

**ARIZONA LUTHERAN ACADEMY**  
**PARENT-STUDENT HANDBOOK ♦ 2018-2019**  
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*Additions and changes made in June 2018 are underlined.*

## WELCOME TO ARIZONA LUTHERAN ACADEMY

Your Arizona Lutheran Academy (ALA) family welcomes you to the 2018-2019 school year. It is our pleasure to have you as a part of our educational ministry. It is our distinct privilege to welcome you to our ALA family!

This handbook does not serve to bind ALA contractually in any way. Terms of this handbook are subject to change by the Board of Directors without notice.

Our Mission:

***Arizona Lutheran Academy is committed to serving its federation and community by***

- ***providing an exceptional education,***
- ***preserving a Christ-focused school culture,***
- ***promoting spiritual growth and Christian service, and***
- ***preparing life-long disciples of Jesus Christ.***

The purpose of Arizona Lutheran Academy as part of the Wisconsin Evangelical Lutheran Synod is to teach all subjects in the light of God's Word, to train the next generation of Lutheran leaders, and to equip them for a life of service to their Savior, homes, churches, vocations, and communities.

Education is a partnership. By enrolling at Arizona Lutheran Academy, you are entering into an agreement that all partners—the ALA faculty, staff, and administrative leaders, as well as the enrolled child and his or her family—are fully committed to fulfilling our mission in the life of the student.

For your child to succeed at Arizona Lutheran Academy, ALA must expect

1. that your child is a *willing learner*. Willing learner means that a student's heart and mind are wide open to learn the academic and spiritual (per the enrollment agreement signed at the time of application) lessons taught at ALA, and that your child is committed to follow through with all lessons and applications.
2. that you and your child understand and willingly comply with all policies and procedures set forth in the parent/student handbook as well as the course syllabus distributed for each class at ALA.
3. that your child is on time and attends all classes.
4. that your child is prepared for class with required materials and completed homework.
5. that any concerns about student progress or conduct is communicated to ALA in a prompt and courteous manner.
6. that your financial obligations to ALA are kept current, and that you communicate any unexpected delays or complications in funding your child's education.
7. that you are supportive and actively involved in your child's education.
8. that you attend any teacher-initiated meetings concerning the conduct or progress of your child.

ALA is committed to serving your child and family. In order to accomplish our mission we will

1. serve your child with an exceptional, Christ-focused education.
2. clearly communicate expectations in the Parent/Student Handbook and in each course syllabus.
3. begin class on time and use class time productively.
4. be fully prepared with relevant lessons and course content.
5. communicate clearly and regularly regarding schedules, activities, and deadlines.
6. post assignments on PlusPortals.
7. post grades on PlusPortals.
8. promptly communicate any academic, spiritual, or discipline concerns to the parent.
9. respond promptly to questions, inquiries, or concerns.
10. clearly and consistently communicate financial accounts, obligations, and opportunities for financial assistance.

ALA's mission is very spiritual in nature. In addition to offering our high school education, we want every one of our students to learn more about God's Word and Jesus Christ. At ALA, spiritual matters are more than a class or a daily devotion. Lessons from God's Word are an integral part of everything we teach and do.

Please read the following basic outline of what we believe and teach. It is important to us that you have a clear understanding of how we will minister to your son/daughter with the truths of God's Word.

We believe...

**The Bible is the true word of God. It clearly teaches all we need to know in order to obtain our eternal life.**

(2 Peter 1:21, I Corinthians 2:13, 2 Timothy 3:16, John 10:35, Luke 11:28, John 5:39)

**There is only one true God. In the Bible God reveals himself as three persons—Father, Son, and Holy Spirit. This is why he is called "Triune." These three persons in one God are all God. They are equal in power, glory, and in every quality. To deny or ignore one person is to deny all of them. It is God who created, redeemed, and sanctified us.**

(Deuteronomy 6:4, Matthew 28:19, John 5:23, Genesis 1:1, I John 2:2, Romans 15:13)

**At the beginning of time God created heaven and earth and all creatures. He did this in six days—he spoke his almighty word to create all things. He made everything out of nothing. Man and woman are God's special creation.**

(Genesis 1:1, Genesis 1:31, Exodus 20:11, Psalm 33: 6 & 9, Psalm 124:8, Mark 10:6, Hebrews 11:3)

**The first man and woman, Adam and Eve, lost the image of God when they gave in to the temptation of Satan and disobeyed God's command. This brought on them the judgment of God. Since that time all people are conceived and born in sin, desire to do what is evil, and are dead spiritually.**

**Therefore, we are unable to reconcile ourselves to God by our own efforts and deeds.**

(Genesis 2:17, Psalm 51:5, Ephesians 2:1, John 3:6, Psalm 5:4, Romans 5:12, I John 3:4, Romans 8: 7 & 8)

**The message of the gospel is the good news that a loving God sent Jesus Christ to take away the sins of all people. The gospel freely offers to all sinners the righteousness that is found in Jesus. God offers and gives eternal life and salvation to all those who believe in the gospel promises.**

(John 1:17, Romans 1:16, John 3:16, Colossians 2:13, Luke 2: 10 & 11, Ezekiel 33:11)

**Jesus Christ is the Savior of everyone. He is the eternal Son of God, equal to the Father and the Holy Spirit. He is also the son of the Virgin Mary. He became man to redeem all people. Taking our place, he lived a perfect life keeping the law of God for us. He also died as our innocent substitute on the cross to pay a price sufficient for everyone's sin. After rising from the dead, Jesus ascended into heaven. On the Last Day he will judge all the people who are still living and those whom he will raise from the dead.**

(I John 5:20, Matthew 1:23, Ephesians 1:7, Galatians 3:13, Hebrews 4:15, Romans 1:4, Acts 10:42)

**God judged all sinners righteous in his sight when Jesus Christ died on the cross for us. God declared everyone free from the guilt and punishment owed for our sins. The sinner receives this free gift of forgiveness, not by doing good deeds, but only by faith. A person is justified when he or she believes in Christ and his redemptive work. It is a gift of God.**

(Ephesians 2:8 & 9, 2 Corinthians 5:19, Romans 3:22-24, Romans 3:28, Romans 4:5, Mark 16:16)

**God defines and has designed marriage as a lifelong union between one man and one woman, and he reserves only that union for sexual behavior. Any sexual behavior or arrangement outside that God-ordained bond is not in keeping with God's will or design and cannot be condoned. This includes heterosexual or homosexual behavior outside God's design of marriage as well as pornography and its use.**

(Matthew 5:28, Hebrews 13:4, Galatians 5:16, Ephesians 5:22, Ephesians 5:25, Genesis 2:24, Romans 1:24-32)

**Baptism is a holy act instituted by God. Using water and God’s Word, it offers and gives the forgiveness of sins, spiritual life, and eternal salvation. It is meant for young and old, including children. Infants are also sinful and therefore need the spiritual rebirth brought through baptism.** (Matthew 28:19, John 3:5 & 6, Titus 3:5, Mark 10:14, Acts 22:16, Mark 16:16)

**Holy Communion is a holy act instituted by Christ. Together with bread and wine we receive Jesus’ true body and blood. In this special meal Jesus gives the forgiveness of sins, strengthens our faith, and gives eternal salvation to all who believe.** (Matthew 26: 26-28, I Corinthians 10:16, I Corinthians 11:27 & 28, I Corinthians 10:17)

If you would like more information regarding what we believe, please refer to the website of the Wisconsin Evangelical Lutheran Synod ([wels.net](http://wels.net)).

By enrolling your son/daughter in our high school, you understand that the aforementioned will be taught and you are giving us permission to minister to your son/daughter in this way. It is also understood that your son/daughter is expected to worship with our campus family as we come together daily for chapel. How blessed we are to openly and boldly give thanks and praise to God as we worship him!

