually threatening
 - Racially offensive
 - Illegal.
3. Do not:
 - Attempt to harm or modify any computer hardware, software, or configuration.
 - Install software on any computer without permission of the network administrator.
 - Attempt to gain unauthorized access to our network system or data.
 - Attempt to interfere with system security, or circumvent internet firewalls or filtering.
 - Attempt to jailbreak or otherwise illegally modify your school-issued iPad.
 - Illegally copy copyrighted software.
 - Attempt to use any other user's computer password, even if permission has been granted by that user. Never share your password with anyone.
4. Understand that e-mail and other files on networks should not be considered absolutely secure or private.
5. Do not use the network in a way that would disrupt or disturb the learning process of others.

The use of computers is a privilege at Valley Lutheran High School. Any action by a user determined to be inappropriate by a staff or faculty member is subject to consequences.

Attendance Policy

Regular attendance is directly correlated to academic achievement. Attendance is the responsibility of both student and parent. Absenteeism is strongly discouraged, as classroom activity can never be replicated. The benefits of lectures, discussion, and classroom interaction are lost to students who are absent. All absences are recorded as such. With the exception of absences due to school activities, absences are not designated as “excused” or “unexcused.”

Absence Policy

On the day of an absence

Parents must call the school to report absences prior to 9:00 AM on the day of the absence. To report an absence, call the school at 602/230-1600, and press option 2 to access the attendance hotline. During the first hour of the day, attendance is compiled and parents of those students not accounted for will be contacted. A student is marked absent from any class where they miss more than 10 minutes at the beginning or end of the period (including leaving early), or 5 minutes at the beginning of the period not caused by being late to school.

Classes missed on Block Schedule days will be recorded as two absences for each period missed.

- After eight absences in any class per semester, a written report will be sent home noting the absences.
- After tenth absences, there will be a written warning sent home, and the parent will be contacted.
- On the thirteenth absence, the student is denied credit for the course. When the thirteenth absence is reached, the parents and students have the following options:
 - Student may remain in class on an audit basis or withdraw from class and be placed in a study hall. If the student is failing at the time of withdrawal, a grade of F will be recorded rather than NC (no credit).
 - Student and parent may appeal to the principal for credit. **Students who reach 26 absences may not appeal for credit.**

Late to School Policy

Students are expected to arrive at school on time every day. Students arriving at school after the 8:00 a.m. bell must sign in at the school office to get an “admit to class” slip. Unless excused, the student will be considered “Late to School.”

The “Late to School” will typically be excused if the student presents a note from a doctor’s office stating that the student was at a doctor’s appointment that morning. Additionally, the “Late to School” may be excused if a same-day request from the parent (either written or by telephone) at the discretion of the Executive Principal. Even if the “Late to School” is excused, the student will still earn an absence in each class that 10 or more minutes of class is missed.

The following procedures will be followed for unexcused “Late to School” students, regardless of during which period the student arrived:

- **Third Unexcused Late to School:** The student will be notified.
- **Fourth Unexcused Late to School:** The parent will receive a written notice, and the student will receive a verbal warning.
- **Fifth Unexcused Late to School:** Student will receive a one hour detention.
- **Sixth Unexcused Late to School:** Student will receive a two hour detention.
- **Seventh Unexcused Late to School:** Student will receive a Saturday detention.
- **Eighth Unexcused Late to School:** A mandatory parent conference will be scheduled.

Tardy Policy

Students have a responsibility to be in class on time. Students arriving late to school will not be counted as tardy, but will be counted using the “Late to School” procedures listed above. Students arriving after the bell rings will be marked tardy by the instructor. Tardiness of more than 5 minutes after a passing period *without a pass* will be recorded as an absence and treated as truancy.

The following procedures will be followed for tardies **in all classes combined** in one quarter:

- **Third Tardy:** The student will be notified.
- **Fourth Tardy:** The parent will receive a written notice, and the student will receive a verbal warning.
- **Fifth Tardy:** Student will receive a one hour detention.
- **Sixth Tardy:** Student will receive a two hour detention.
- **Seventh Tardy:** Saturday detention, parent meeting and behavior contract required.
- **Eighth and Subsequent Tardies:** For the remainder of the quarter, on the 8th and subsequent tardy, students will not be admitted to class. Instead, they will report immediately to the front office. All quiz, test, and homework grades for missed class periods will receive a zero.