All parents and students are asked to sign the ALA Honor Code which reminds families that students bear the name of Arizona Lutheran Academy and their Savior in both school and personal activities.

It is also understood that your son/daughter will abide by the Christian and moral standards as prescribed to us in God’s Word and outlined in this Student and Parent Handbook. Finally it should be understood that, as a willing learner, a student is encouraged to ask questions as a means of comprehending the truth; however, a student will not openly challenge the beliefs previously stated. If a teacher or administrator determines that an attitude of challenge is present, then a meeting with the parents will be scheduled to ascertain if the student can remain enrolled at ALA.

Again, we are so appreciative to be able to serve your family. We thank you for partnering with us as we carry out our mission to you—we are here to provide an exceptional education, preserve a Christ-focused school culture, promote spiritual growth and Christian service, and prepare life-long disciples of Jesus Christ. May God bless our partnership!

## **ACADEMIC CONCERNS**

When parents are concerned about their student’s progress in a certain class, the following procedures or steps should be followed:

- Contact the teacher to discuss the situation and make a plan of action.
- If, after this contact, further issues need to be addressed, contact the Assistant Principal of Academic Affairs, to further discuss the situation and make appropriate plans to ensure success.

## **ANNOUNCEMENTS**

All school-related announcements are generally made over the intercom during morning homeroom. Other announcements are read over the intercom at the end of the school day. If an organization wants to make an announcement, it must be approved by a faculty advisor who will add it to the day’s announcements via Google Drive. Announcements pertaining to parents are posted daily at [alacoyotes.blogspot.com](http://alacoyotes.blogspot.com) and emailed to parents at 4:00 pm. Previous days’ announcements can be viewed on this blog.

## ASSEMBLIES-LYCEUMS

Various assembly programs with educational formats are planned throughout the school year. When assembly-lyceum programs are presented, a special schedule is followed that subtracts several minutes from each period of the day so that no class hour is missed. All students are expected to attend each lyceum assembly.

### ATTENDANCE

Regular attendance is essential for the earning of credit at the high school level. Students are to be in school for the complete school day—eight class periods. Students will be assigned to a study hall during a period in which the student has no scheduled classes. Homeroom and chapel are important and students are required to attend these.

#### ABSENCE POLICY

Except for 1-2 day illnesses, reasons for absences are to be submitted to the school office as soon as possible BEFORE the absence occurs.

Students who are required to be absent from classes because of school related events, such as recruitment presentations, music programs, athletic activities, school-sponsored service trips and the like need to get assignments for the period(s) missed. The coach or teacher will notify the office of students who are participating in the activity.

Students who are absent, for any reason, are required to make up the work missed within the time given by the instructor.

Parents have the responsibility to call the school (602-268-8686 Ext. 10) before 9:00 a.m. on the day of an absence to notify the school office. This also applies to late arrivals. If no call is made before 9:00 a.m., the school will attempt to contact the parent to follow up. If a verbal or written explanation is not received from parents on the day of the absence, the policy under IN-SCHOOL ABSENCE/TRUANCY for absence slips will be used (see below).

Understanding that credit for a class is based not only on knowledge gained and grades awarded but also on time spent in the classroom, we have set a maximum number of allowed absences for every class. When a student reaches five absences that are not school related ("school related" means absences due to sports, drama, music, Taste of Ministry, ambassadors, etc.), a letter will be sent to the family by the attendance manager; the student will also be placed automatically on the Homework Support Plan (see pages 26-27). Another letter will be sent when a student reaches eight absences. Upon reaching ten absences, the student will lose credit for the course for that semester. Parents will have to write a letter to appeal the decision and attempt to have credit restored. Administration will determine a final course of action, which may include any or all of the following: exclusion from extra-curricular activities, a contract, loss of credit for the semester. Administration also reserves the right to waive or defer this process if extenuating circumstances exist.

If a student is in attendance in a class for less than half of the period, the teacher has the discretion to mark the student absent due to lost instructional time. An absence of this nature is counted as equal to those mentioned above.

All periods absent will be counted individually. Parents and students should check with the school office before planning an extended personal absence to see how it may affect attendance.

## **IN-SCHOOL ABSENCE/TRUANCY**

An absence slip is given to a student the morning after he/she is given an unexcused absence from a class. The absence slip, signed by the parent, is due back in the office the next day. If the absence slip is not returned the next day, the student is assigned one hour of detention and the absence is unexcused. The absence slip still needs to be returned.

Students who receive an in-school unexcused absence will be assigned a detention for each period unexcused. Any additional in-school unexcused absences will result in the doubling of detentions for a second offense and meeting with the discipline committee. Parents will be informed of these absences.

A student absent from school without his/her parents' consent will be considered truant. This is considered a Level 2 infraction (see Discipline Code). The student will be assigned one detention per period truant up to a maximum of six detentions for an entire school day. Work missed because of truancy is to be made up. The student is responsible for making the necessary arrangements.

## **ABSENCE PROCEDURE**

- If a student becomes ill while at school and cannot continue with his/her regular schedule, he/she should come to the office for assistance and direction.
- When a student needs to leave school during the school day, he/she should come to the office to explain the reason for leaving. The office staff must receive parental permission to allow the student to sign out.
- Students who miss classes due to scheduled appointments or events are responsible to complete missed assignments on time.
- To keep school records complete and current, parents should either call in or send in a note.
- A note or diagnosis from a virtual doctor is not considered a valid excuse for attendance purposes.

## **MAKE-UP WORK**

All work missed because of illness, emergency, athletic games, etc., should be made up promptly, including any scheduled tests. Students solely are responsible for asking instructors for assignments and make-up work.

Students should get assignments and gather all necessary worksheets that are given in the missed classes. Upon returning to school, students may be expected to complete assignments and write quizzes/tests that are scheduled for that day.

Students and parents must be aware that missed class time can negatively impact student performance—nothing can replace being in the actual classroom for instruction. Please consider the negative academic impact when contemplating a planned absence from school.

## **ABSENCE FOR SPECIAL OCCASIONS**

Parents may desire special permission for a student's extended absence from school for reasons other than illness or emergency. Please notify the office of this planned absence as far in advance as possible.

For the sake of the student and the academic integrity of our educational institutional, requests for a special absence should be extremely rare and avoided whenever possible. Thank you for your cooperation in this critical area.

## **TARDINESS**

A student is considered tardy if not in the classroom when the tone sound has ended. Tardiness is disruptive for both the class and the student and should be avoided whenever possible.

- Tardy to school: A student who is tardy to school is to sign in at the office, noting the time of arrival.
- Tardy to homeroom through H period: Students normally have four minutes to pass from one class to another during the school day.
- Parents may call in to excuse the tardy, but this must be done within one week following the tardy arrival. A tardy more than one week old may not be excused.
- Students arriving tardy in the morning will receive one "free pass" per semester which a parent can excuse for any reason. Following that, a tardy may be excused by a parent only if an unusual traffic event can be verified by the front office.

Consequences for tardies are as follows:

1. Each semester, all tardies are counted and students and parents are notified at four unexcused tardies.
2. On the eighth unexcused tardy a two-hour Saturday detention will be assigned. There is also a \$20 charge for Saturday detentions.
3. The consequence of Saturday detentions will be followed for every fourth unexcused tardy thereafter.
4. If a student fails to appear for a scheduled Saturday detention, he/she will be assigned another Saturday detention with an additional \$10 assessed (total is \$30). If a student misses a second time in any given school year, additional penalties may be incurred, such as additional work detentions or suspensions, at the discretion of the Discipline Committee.

## **BOARD OF DIRECTORS/FDA**

ALA is owned and operated by a federation of 29 congregations of the Wisconsin Ev. Lutheran Synod located throughout the state of Arizona. The pastor(s) and teacher(s) along with up to three lay delegates from each of these congregations make up the Federation Delegate Assembly (FDA). The Federation Delegate Assembly elects the Board of Directors, the executive group that carries out the policies of the school.

## **BOOKS**

The school furnishes textbooks for each course. Hardcover books must have book covers provided by the students. Excessive wear, abuse, or loss of texts will result in fees or fines being levied at the end of the school year.

Every student needs to have his/her own Bible. Our preferred translation is the NIV ©1984 which many of our students have from earlier school experiences. Unfortunately, this translation is no longer in print and may be difficult to secure. Students may, therefore, have other translations (NIV ©2011, Holman Christian Standard Bible are suggestions), but all memory work in religion classes will be expected to be done in the NIV ©1984 format. Religion teachers will provide students their memory passages in this format for use in memorization.

## **BUILDINGS AND GROUNDS**

It is expected that everyone will cooperate in the care of our school grounds, building, and equipment. There are many opportunities for everyone to help preserve our fine facilities. Keeping desk tops clean, keeping the driveways and walkways free from debris, depositing waste in the proper containers, and handling equipment as carefully as possible are a few examples.

In order to preserve the clean appearance of our buildings and to keep maintenance costs at a minimum, students are encouraged to use the waste containers provided.

Any decorating of the buildings or the placing and attaching of posters is to be checked with the office or an appropriate advisor. Plans for decorating and placing posters should be submitted in advance for approval. The use of any tape—transparent, double-sided, etc.—is strictly prohibited on the inside or outside of the lockers.

Skateboards and scooters (motorized or not) are not permitted on the premises. Bicycles must be locked during the day; there is to be no bicycle riding around campus other than coming to school or leaving. Heelys (shoes with wheels) and roller skates are not permitted on campus.

Because of the damaging effect that chewing gum can have on our campus, ALA is a gum-free campus. Students who violate ALA's gum-free policy will be required to pay a fine and/or serve work detention. All infractions of the gum rule are reported to the discipline coordinator. The following penalties will be assessed:

- First and second infraction: verbal warning and removal of gum
- Third and fourth infraction: removal of gum and after-school detention served; letter written to parents following fourth infraction indicating history and what the future penalties will be.
- Fifth and additional infractions: removal of gum and Saturday work detention, including \$20 fine

Likewise, students who choose to vandalize or otherwise show disrespect for ALA facilities will face consequences such as fines, work detention, and/or suspension.

## **CLASS AND STUDENT COUNCIL ELECTIONS**

Elections are held in the spring for the following school year except for the incoming freshman class. The criteria for holding office are as follows:

- The student's behavioral record is acceptable to the school's administrative officers.
- The student shall secure a positive recommendation from the class advisor to indicate that he/she could represent the class well.

Student Council is made up of a male and female representative from each class as well as the vice president of each class. All are elected by the class. Student Council officers are elected in school-wide elections. Officers conduct meetings and plan activities for homecoming, spirit week, and other events.

## **CLOSED CAMPUS**

ALA is a closed campus. Once students arrive on campus on any school day they may not leave the school again before the designated closing time without special permission from the administration.

ALA is a gated school community—the front gate at the entrance to our campus will be closed during the school day, except perhaps when classes are being run in the Den. If students/parents/visitors are coming to ALA and the gate is closed, they are to use the intercom system by the gate and identify themselves, and the gate will be opened for their entry. All visitors must still check in at the office.

## **COLLEGE COUNSELING**

We recognize that our students have many options upon leaving high school, and post-high school planning may seem overwhelming. We are here to help. We offer our assistance in the following ways:

- We have a testing program that helps our students recognize their academic strengths and weaknesses. Many of these tests have excellent interest inventories as well that help students with the planning process. The tests include NWEA MAP Growth and PSAT/NMSQT.
  - NWEA MAP Growth assessments will be administered to all ninth, tenth, and eleventh grade students in the fall, winter, and spring.
  - The PSAT/NMSQT is the qualifying test for the National Merit Scholarship Program (junior year only) as well as a good practice test for the SAT. The PSAT/NMSQT will be administered at ALA on the national Wednesday test date. Juniors who wish to take this test must register with ALA and are responsible for the cost of the test.
  - The ACT, SAT, and SAT Subject Tests are administered on scheduled Saturdays at various locations throughout the city, state, and country.
- ALA does not administer the AzMerit test, but students who wish to take the test may make arrangements to take it at their local high school.
- Our students are met with individually to discuss their future goals and plans. Information is offered about college requirements and expectations, scholarships and financial aid opportunities, and helpful websites. A timeline of post-high school planning is discussed with each student. Students are encouraged to create an account on BigFuture.org to research colleges, explore majors and careers, learn about financial aid for college and create a college plan.
- During meetings, each student is asked to complete and update an ECAP (Education and Career Action Plan) for planning purposes.
- Post-high school planning workshops are offered to help our students and parents make their way through the sometimes confusing process of career/college planning.
- In the *Coyote Connections*, our parent newsletter, there are monthly updates and reminders regarding post-high school planning. Please refer to this information often regarding scholarships, college info, etc. Scholarships and other opportunities also may be included in the emailed afternoon announcements.
- The office has resources necessary for proper planning.
- The office staff can provide students and parents with information in such areas as report cards, credits, GPA, class rank, transcripts, and testing programs.
- We are always available to answer questions and give direction as needed. Please ask.

Although most financial aid for college is taken care of by the college the student will attend, some financial aid "leads" may be developed even while still in high school. Students are encouraged to look into the Basic Educational Opportunities Grant (Pell Grant) program of the federal government, government loan programs, internet scholarship websites, and so forth. Further information about financial aid is shared in the guidance section of our monthly parent newsletter, the *Coyote Connections*, and in the daily afternoon announcements.

With all of this being stated, it is imperative that the students actively begin the process of planning for their post-high school years early and take responsibility for their own plans. We can only do so much—the students and parents must take initiative and use the many resources at their disposal.

## **SAT/ACT**

Standardized tests have become important to college admissions personnel in helping them to determine a student's acceptability for attending college. The SAT and the ACT are the two tests widely used by colleges for this purpose. Those ALA students who are considering college or any other post-secondary educational program are well advised to take both the ACT and SAT. We recommend that this be done in the spring of the junior year. These tests are administered at various locations throughout the country on scheduled Saturdays. The schedules are posted on campus and published monthly in the *Coyote Connections*. Students must register for these tests. Test fee waivers are available from the school office. These waivers are based on federal income guidelines.

## PREPARING FOR COLLEGE

Students attending ALA are required to take a religion course during each semester in attendance.

Required courses are as follows:

- Freshmen: Religion, English, Mathematics, Physical Science, General Music, World History/Geography, Computer Applications (2 days per week)
- Sophomores: Religion, English, Computer Applications, Biology, Mathematics
- Juniors: Religion, English, U.S. History
- Seniors: Religion, English, Government/Economics

The remaining credits may be chosen from elective subjects offered. A listing of these is available in our Curriculum Guide. One credit in physical education must be earned at some point in the four years of high school. Participation in interscholastic athletics may fulfill this requirement. Online courses are offered through our course selection. Courses that ALA offers on campus may not be taken through another venue unless approval is granted; a request for that must be submitted in writing complete with rationale for the request.