Leaving school early

If it is necessary for a student to leave during school hours, the parent must contact the school office prior to the student signing out in the front office. No student will be dismissed from the campus without contact from a parent. Students must ALWAYS sign in and out of school in the office when leaving early or arriving late. If a student becomes ill during the school day, he/she should report to the office. The student's parent/guardian will be contacted and asked to give permission for the student to leave school. Students are not to leave school without reporting to the office for permission. Students may dismiss themselves from a class when it is time to leave for an appointment and report to the front office to sign out.

Truancy/Skipping Classes

All truanies are regarded as a school disciplinary situation. Students who are truant from school will not be allowed to return to school without a parent/student/school administrator conference.

AM/PM Campus Guidelines and Responsibilities

Valley Lutheran High School is responsible for its students from the start of the students' school day until the conclusion of the students' last classes.

Prior to the students' first classes, Valley Lutheran High School will...

- Permit students opportunities to socialize in designated areas of the campus.
- Restrict/prohibit loitering in or around cars.

Parents are asked to...

- Understand that no official campus supervision will be provided before 7:30 a.m. unless a student is enrolled in an "I Period" class.
- Support Valley Lutheran High School by instructing their children that it is against school policy to leave campus after arrival.
- Inform/remind students of options available (see above).

After students' last classes of the day, Valley Lutheran High School will...

- Provide access to a classroom or secure area for those students who need a place to wait until 3:30 pm.
- Supervise all co-curricular activities and athletic practices.

Parents are asked to...

- Instruct their children to leave campus following their last classes of the day if they are not participating in after-school activities.
- Make appropriate arrangements for transportation to and from school.
- Understand that after 3:30 p.m. there is no official campus supervision provided.

Students are expected to...

- Respond positively to the above guidelines.

Automobile restrictions

- Once students drive onto campus with their vehicle, they cannot leave until the end of their class day. They are not to return to their vehicle without permission.
- Students must provide the school office with a copy of their driver's license, proof of insurance and license plate number for any car driven to campus.

Behavior and Conduct

Valley Lutheran is a school community centered on God and His redemptive action through His Son Jesus Christ. Through the Holy Spirit God calls us into a personal relationship, makes us His own in baptism and nurtures us through His Word and the Sacraments. Our life together is marked by prayer, worship, study and mutual support, and grows out of thankfulness for what God has done for us in Jesus Christ.

The guidelines for behavior and conduct ensure that each student will have access to a well-rounded education. Students are held accountable for behavior during the school day and at school-sponsored activities.

The Valley Lutheran High School philosophy reflects our pride in our students and an expectation that their behavior will exhibit responsibility, concern for others, and a servant spirit. It is expected that students will respond in a positive manner if counseled about non-acceptable conduct.

Disciplinary Procedures

Because:

- VLHS is centered on the message of God's love and forgiveness for all people in Jesus Christ;
- Learning occurs most effectively in an environment of mutual trust and respect;
- VLHS is a community of people who are responsible for and accountable to one another;
- The teachers and school leadership of VLHS value each student and desire success for them;
- God has gifted every member of this community with unique talents and abilities;
- Christ has forgiven us and shown us that we are to serve one another in love;

Therefore we are called upon, individually and as a school family, to love God and one another in everything we think, say and do.

Students accepted for enrollment and their families have chosen to be part of the VLHS community. It is essential that students and their families think carefully about the statement above. The principle of loving God and one another extends into every aspect of high school life, and is a particular emphasis of life at VLHS.

Rules, guidelines and procedures for daily life at VLHS are intended to enable the school community to work in a way that enables and encourages life and learning to happen in a safe, respectful, open and caring environment. The faculty and staff at VLHS have set a standard for discipline based on the Word of God and on commonly accepted social behaviors. It is our intent to consistently provide a strong balance of Law and Gospel when dealing with issues that occur within the student body. This principle will guide us steadfastly as we seek to honor our school, our families and ultimately our Lord.

Tiered Discipline

All written referrals will be posted to Students' private PlusPortal page. Students who obtain four or more pink referrals could be subject to a semester of probation, during which time they will undergo mid-quarterly and quarterly performance assessments by the Disciplinary Action Committee.