### Science Tracks

- a. General
  - i. (Physical Science)
  - ii. Biology
  - iii. + 1 or 2
- b. College-bound
  - i. (Physical Science)
  - ii. Biology
  - iii. + Physics and/or Chemistry
- c. Honors
  - i. (Physical Science)
  - ii. Biology
  - iii. + Physics and Chemistry
  - iv. Four credits
- d. Medical
  - i. (Physical Science)
  - ii. Biology
  - iii. + Chemistry
  - iv. + AP Biology recommended

## ACADEMIC PREPARATION

The following coursework is the minimum recommended for entrance into the three Arizona universities:

English - 4 years (composition/literature based)

Math - 4 years - Algebra I, Geometry, Algebra II and one course requiring Algebra II as a prerequisite

Laboratory Science - 3 years

Social Science - 2 years (including one year American History)

Foreign Language - 2 years (same language)

Fine Arts - 1 year

Please note that requirements for individual majors and programs may vary. Many private colleges require three or four years of the same world language.

In addition to the above requirements, students who plan to attend Martin Luther College in preparation for the parish ministry are strongly encouraged to take at least 3 years of Spanish. Students considering enrollment at Wisconsin Lutheran College are required to have three years of a foreign language.

This information is presented as an example of current trends in college admission requirements. You can obtain more college information from the guidance office.

### **COLLEGE PREPARATION DURING HIGH SCHOOL YEARS**

Realize the importance of your high school record.

- Read, ask, and learn about various occupations and colleges.
- Plan your high school program carefully.
- Follow good study and reading habits.
- Develop your interests.
- Visit and investigate colleges.
- Take all necessary tests.
- Speak with the guidance counselor if you have any questions.

### **COLLEGE APPLICATIONS**

Students may ask for assistance in filling out college applications for admission and obtaining transcripts and transcript information. If recommendations or letters of reference are required, students may ask their advisor, any instructor, the assistant principals, or the principal to write such an evaluation. Consideration for the schedules of these individuals will lead students to ask for such assistance well in advance of the deadline for their registration. Students should also furnish envelopes, addresses, and postage for their applications if anything needs to be mailed.

## **CONCERNS AND SUGGESTIONS**

We believe that effective communication is essential in order to maintain a healthy and productive school environment. We encourage open and candid discussion among students, parents, faculty, staff, and administration. We welcome your ideas and observations for improving our school. Suggestions concerning the school should be made to our principal or our assistant principals. At the conclusion of the school year, all parents are given the opportunity to complete a survey regarding every aspect of our school. The responses are used to evaluate and set goals for our educational ministry.

### **TEACHER-PARENT RELATIONSHIP**

The teachers and parents should make every effort to cooperate in the best interest of training and guiding the student. Should a problem arise, we expect the concerned parents to confer first with the teacher or teachers involved. If the problem cannot be resolved satisfactorily between the student, parents and the teacher, the principal should be consulted. If still no satisfactory agreement has been reached, the parents should then discuss the matter with the Board of Directors. This is in accordance with scriptural principles. Parents should pursue such matters outside of regular school hours. Appointments with any member of the faculty, the principal, or the Board of Directors will gladly be arranged.

### **TEACHER-STUDENT RELATIONSHIP**

The Lord has given us the Fourth Commandment that tells us about the God pleasing relationship that should exist between students and the members of the ALA staff. It may happen that the God pleasing student teacher relationship breaks down. When this happens, the teacher will exercise Christian discipline. This may take the form of a reprimand or even dismissal from the area. Such a student is expected to report to the school office. He/she must remain in the office until the teacher who has dismissed him grants him/her permission to return to his/her regular classes. In general, we wish to make every effort to conform our lives to the rule and guide of God's Word.

## COUNSELING

Every teacher at ALA serves as a counselor. The Assistant Principal for Student Life serves as the primary counselor for our high school. Counseling is available to assist our students in such areas as school life and interpersonal relationships. Although spiritual counseling is primarily the function of the student's own pastor, such counseling is also done at our school, especially as it affects school life and relationships.

An online counseling service through WLCFS-Christian Family Solutions is also available for a fee. Students utilizing this service will be set up on a secure computer connection in a private room on campus for any sessions. Waivers for this may be available for the short-term; please contact the principal.

## CUMULATIVE RECORDS

A cumulative file is kept for each student. This record includes such items as biographical information, academic achievement record, test scores, attendance records, and health profiles. This information is considered confidential in nature and will not be released to any agency unless the parent/guardian signs a release slip. The student alone may sign if he/she is 18 years old or older. Most schools, colleges, and prospective employers have such release forms available. Only the academic transcripts, test scores, and immunization records are kept after the student leaves school.

## DEVOTIONS

As members of the body of Christ it is a privilege, a blessing, and a responsibility to worship our Lord daily. May each of us find spiritual growth as we worship together in chapel.

The devotional life at ALA is just one facet of the spiritual growth of our students. We also want and expect that students attend worship in their own congregations regularly, commune frequently at the Lord's Table, and take an active role in their churches' total programs of teaching, preaching, and reaching out with the Word.

In addition to a brief opening prayer at the beginning and end of the day, a daily devotional chapel service is conducted.

To help make this the most meaningful and beneficial time possible, some reminders regarding chapel include:

- The chapel at ALA is as much the house and temple of God as the student's own church home.
- *"The Lord is in his holy temple, let all the earth keep silence before him."* As students come to chapel, they come to meditate, to worship with fellow believers, and to have a few quiet moments with God for spiritual refreshment.
- Save conversations with friends for the appropriate times.
- Phone use/texting and sleeping during the chapel service are inappropriate behaviors.
- Chapel is a time for worshiping and praising God. All students will pick up a hymnal upon entry to chapel so that they may sing praises to him.
- Chapel is the time when God speaks to us through his Word. All students should come with open ears and hearts to hear what he has to say.
- Chapel is a time when God joins two or three together in his name. Do not keep him waiting but go promptly to the designated areas.
- Chapel is a time to be cherished throughout the day. As students leave chapel, they should meditate on those things that they have heard and sung.

Occasionally, students may have the opportunity to contribute to a mission offering. The Student Council selects where the mission offerings will be directed. This is one more way in which we are able to demonstrate our love for the Savior by sharing his gifts to us with others.

## **DISABILITY ACCOMMODATION**

ALA is committed to providing equal physical and program access to students with disabilities. If a student has a physical impairment that materially affects a major life activity and would like an accommodation, the student or parent should speak to a member of the administration. The school will need the student's and parents' assistance to determine what accommodations may be appropriate and reasonable.

## **DISCIPLINE CODE**

The school believes that wrongdoing must not be ignored, but must be handled in a Christian way using Law and Gospel so that the wrongdoer understands acceptable behavior in the school setting. This discipline code exists to establish guidelines to identify and handle wrongdoing when it is encountered. This code will be interpreted alongside the Honor Code, which all students of ALA must sign. In all these matters, it is our practice to act in love, both towards the students who have made the error as well as to the student body at large.

### **INFRACTIONS**

Level 1 Infractions:

- Disturbance in chapel, assemblies, or study hall; improper dress and appearance; improper conduct of couples; foul language; skipping required After-School Study Hall; other improper conduct of a minor nature.

Level 2 Infractions:

- Cheating; stealing; disrespect for authority; possession or use of tobacco products or e-cigarettes at school; leaving campus without office permission; truancy; repeated level 1 infractions.

Level 3 Infractions:

- Severe misconduct which may cause bodily harm to another person; vandalism (purposeful destruction of property); sexual harassment or inappropriate use of social media; possession or use of alcoholic beverages at school, on the buses, or at any school related activity; possession or use of alcohol off campus may be considered an infraction as well in keeping with the Honor Code.

Level 4 Infractions:

- Providing of alcoholic beverages; possession, use, or selling of illegal drugs or narcotics at school, on the buses, or at any school-related activity; providing alcohol or the possession, use, or selling of illegal drugs off campus may be considered an infraction as well in keeping with the Honor Code; possession of weapons on campus; other serious infractions or continued misconduct of other levels.

### **CONSEQUENCES**

Level 1 Consequence:

- Minor offenses will be cause for counseling with the student after each occurrence.

Level 2 Consequences:

- Parents will be notified and offenses will become cause for disciplinary action.

Level 3 Consequences:

- First offenses are cause for serious disciplinary action. The student and his parents must meet with a member of the administration, whether by phone or in person. The student may be placed on suspension until this meeting occurs.

Level 4 Consequences:

- Serious first offenses or repeated minor offenses will require action by the administration. Parents are required to meet with member(s) of the administration, whether by phone or in person. The student may be placed on contract or expelled from school. Parents may be asked to have their child submit to a professional drug test; agreement to such a request is considered essential to continuing enrollment. Local civil authorities may also be notified in the case of illegal activity.

## **VANDALISM**

Any purposeful, willful destruction of school or personal property of a fellow student, a parent, a faculty member or other employee of Arizona Lutheran Academy by a student or other individual will not be tolerated. Acts of vandalism will be reviewed by the school administration and/or the Board of Directors and are subject to disciplinary action. Serious acts of vandalism are cause for suspension and possible expulsion from school.

## **DETENTION**

Detentions are held Tuesdays after school beginning promptly at 3:10 p.m. and ending at 4:10 p.m. Students will be reminded on Monday of their Tuesday detention. Students may reschedule a detention for a valid reason until noon on the day the detention is to be served. After that time there will be no rescheduling allowed. A student is allowed one reschedule per semester. Students may not reschedule because of any extra-curricular activities. Skipping detention will result in a parental notification by the discipline coordinator. Skipping detention will result in a double detention—to be served on Saturday of that week (with a \$20 charge for the Saturday detention.)

Once the detention period has begun, there will be no talking. No one will be allowed to leave the room. Students will spend the hour writing an essay to be submitted at the end of the period. In that essay, they must express in detail the circumstances that led to the detention being assigned. Further, they should express reasons why their behavior was wrong and the lessons they've learned from it. Finally, they will state steps they will take to ensure that a repeat of this situation does not happen. This essay must be of a length of no less than 200 words unless modified by the Detention Supervisor and will be submitted to the Discipline Committee.

Saturday detention starts at 8:00 am. If a student is removed from Tuesday detention because of disciplinary reasons (not following rules, etc.), he/she will automatically be assigned to Saturday detention for two hours. Each student assigned to Saturday detention is charged \$20. If the Saturday detention is skipped, a call will be made to the parents and a meeting will be scheduled with administration before the student returns to school. The rescheduling of a skipped detention will incur additional fees. If a student wishes to reschedule a Saturday detention with advance warning, this may be done with the consent of the discipline coordinator, but such rescheduling may occur no more than once for every assigned detention.

For students who are assigned a detention repeatedly (three or more times in a year), the student will immediately be suspended from school until such time as the parents and student together may meet with the principal or another member of the Discipline Committee. Further action may then be taken at the discretion of the Discipline Committee.

## **DRESS CODE**

ALA seeks to promote excellence in all areas of education—including dress. To this end, careful consideration has been given to the formation of the ALA dress code. We want the dress of our students to positively reflect our Christian values as well as promote a sharp, positive, and appropriate image to those in our community. The following guidelines apply to students during the school day or at any school-sponsored events on or off campus (home and away games). It is not practical for ALA to establish written rules for every single issue of dress that may arise. At those times when personal judgments are made,

Christian young people will honor the decisions of those whom the Lord has placed into positions of authority.

Enforcing the ALA Dress Code is not the primary responsibility of the school. The full cooperation of students and parents is critical, necessary, and expected. We thank you for your understanding and diligence as the ALA dress code is implemented.

### **Girls and Boys**

- Clothing that exposes cleavage, midriff, or other inappropriate parts of the body and clothing that reveals underwear, bras, bra straps, or boxers is unacceptable. Oversized, ripped, or worn-out appearing clothing that gives a sloppy appearance is unacceptable.
- Inappropriate Messages – Any clothing, book bag, hats, notebooks, jewelry or other paraphernalia with sexual innuendo, gang messages, and messages about alcohol, drugs, cigarettes, or other questionable pictures are unacceptable.
- Shorts/pants/sweats/skirts that have writing on the rear are not acceptable.
- Softe shorts and any shorts similar to that brand are not permitted.
- The pant line must be high up on the waist to prevent shorts/pants from sagging and exposing underwear.
- Students may wear selective clothing with logos. However, shirts or apparel advertising music or radio stations, symbols offending Christian values (skulls, morbid images, etc.) are not permitted.
- Jewelry – Earrings may be worn by all students. For boys, earrings are restricted to one piercing per ear, and it must be limited to a single stud-style earring of modest size. Determination of modest size is at the discretion of the administration.
- Nose studs are acceptable for girls only according to the following provisions:
  - There may be only one stud per person.
  - The size of the stud must be 2.0 mm or less.
  - No other style of nose piercing is acceptable.
- All other pierced jewelry, including “blanks,” is unacceptable for both boys and girls.
- Visible tattoos and body piercings are not permitted.
- Hair should look neat, natural, and styled with emphasis on cleanliness and moderation, keeping hair out of the face and eyes. Hairstyles that draw undue attention are unacceptable. Hair coloring must be a natural hair color.
- Hats, caps, and other head coverings are not to be in classrooms and/or during class or chapel or similar times.
- Students may wear coats, sweaters, and sweatshirts that are in keeping with the guidelines.
- Coaches may make reasonable exceptions for their teams on game days.
- Clothing worn for physical education or weight training classes may not be worn to any other class.
- Student athletes strive to thank God by using their gifts and abilities to his glory. ALA athletes honor him when they properly represent their school, faith, and Savior in their thoughts, words, and actions. They can also honor God as they follow the dress code of ALA. As student athletes, they want to recognize that their appearance matters. With this in mind, ALA student athletes will strive to follow the dress code before and after practices and contests.

### **Boys**

- **Shirts**
  - Shirts must be of appropriate length and display good taste. Shirts must have sleeves and a modest neckline or have buttons. See-through, sleeveless, muscle, body suits, and/or tank tops are unacceptable clothing.
- **Shorts/Pants**
  - Docker/Cargo/Walking style of pants/shorts is recommended.
  - Jean shorts are permitted assuming they follow the guidelines below.

- Extremely short shorts are not permitted. A general rule of thumb to follow when trying to determine if the length of shorts is appropriate should be: the bottom hem should be approximately 4 inches above the knee or to knee level.
- Jeans are permitted assuming they follow the appropriate guidelines.
- Not permitted are
  - pants that are greatly over-sized, saggy, baggy, etc.,
  - frayed (top or bottom), torn, or patched pants,
  - pajama-type clothes including slippers,
  - exceptionally tight-fitting shorts/pants.
- **Facial Hair**  
Facial hair on male students must be neat and well-trimmed.