Transfer students who are admitted under special circumstances and/or with a history of discipline problems will be required to undergo mid-quarterly and quarterly performance assessments by the Disciplinary Action Committee. After one semester, the DAC will determine if said assessments are still necessary. Assessments will include evaluation of student's academic performance and faculty/staff behavior observations.

General consequences for each level of tiered discipline are as follows:

<p>Level One Violations:</p> <ul style="list-style-type: none"> • Disrupting classroom or other students • Interfering with educational process <ul style="list-style-type: none"> ▪ Insubordination ▪ PDA violation ▪ Disrespectful behavior ▪ Violation of classroom rules ▪ Dress code violation (see Dress Code) <p>Level Two Violations: REFER TO PRINCIPAL</p> <ul style="list-style-type: none"> ▪ Referral from classroom teacher ▪ Truancy ▪ Dishonesty (including academic dishonesty) ▪ Inappropriate use of motor vehicle on or near campus 	<p>Level 1 & 2 consequences will include one or more of the following, and will be determined based on the nature and repetition of offense(s):</p> <ul style="list-style-type: none"> • Referral • Referral with detention • Referral with detention and parent contact • Referral with detention, parent contact, and meeting with staff/administration • Referral with detention, parent contact, meeting with staff/administration, and behavior contract/probation • Referral with detention, parent contact, meeting with staff/administration, behavior contract/probation, and suspension
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<p>Level Three Violations: REFERRED TO PRINCIPAL</p> <ul style="list-style-type: none"> ▪ 2nd Referral from classroom teacher ▪ Dangerous behavior ▪ Harassment ▪ Defiant behavior <p>Level Four Violations REFERRED TO PRINCIPAL</p> <ul style="list-style-type: none"> ▪ Theft ▪ Vandalism ▪ Fighting ▪ Possession of alcohol, drugs or firearms on campus ▪ Repeated harassment ▪ Repeated defiant behavior ▪ Arson ▪ Threats to another student or staff 	<p>Level 3 & 4 consequences will include one or more of the following, and will be determined based on the nature and repetition of offense(s):</p> <ul style="list-style-type: none"> • Referral with detention • Referral with detention and parent contact • Referral with detention, parent contact, and meeting with staff/administration • Referral with detention, parent contact, meeting with staff/administration, and behavior contract/probation • Referral with detention, parent contact, meeting with staff/administration, behavior contract/probation, and suspension <p>Referral with detention, parent contact, meeting with staff/administration, behavior contract/probation, suspension, and possible expulsion.</p>
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Definitions

Dangerous Behavior: Any behavior that might endanger the student or others. Examples might include, but are not limited to, mishandling substances or tools in a classroom, inappropriate use of weight room equipment or throwing objects.

Defiant Behavior: Refusal to comply with a request from teacher or staff member. Continuing to engage in any behavior that is considered inappropriate after being asked to stop. Any behavior that could be considered belligerent or bullying.

Detention: One-hour increments to be served before or after school or as determined by the Dean of Students. Detention may include service projects or may be a mandatory study hall.

Dishonesty: Lying, cheating, plagiarism. Academic dishonesty may result in the loss of credit for the assignment or test.

Disrespectful behavior: Includes, but is not limited to, talking back, ignoring direct requests of teachers, disrupting class by talking or creating a disturbance, using inappropriate language, denigrating another individual.

Dress Code Violation: See Dress Code for further definitions and consequences. Coming to school in clothing that does not meet the standards of dress for VLHS.

Harassment: Slurs, slander, gossip, jokes, unwanted touching or other verbal, graphic or physical conduct relating to a person's sex, race, religion, age, abilities or physical appearance.

Inappropriate use of Motor Vehicle: Speeding, reckless driving, loud music from car stereo, in and around the school campus or at school-sponsored events. Students may not go to their vehicles between classes without permission from the school office. Once students park on campus they may not sit in their parked cars. They must leave the parking area. Violations may result in the loss of vehicle on campus privileges.

Off-task in classroom: Students are to follow the expected behavior in class. They are to pay attention and participate in all classroom activities. Sleeping in class, doing homework for another class, and writing personal notes are examples of being off-task.

Plagiarism: Copying another author's work or taking another person's ideas and passing them off as your own.

PDA: Public display of affection. Students are expected to show extreme restraint in their physical display of affection while on campus or at school-sponsored events. Contact beyond handholding is considered inappropriate while on campus or at school-sponsored events.