## Girls

- **Blouses/Shirts**
  - Blouses/shirts must be of appropriate length and display good taste. Shirts/blouses must have a modest neckline. See-through, tube tops, body suits, spaghetti strap tops, shirts that resemble underwear but are worn as an outer garment, are unacceptable.
  - A minimum of a 2" shoulder seam is required on sleeveless shirts. There will be no racer-back tops or tank tops worn even if the shoulder is 2" or more.
  - Shirts/blouses are not to be exceptionally tight-fitting.
  - Shirts/blouses must cover the entire waistband of the pants, shorts, or skirt. If there is no waistband, the shirt must be a minimum of 2 inches below the top of the pants, shorts, or skirt. If the top shirt does not meet these requirements, a second shirt must be worn. Shirts are not to be unbuttoned to the point of immodesty.
- **Skirts/Dresses**
  - Hems and slits on skirts and dresses may not exceed 4 inches above the top of the knee.
  - Spaghetti strap dresses are not permitted.
  - A minimum of a 2" shoulder seam is required on all dresses.
- **Shorts/Pants**
  - Docker/cargo/walking style of pants/shorts is recommended.
  - Jean shorts are permitted assuming they follow the guidelines below.
  - Extremely short shorts are not acceptable. A general rule of thumb to follow is that the bottom hem of the shorts must fall approximately 4 inches above the knee or that the shorts have a 6" inseam. This takes into account how different lengths of shorts fit different girls. Softe shorts, or any shorts similar to that brand, are not permitted.
  - Jeans are permitted assuming they follow the appropriate guidelines.
  - Capri type pants are permitted.
  - Not permitted are
    - pants that are greatly over-sized, saggy, baggy, etc.,
    - frayed (top or bottom), torn, or patched pants,
    - pajama-type clothes including slippers,
    - exceptionally tight-fitting shorts/pants.
    - Leggings worn as pants

## Prom/Dance Attire

The following standards will be adhered to at events where formal wear is worn. Girls must wear attire that is modest and that meet the following criteria:

- Girls must adhere to the following criteria:
  - Girls' clothing must not expose cleavage. No midriffs can be exposed. Covering these areas with lace, netting, or other see-through material is not acceptable.
  - The length of the dress or the slit on the dress may be no more than 4 inches above the knees.
  - The back of the dress must not go lower than a standard bra line.

- Strapless dress with sweetheart or straight-across necklines are acceptable—no keyholes or plunging V's.
- Boys must adhere to the following criteria:
  - A tuxedo, a dress suit, or a blazer with dress slacks. – OR
  - A long-sleeved dress shirt with dress slacks; a tie is optional.
- A selection of athletic shorts and T-shirts will be available for students not in compliance with the above statements.

For dances that are declared casual or informal, normal school dress code policies apply.

### **Consequences**

Students who are not in compliance with the dress code must be able to remedy the problem immediately. Shirts are available in the office for temporary use. This shirt must be returned washed on the following school day. A \$10 fee will be charged if this is not returned.

For a third violation and beyond, the above will still be applied. Additionally, the student will be assigned to serve a Saturday detention for two hours. These detentions run from 8a-10a and are work detentions. A \$20 fine will also be assessed.

The parents will be contacted when there has been a dress code violation that cannot be resolved by the student. The administration will determine whether or not the student will remain in the office or continue in classes while the student waits for the parent to help remedy the dress code violation. Students will not be permitted to leave the campus themselves to remedy a dress code violation. Thank you for making compliance with our ALA dress code a non-issue.

## **DRIVING PRIVILEGES/PARKING LOT**

Students may want to drive their own cars to/from school. The following are general safe driving regulations to be observed on the ALA campus:

- All vehicles must be properly parked in the marked spaces in the center and south sections of the parking lot. No cars are to be parked in the spaces next to the gymnasium.
- Vehicles are not to be entered or moved during school hours without a pass from the office.
- Car radios/stereos should be played at a reasonable level.
- Vehicles are not to exceed 10 mph on school property; drivers must avoid sudden starts and stops and must follow the traffic flow pattern.
- At no time should a student ride on another student's car.
- Cautious and proper driving will be expected.
- Student vehicles may be entered and searched by authorized school personnel at any time.
- Misuse of driving privileges will be dealt with through the discipline system.
- There is to be no loitering in the parking lot.

Improper use of parking privileges may result in assigning the student a designated parking space. Serious or repeated offenses will result in the loss of driving privileges on campus.

## **DRUGS/ALCOHOL/TOBACCO**

The possession or use of any kind of illegal drug, tobacco, or alcohol is strictly forbidden while on ALA's premises, within sight of the school premises, in the school buses, or at any school-related off-campus activity. Possessing or providing alcohol, tobacco, or illegal drugs off campus may be considered an infraction as well in keeping with the Honor Code. Violation of this guideline will be dealt with according to the discipline code.

Not only do civil laws forbid the illegal substances, we are also under the obligation of the Fifth Commandment to be concerned about the physical welfare of our neighbor as well as of ourselves. Impaired judgment, lack of self-control, and possible permanent injury to others or oneself are the results of drug and alcohol abuse. Therefore, loving concern for the physical, mental, and spiritual well-being of our fellow Christians should motivate each student to follow Matthew 18 in correcting offending fellow students. The same motivation should also lead students to report the use of drugs or alcohol use to school authorities so that mature Christians may also provide correction, help, and guidance for the offending student's benefit.

Tobacco has been determined to be a health hazard. All possession or use of tobacco, e-cigarettes, vape pens, vaporizers, or other similar devices by students is forbidden within the school building, on the school grounds, within sight of the school, or at school-sponsored events. Offending students will come under disciplinary action. Regardless of parental consent, this regulation will be strictly enforced.

In keeping with 1 Corinthians 6:19 ("*...your body is a temple of the Holy Spirit...*"), students are encouraged to avoid the use and abuse of drugs, alcohol, and tobacco.

## **ELECTRONIC DEVICES**

Technology has necessarily become a major benefit to our student's learning in school. Personal devices can give students opportunities that they may have never had in a classroom setting by enriching learning if used in appropriate, meaningful ways. In an effort to increase our students' chances for success, ALA would like to open as many pathways to understanding and enrichment as possible for our student body and teachers.

### **General Information**

Access to Arizona Lutheran Academy's wireless network with school-provided devices is filtered. Access with personal devices will also fall under filtered access, which will not allow access beyond the strict criteria that are set. Access to documents that are on ALA's servers will not be allowed. Students will be permitted to use e-reader devices during permitted times at the discretion of the staff and may be subject to approval before each use. Study hall, before school, and after school may constitute times when this may be appropriate if there are no conflicts with late work or the Homework Support Plan (HSP).

### **Guidelines for Use**

- Use of any electronic device during the school day is at the discretion of the teachers and staff. Students may use devices only as directed by their teacher; teachers may disallow the use of devices as well.
- Devices must never be taken to the restroom.
- The purpose of the use of personal devices at school is educational. Playing of games or use for social media is prohibited during school hours.
- Personal devices may not pose any distraction to teachers or other students. Personal devices must not distract class in any way, including any audible notifications.
- The use of personal devices falls under the Acceptable Use Policy (AUP).
- Students will make no attempts to circumvent the school's network security and/or filtering policies. This includes setting up proxies and downloading programs to bypass security.
- Students will not take pictures or video of students or staff without explicit permission, including emails, text messages, or other social media sharing.
- Devices that have cellular capabilities will use ALA's filtered internet with Wi-Fi access.
- Students are strongly encouraged to password protect their devices and keep them locked in their lockers when not in use. Devices will be put into "Airplane mode."
- Students will respect copyright laws. Downloading of music, games, or movies is prohibited.
- Devices not in use will be flat on the desk with the face down or with the screen covered.

- Parents should not text their children expecting an immediate reply. Students must still follow these guidelines even with parental contact. Parents who need to reach their children immediately should do so through the office.

#### **Consequences for Misuse/Disruption (one or more may apply)**

- Device is taken away for the period.
- Phones confiscated are kept at the front desk until the end of the school day and will be assessed a fine for retrieval.
- Device is taken away and stored until parent or guardian picks it up in the office.
- Revocation of the privilege of the use of personal devices at school
- Detention/ Saturday Detention

#### **School Liability**

Students bring their devices to use at ALA at their own risk. It is their responsibility for upkeep and protection of devices. ALA is in no way responsible for:

- Personal devices that are broken while at school or during school-sponsored events or activities.
- Personal devices that are lost or stolen at school or during school-sponsored events or activities.
- Maintenance or upkeep of any device including charging, installing updates or upgrades, troubleshooting or resolving connectivity issues, or fixing any software or hardware issues.
- Viruses or corruption of data or any other loss of information.

ALA reserves the right to determine what constitutes acceptable use and to limit access, including time of access and use.

This policy is subject to change.

## **EMPLOYMENT**

While part-time work may be a necessity for some students if they are to attend ALA, both parents and students should be aware that a student's first priority at this time of his/her life is the acquisition of knowledge and skills for the future. A work schedule interfering with a student's study and school life defeats this purpose. Please be careful to balance school with work.

## **FIRE DRILLS AND SAFETY PROCEDURES**

If the school building must be evacuated for any reason, the emergency signal will sound. If this should occur, quickly and quietly leave the room or area according to the posted routes. Be sure to check the routes posted for each room. Walk in single file; do not run. Doors should be closed. The first person through the exit should hold open the doors. Remain outside until given further directions.

Any fire should be reported immediately to the nearest faculty member. Instructions for other disaster procedures will be given by announcement as necessary, but you may expect several fire drills during the school year.

Whenever first aid appears necessary, seek immediate help from your supervisor. Students are asked to be aware of and to identify potential hazards. A constant awareness by all is a benefit to all.

A Crisis Management Plan that provides guidelines, structure, and a process in dealing with a range of crisis situations is kept in the school office and is provided to all school personnel.

## GANG ASSOCIATION/ACTIVITY

Christian teens desire to serve their Lord at all times and must not be involved in groups or activities which are sinful, offensive and bring shame to the Lord and His people. Association with or involvement in gang activity that initiates, advocates, or promotes activities that threaten the safety or well-being of persons and/or their property or which disrupts the educational environment at ALA will not be tolerated.

Gang association/activity is defined as a group of three or more people who a) have a name; b) claim a territory; c) have rivals/enemies; d) interact together to the exclusion of others; or e) exhibit antisocial behavior often associated with crime or a threat to others in school or the community.

Any student wearing, carrying, or displaying gang clothing/items or exhibiting behavior or gestures which imitate gang membership, or causing and/or participating in activities which intimidate or adversely affect the Christian education of another student, or the orderly operation of ALA shall be subject to disciplinary action.

## GRADING

Scholastic progress reports and grades can be accessed online at any time through PlusPortals. All parents and students are expected to make use of this service. Midway through the first quarter, a date is scheduled for all parents and students to meet with the teachers to discuss a student's progress. Only semester and final grades become part of the student's permanent record.

### GRADING SYSTEM:

Mark	Percentages	Quality points
A+	99-100%	4.00
A	93-98%	4.00
A-	90-92%	3.67
B+	87-89%	3.33
B	83-86%	3.00
B-	80-82%	2.67
C+	77-79%	2.33
C	73-76%	2.00
C-	70-72%	1.67
D+	67-69%	1.33
D	63-66%	1.00
D-	60-62%	0.67
F	0-59%	0
M	Missing Work	0
NC	No Credit	0
*I	Incomplete	0

\* The student will receive an "I" when work is incomplete at the end of a marking period. The student is responsible for making arrangements with the instructor to make up the work within one week after the last day of the grading period.

To be eligible for participation in extra-curricular activities:

1. Students must maintain a 1.75 GPA each semester. Students must also be passing all classes.
2. Beginning with the fourth week of each semester, a weekly check (on the first day of the week) will be made for GPA and grades.
  - a. If a student is found to be below the expected level in either of the areas, the Athletic Director will place the student on probation (see definition below) for one week.

- b. After one week, if the student is still below the expected level in either of the areas, the Athletic Director will declare the student ineligible (see definition below) until the next grade check.
3. Students who are ineligible will remain so until the next weekly review, at which point their grades must have risen to meet the guidelines.
4. A student whose grades dip into ineligibility more than two separate times in an athletic season will be declared ineligible for the remainder of that season. If this situation occurs, the student will be held to a sterner policy in the following season in which he/she participates and will be declared ineligible upon the second occurrence of a dip into ineligibility. Furthermore, a student who misses three weeks of any season due to eligibility concerns will be considered to have forfeited the season. Fine arts extra-curricular activities will follow the same definition of "season" according to the athletic year.
5. A new semester starts a new slate. However, students ineligible at the end of one semester will be placed automatically on probation for the first three weeks of the new semester.
6. Freshmen will be subject to slightly different rules for the first quarter of their freshman year. Beginning with the fourth week, freshmen will be evaluated along with all other students, and they may face being placed on probation; however, freshmen will not be declared ineligible through the posting of the first quarter grades. On the first day of the week following the posting of the first quarter grades, freshmen will be evaluated for eligibility in accordance with the requirements noted above.
7. The administration reserves the right to make exceptions to these rules as it deems appropriate.
  - Probation = Student must go to after-school study hall each day. Student must practice afterwards and may participate in or travel to competitions or performances.
  - Ineligible = Student must go to after-school study hall each day. Student may not practice afterwards nor participate in or travel to competitions or performances.
8. "I's" (incompletes) remove students from a team or group until the incompletes are removed. This means no practicing or participation at all. Credit for "I's" will be added for the purpose of eligibility when work is made up. When incompletes are the result of a lengthy illness, a student, in consultation with the coach or advisor and teacher, may be exempt from this rule.
9. Students may regain eligibility for a new school year by making up credits during the summer in summer school, through correspondence courses, or by special arrangements for make-up courses. This must be completed by the first day of the new school year.

Making up courses failed at ALA is the responsibility of the student. Such courses may be made up at ALA during the regular academic year or at other schools offering acceptable course-work and granting high school credit during the summer, during evening hours, or through on-line courses. Arrangements for enrolling in such courses are the responsibility of the student. However, enrollment in these courses should be checked with the Assistant Principal of Academic Affairs or Registrar to see that the course will fulfill the credit requirements of ALA. The student's transcript will show both the original failed course and the recovered credit, but the failed course will no longer figure into the cumulative GPA once a passing grade has been earned.

Students are able to earn college credits during high school from local junior colleges or universities. The grades earned in these classes will **not** be a part of the high school transcript and will therefore not affect the high school grade point average unless the course is designated by ALA as dual credit. When applying to college after high school, students who have earned college credit while in high school should be sure to send their college transcripts to the prospective new college after graduation.

A minimum load of 6.5 credits must be carried each year, with exceptions granted by the principal. Students who have earned a total of 26 credits (Carnegie units), including all required courses, are eligible for a diploma and may participate in the graduation service. Of the 26 credits there are 18 required credits:

4 credits	Religion
4 credits	English
4 credits	Math
3 credits	Social Studies
3 credits	Science
.6 credits	Fine Arts (courses numbered in the 600s)
1.4 credits	Tech Ed (Computer Applications)
6 credits	Electives

One of the electives must be a physical education credit. Full participation in two seasons of interscholastic athletics will fulfill the one-credit PE requirement.

The minimum required credits for promotion are

Sophomore standing:	6
Junior standing:	12
Senior standing:	18

While students are encouraged to enrich their education by taking extra courses, ALA does not permit early graduation. The senior requirements are necessary for graduation.

A student using his God-given abilities to the fullest, yet who is unable to do passing work, may be allowed to remain at ALA, but will be counseled to consider vocational education opportunities.

Quality points are listed in the grading system chart. The total number of quality points is reached by multiplying the number of quality points times the credit value assigned to the course. The grade point average (GPA) is derived by dividing the total number of quality points by the total credits taken. The grades of students transferring from other schools will be taken at their face value and averaged according to the above criteria.