Probation: A contract with prescribed expectations for student behavior; to be signed by the student, parent(s) and the principal. The probationary period will be determined by the principal.

Saturday workday: Students will help with general clean-up and maintenance of the VLHS and Mt. Calvary Campus. Students may be scheduled for more than one workday. In some cases, parents may be asked to accompany the student for workday.

Suspension: Student will not be allowed to attend classes. Student will not be allowed to attend or participate in any extra-curricular school events while suspended. Student will be considered absent on day(s) of suspension. Missed schoolwork may be made up at the discretion of the individual teacher. A parent conference with the principal and a probationary contract will be required before a suspended student may return to school.

Truancy: Any absence from school or a class without permission from parent or guardian. All school absences must be with the knowledge and permission of the parent or guardian.

Vandalism: The destruction of school or personal property.

Dress Code – Dress and Personal Appearance

Dress at VLHS should reflect Christian standards of respect for one’s body. Student appearance should be modest, clean and well groomed. Exceptions to the dress code are allowable only on special dress days, e.g. Spirit Week. Attire for sports practice must mirror the dress code for that sport or be school-issued practice gear.

All-school dress code checks may be conducted. Students out of dress code may be asked to call home for more appropriate clothing. They will remain in the office until other clothing is brought to school. Students will be responsible for any work missed while waiting for their parent to arrive.

The following guidelines should be adhered to when selecting clothing to wear to school and school related activities:

Shirts Shirts must be long enough to be tucked in and have sleeves. They should have modest necklines (no low-cut or off-the-shoulder). Shirts should not display writing or pictures that are vulgar, suggestive, drug, alcohol, tobacco related, or satanic. In order for a shirt to be dress code compliant, no skin or undergarments (including tank tops), may be seen through or underneath it. This includes straps, bare shoulder, sheer and lace fabrics.

Pants/Skirts Pants should be clean, without holes or rips and worn at or above the hips (no “sagging”). Shorts and skirts need to be knee length. (Please see the athletic handbook for guidelines regarding sports uniforms.) Athletic pants or shorts of any kind are not allowed (sweat pants, basketball shorts, yoga pants, warm-up pants, etc.).

Headwear No type of head covering (e.g. hats, beanies, sweatbands, etc.) may be worn during school hours. Exception: spirit days or as part of a sports uniform.

Footwear	Shoes must be worn at all times. Bedroom slippers may not be worn to school.
Misc.	<p>Hair should be clean, well groomed and a natural hair color. Visible tattoos and body-piercings (other than girls' ears) are not allowed.</p> <p>Very tight, form-fitting clothing is inappropriate.</p> <p>Pajamas or other clothing intended as sleepwear may not be worn to school.</p> <p>Sunglasses may not be worn in classrooms.</p> <p>Clothing and other items worn or carried at school (e.g. backpacks) should not display writing or pictures that are vulgar, suggestive, drug, alcohol, tobacco related, or satanic.</p> <p>Hair should not cause distraction or draw undue attention to oneself.</p>
P.E. and Sports Practice	<p>Attire for sports practice must mirror the athletic uniform or be school-issued practice gear.</p> <p>P.E. Uniforms are to be worn only during PE class or practice.</p>

Violation consequences

First Offense	<p>Verbal warning</p> <p>Shirt – exchange in office</p> <p>Pants – call home for change</p> <p>Hat, sunglasses, etc. – confiscated until the end of school day</p>
Second Offense	<p>Written warning – sent home</p> <p>Shirt – exchange in office</p> <p>Pants – call home for change</p> <p>Hat, sunglasses, etc. – confiscated until the end of school day</p>
Third Offense	Student will wait in the school office until appropriate clothing is brought from home
Fourth and subsequent offenses	Will be treated as defiance.

Electronic Items

1. The playing of personal music devices on campus is not allowed during the school day unless authorized by a supervising staff member. If a teacher allows a student to use headphones during a class period it is the responsibility of the student to put the headphones and non-iPad electronic device away before leaving the class in which they were granted permission. Students may not have headphones or personal music devices out during the school day including lunch, passing periods or break time.
2. The use of “personal” electronics is permitted before and after school as long as no one else can hear it. If it causes offense to a staff or faculty member, it may be confiscated. These devices must be put away before the start of the school day.
3. **Cell phones must be turned off and put away during school hours.** Emergency calls may be made in the school office with permission of the school staff.
4. **Cell phones that ring during school hours or are used for any reason, will be confiscated. Batteries must remain in confiscated phones. Confiscated cell phones may be subject to search. Cell Phones are not to be seen or heard during the school day. Cell phones and other electronic items must be kept in a locker, purse or backpack.**

If a student uses a cell phone in any way during the school day, the phone will be confiscated and this will result in a \$10 fine. The student will not be allowed to receive their phone back until the fine has been paid. Second offense will result in confiscation and a \$20 fine. Third offense is confiscation and a \$30 fine and detention. Subsequent offenses will be minimum \$50 fine and will require a meeting between the Principal and parents.

Food and Drinks

In order to maintain clean classrooms, eating and drinking are not permitted inside classrooms. Exceptions are made on rainy days, for meetings and special events. At the discretion of teachers, water bottles may be allowed.

Students may not have food delivered to school for lunch by a restaurant, food service organization or food delivery group. Students must bring their lunch or purchase lunch from the lunch service on campus.

Housing Policy

Valley Lutheran High School students will reside with their parent(s), legal guardian(s), or an approved family for the duration of their enrollment. We believe that this arrangement is natural and necessary, one that will provide the greatest opportunity for students to receive the guidance, motivation, and support they will require in order to be successful in meeting our school's moral and academic expectations.

Should students' home and family situations change, the school must be immediately notified.

Illegal Substances/Weapons

Valley Lutheran High School has a zero tolerance policy relating to alcohol, tobacco, illegal/unauthorized drugs (including prescription medication for which a student does not have a valid prescription) and dangerous weapons. Use or possession, on campus or at school-related events, is prohibited. Violation will result in immediate suspension pending a hearing.

All students and staff members may be subject to random drug screening and/or personal property search.

If chemical substance abuse is suspected, referral for testing may be required to determine continued enrollment.

Medications

If a student is required to take prescription or over-the-counter medication during the school day, the medication, with dosage information, must be brought to the school office to be dispensed as necessary by a member of the school staff.

Off Campus Conduct

School rules and other reasonable expectations for acceptable student behavior are extended to include student conduct while off campus during the normal school day, at school-sponsored events, or any public venue where the student is directly identified as a student of Valley Lutheran High School (for example: websites on the internet). This includes the student's conduct while going to and from school. A student may be disciplined by the school for any misconduct while off campus at any school-sponsored event. Parents are responsible for making sure their student is appropriately dressed at all school functions outside of the regularly scheduled school day. Teachers and staff of VLHS will use their discretion if they feel a student is inappropriately dressed. A violation of this may result in a teacher talking with a student about his/her attire, a student receiving a referral from a teacher, or in extreme cases, a student being asked to change his/her clothes or leave the school function.

Public Affection

The showing of public affection between boyfriend and girlfriend sometimes goes beyond moderation and causes offense to others. Contact beyond handholding is considered inappropriate. To avoid a disciplinary referral, couples should exercise good judgment and respond positively to faculty guidance.

Release from Study Hall

Once a signed permission form has been submitted to the office, Juniors or Seniors may be released from a first or last period study hall. A new release form must be submitted each semester. Students with a first period release may not arrive more than fifteen minutes prior to the beginning of the second period. Students released from the last period must leave campus. If a student remains on campus, they must report to their assigned study hall. A parent may revoke authorization for study hall release by notifying the school office.

School Locks/Lockers

Each student will be issued a locker. It is the responsibility of the student to use the locker properly, and to keep lockers clean. School locks are available for purchase from the school office, and we strongly encourage the use of locks. Since our lockers are located outside and are easily accessible, it is very important that each student keeps his locker locked and the combination confidential. Personal locks may not be used. Lockers are the property of the school; periodic locker inspections may be made. Valley Lutheran is not responsible for school or personal property that is lost or stolen.

Skateboards and Scooters

In order to protect the safety and well-being of students and faculty, students may not use skateboards or scooters on campus.

Student Use of Office Copier

Students may use the office photocopier:

- When working as a teacher aide
- To copy assignments missed during an absence
- As directed by a teacher as part of an assignment

Students may NOT print to the office copier. Students may only print to the student printer in room 101.

Personal copies may be made with permission of the office staff. (Mrs. Torrey)

Trespassing

The unauthorized presence of individuals on Valley Lutheran's campus is considered trespassing. Unless the individual has been cleared by the administrative office, the person is subject to being cited by a law enforcement official.

Vandalism

Students will be held financially accountable for items assigned to them (books, lockers, desks, uniforms, etc.) They are also accountable if they are responsible for damage to school premises.

Visitor Policy

Valley Lutheran High School maintains a "closed campus." Campus visitors must have prior permission from the administration. Visitors must sign in at the school office and obtain a visitor badge.

The "Shadow" program is for prospective students only.

Support Services

The Computer Lab

Valley Lutheran High School has a computer lab which is available for students to use. These computers are accessible to students when a teacher is available to supervise:

- For 15 minutes before school
 - During computer classes
 - During other classes (selected periods), with a pass from their teacher and permission of the computer instructor.
 - During lunch and after school (by appointment)
 - After school as scheduled.
-

Daily Bulletin

Announcements and information concerning activities, meetings, etc., are published in the daily bulletin. These are read in morning classes and are available in the school office. Information communicated in the bulletin is intended to reach each student. It is the student's responsibility to listen for any announcements.

Guidance and Counseling

As a Christian community, Valley Lutheran High School offers guidance and counseling which reflect its Christian identity. In a general sense, all faculty members are involved as counselors. In addition, a qualified counselor, with advanced training skills, is available for specific guidance/counseling needs. If the services of a clinical psychologist or other specialist are needed, the school is prepared to recommend the services of qualified professionals.

Health Information

The following students must submit a completed physical form:

- All students entering ninth grade.
- All transfer students.
- Students intending to participate in athletics (required annually).

The following documents must be submitted to the school office prior to the first day of class:

- An authenticated copy of birth certificate.
- State mandated immunization record.
- Emergency card (updated annually).

Insurance

All enrolled students are covered under a supplementary accident insurance policy. The cost of this program is included in the registration fee. The insurance covers only costs not covered by a family's primary insurance company and has a \$5000.00 maximum.

Lost and Found

Any lost items are placed in the lost and found.(front office) Any lost item not claimed within a reasonable amount of time will be donated to local community service agencies or otherwise disposed of.

Student Identification

Students will be issued student I.D. cards. These cards are available shortly after student photographs are taken in the fall and may be used for admission to school events and for securing of student discounts.

Stolen Items

If a student has an item stolen they should report this to the office immediately. Students should put their name in their books and on other valuables, always make sure their **locker is locked**, and keep their combinations to themselves. **Valley Lutheran High School is not responsible for any items that are lost or stolen.**

Telephone

Classroom telephones are not available for student use. Students may use the office phone for emergency phone calls with permission from the office staff.

Transportation

The central location of Valley Lutheran High School provides an excellent opportunity for students to use the Phoenix Transit System or Light Rail System which stops at 7th Avenue and Camelback.

Parents who are interested in carpooling will be provided with a list of students in their general area.

Valley Lutheran High School provides point to point transportation before and after school from several locations in the Valley. This service is provided as a part of a student's tuition. Currently service is available from: Christ Church-Lutheran, Gethsemane Lutheran Church and School, Trinity Lutheran Church and School and Shepherd of the Desert Lutheran Church and School, Atonement Lutheran and Champion Charter School.

Worship

Worship is at the core of Christian life. Two mornings a week an all-school worship service is held in the sanctuary of Mt. Calvary Lutheran Church. These services are organized in conjunction with our Theology instruction, and are led by school staff, local pastors, invited guests, and student groups. **Friends and family members are invited to these services as well as to special festival worship services.**

Student Activities

Eligibility

Students must attain a passing grade in all of their classes to maintain eligibility. If a student has a failing grade in any subject at the end of quarters 1 -3 or at any of the mid-quarter reports, the student will become ineligible for all extracurricular activities. The student may regain eligibility by achieving a passing grade in all classes at a subsequent marking period (mid quarter or quarters grades).

Students who fail a second semester class will be ineligible at the start of the next school year unless the class is made up over the summer.

Athletics

Valley Lutheran High School is a full member of the Arizona Interscholastic Association (AIA). Seasonal offerings for boys are cross-country, football, basketball, wrestling, soccer, baseball, track and field, tennis, and golf. Girls compete in cross-country, volleyball, cheerleading, basketball, soccer, softball, golf, track and field and tennis. All students are encouraged to make the commitment to a sports team to broaden their high school experience. Students must maintain a passing grade in all classes to remain eligible for this participation. **See the Student/Athlete handbook for more information regarding athletics.**

Drama

Opportunities to participate in dramatic presentations may be offered throughout the year.

Music Ensembles

Valley Lutheran High School offers two choral ensembles and band that receive academic grade points and credit. The Concert Choir is an audition choir.

National Honor Society

Valley Lutheran High School is a participating Charter member in the National Honor Society. (NHS) "The purpose of this organization shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of secondary schools." More than just an honor roll, NHS serves to honor those students who have demonstrated excellence in the areas of Scholarship, Leadership, Service, and Character. These characteristics have been associated with membership in the organization since its beginning in 1921.

Membership

Membership in this chapter is an honor bestowed upon deserving students by the faculty, and shall be based on the criteria of Scholarship, Service, Leadership and Character.

Eligibility

1. Candidates eligible for election to this chapter must be members of the junior or senior class.
2. To be eligible for selection to membership in this chapter, the candidate must have been in attendance for a period of one semester at Valley Lutheran High School.
3. Candidates eligible for election to the chapter shall have a minimum cumulative grade point average of 3.75.
4. Upon meeting the grade level, attendance, and GPA standard requirements, candidates shall then be considered based on their, service, leadership, and character.

Social Events

Student organizations sponsor a variety of social activities throughout the school year. These events are chaperoned by faculty members.

Guest Policy for Social Events

Guests who will attend VLHS social events must be invited by a VLHS student and have a signed guest contract on file with the Student Council sponsor prior to any event. Guests must be willing to abide by the established guidelines and provide a copy of his/her student ID. Guest contracts are available in the school office.

(If a VLHS student brings a guest to a dance without a guest form on file, the student must call the guest's parents and inform them of the situation. The parents must then be willing to come to the dance and sign the appropriate form for the guest to be admitted to the social event.)

Student Government

In an effort to encourage student participation in the school's functioning and to foster communication, a Student Council is elected annually. The Council is composed of the elected student body executive officers and class representatives. The Council meets regularly with its faculty advisor and addresses student concerns, plans social activities, and promotes school spirit.

Yearbook

Under the direction of a faculty advisor, students on the yearbook staff are responsible for the production of a yearbook documenting the year's activities at Valley Lutheran High School.

Special Recognition

Honors and Awards

On a yearly basis, various local, state and national institutions and agencies bestow honors and awards upon students of Valley Lutheran High School. The students are selected for these awards based on specific criteria for the specific award, i.e., Grade Point Average. When the selection of a student for an honor or award is made by the school, the criteria are reviewed by the guidance counselor and a recommendation is made to the faculty for approval. **(Awards Banquet TBA for all aspects of Valley learning and activities)**

AIA Awards

Students who are members of athletic teams are eligible for nomination to receive Arizona Interscholastic Association awards. Coaches nominate athletes who are then considered for inclusion on the All-Region, All-Conference and All-State teams.

Fine Arts Awards

The music and drama directors select students for performing arts awards who have contributed significantly to the music and drama programs. The art instructor selects students for visual arts awards who have contributed significantly to the arts program.

Christi Lux

The "Light of Christ" Christi Lux award is given to one student each school year. The student body votes for a fellow student who best exemplifies Christ's light in day-to-day living within the school community.

Valedictorian and Salutatorian

Designation of the valedictorian and salutatorian will be determined at the end of the third quarter by a committee, which includes the Executive Principal, the Guidance Counselor, Assistant Principal, and the Registrar.

Vitae Scholae

At the conclusion of each school year, faculty members nominate students for Vitae Scholae, "Life of the School" awards. These students have exhibited exceptional enthusiasm and involvement in improving school life.

School Phone Numbers

602 230-1600

602 230-1602 FAX

Attendance Hotline: 602 230-1600 – Option 2

Please visit the school website for the most up-to-date listings of school phone numbers and extensions.

Website: www.vlhs.org

School Calendar: <http://calendar.vlhs.org>

Plusportals: <http://www.plusportals.com/vlhs>