## **GRADUATION**

The date of graduation is given on the current school calendar. Caps and gowns are required for those graduating. A rehearsal for the graduation ceremonies is held preceding the graduation. All seniors are required to be at the rehearsal. Commencement exercises take place after a worship service conducted by ALA for the graduating seniors. The student(s) with the highest cumulative grade point average (to the nearest hundredth) after seven semesters will be the class valedictorian. The student(s) with the second highest cumulative grade point average (to the nearest hundredth) after seven semesters will be the class salutatorian. Transfer students and international students may be eligible for this only if they have completed at least two full years of instruction at ALA. A student who fails a course in the final semester before graduation may still walk with his class; he then should make arrangements to recover that credit during the summer. Upon successful completion of the credit recovery, his diploma may be issued.

### **GRADUATION CLASS SPEAKERS**

One male and one female will be chosen to represent the senior class as speakers at the commencement service. The top three males and the top three females, based upon their seventh semester cumulative grade point averages, will be candidates to be the class speakers, and other candidates may be nominated by the faculty. Transfer students and international students may be eligible for this only if they have completed at least two full years of instruction at ALA. The teachers and administration will choose the male and female graduation speakers from this list of candidates.

## **GYMNASIUM**

In order to keep our gymnasium floor in the best possible condition, students will not be allowed on the gym floor unless participating in a supervised activity. Please do not walk on the floor after chapel or on the way to/from the band room or weight room. Please go to class in these two rooms by walking around the outside of the gym to the back entrance.

## **HARASSMENT AND MATTERS OF RESPECT**

ALA expects that students will treat others with respect and courtesy. The school will not tolerate harassment or bullying based on race, color, creed, religion, national origin, sex, or status with regard to public assistance or disability. ALA will take action to ensure that all school practices and activities are free of unlawful discrimination or harassment.

### **SEXUAL HARASSMENT**

ALA does not tolerate sexual harassment. As in all areas of conduct, it is expected that students would conduct themselves in a God-pleasing manner. If a student uses poor judgment in the areas of sexual harassment (verbal, written, electronic, or physical), these actions will be dealt with immediately.

We will take reasonable steps to ensure that all students and anyone else who has contact with our students, including our faculty, staff, and the public, follow our policy prohibiting harassment.

### **DISCRIMINATION OR HARASSMENT COMPLAINTS**

Violation of ALA's discrimination or harassment policies may result in disciplinary action, including detention, revocation of privileges or dismissal.

If you believe that you have not been provided equal opportunity in any manner, or if you become aware of discrimination or harassment, you should immediately report that conduct to the Assistant Principal for Student Life or to the Principal. ALA will promptly investigate and attempt to resolve your concerns. Your identity will be kept confidential to the extent possible under the circumstances.

If you do not find that your concerns have been handled to your satisfaction, you should report the matter to the Board of Directors.

### **RETALIATION PROHIBITED**

We will not tolerate retaliation against a student or parent who brings a good faith report of discrimination or harassment. If you believe retaliation has occurred you should promptly notify the Assistant Principal for Student Life or the Principal. If this is not satisfactory, you should report the matter to the Board of Directors.

All students and parents are expected to be cooperative and forthright in responding to any report of discrimination or harassment.

### **OFFENSIVE CONDUCT**

Arizona Lutheran Academy promotes a Christian environment in which all students are comfortable and can work productively. We will not tolerate offensive, degrading, or harassing remarks or conduct, even if the conduct does not rise to the level of unlawful discrimination or harassment. Conduct prohibited by this policy includes any action by any student, faculty, staff member, parent, or member of administration that

directly or indirectly threatens unwelcome physical contact. It also includes offensive conduct that threatens or adversely affects a student's performance or participation in school activities.

## **DISRESPECT FOR AUTHORITY**

If a student chooses to demonstrate disrespect for an instructor or others in authority through words and actions that cannot be resolved in a peaceful manner, the instructor is to immediately involve the Assistant Principal for Student Life or Principal and an appropriate response will take place.

## **HOMEWORK**

Most classes at ALA involve homework. Students are also expected to complete homework and turn it in at the scheduled time. The amount of homework will vary according to the class. Success in education requires good study habits. Students are expected to spend some time outside of class in preparation for each course that they take. Each student must learn to budget his/her time wisely, giving special time and effort to difficult subjects and allowing sufficient time to complete long-term assignments by their due date. Each student must decide how many hours of honest study are needed each week. Here are some suggestions for good study and preparation:

- Take notes in class. Many instructors give exact information for note taking. Others expect that students will note the important ideas that they present. Even in classes where note taking is not required, jotting down important facts and procedures helps to reinforce what was taught.
- Have a daily study time. Hasty preparation is no substitute for regular periods of study in addition to the study periods at school.
- Study in a quiet, well-lighted room. Learning is maximized with a minimum of distraction.
- Be sure you understand what you study. Think about the material and be sure you can express it in your own words and thoughts.
- Outline what you study. Look for major ideas and also note the minor details. Jot down the main points as you read.
- Plan your work for YOURSELF. Don't neglect the subjects you don't like. Your goal is to educate the whole person.
- Review what you have learned. Look over past material. Repeat the main ideas of each section of work.
- Ask for help. When the subject becomes hard for you, ask other students for assistance. (This does NOT mean copying their work.) Talk to your teacher after class or ask questions in class. Your teacher will probably know when you are having trouble, but may not know the particular help you need until you ask. Parents, older brothers or sisters, and friends can be helpful at times with schoolwork.

## **HONOR ROLL**

The honor roll is prepared at the close of each semester and recognizes those students whom God has blessed with academic talents and for the faithful use of these God-given gifts in keeping with I Corinthians 4:2 *"Now it is required that those who have been given a trust must prove faithful."*

Position or placement on the honor roll is determined by the student's cumulative grade point average (GPA). Honors status will be noted on semester grade reports. The following is the criteria for honor roll:

Highest Honors:	3.75 - 4.00 GPA
High Honors:	3.50 - 3.74 GPA
Honors:	3.00 - 3.49 GPA

## HOUSING FOR OUT-OF-TOWN STUDENTS

ALA currently has several students who live outside of the Phoenix area. These students live with a housing family in the Valley and often go home on the weekends. For this reason we start school at 9:00 a.m. on Mondays or any first day back from a break so that families can have some extra time to drive their son/daughter to ALA on that morning. For more information regarding our housing program, please refer to the Housing Handbook.

## INSURANCE

Some type of family accident insurance should cover all students at ALA. The school's insurance policies do NOT cover accidental injuries to students.

Students who participate in extra-curricular athletic activities MUST carry accident insurance. If you do not carry this type of insurance, the ALA office can refer you to an agent who can provide you with some choices. Health or accident insurance policies are not offered through ALA.

## INTERNET/INTRANET ACCEPTABLE USE POLICY

*Policy reviewed and revised – May 2014*

It is the goal of Arizona Lutheran Academy to do everything possible to encourage students in their academic endeavors. For that reason, a network of computers (intranet) is available to our students to aid them in research and to give them practical experience with technology. Because of the unlimited learning possibilities of the Internet, it is the intent of Arizona Lutheran Academy to provide access to this learning tool for all our students and staff. It is vital that all users of the network conduct themselves in a manner consistent with our school's mission and philosophy. Use of the intranet and Internet by students and staff is permitted and encouraged where such use is suitable for educational purposes and supports the goals and objectives of ALA.

The practices listed below are considered unacceptable in light of our mission and our Christian faith, which is the standard for all our conduct as followers of our Savior. The practices listed will be subject to disciplinary actions including revocation of access privileges and suspension. ALA also reserves the right to report any illegal activities to the appropriate authorities. The following are examples of many activities—but certainly not all—that are unacceptable:

- Visiting Internet sites that contain obscene, hateful, or otherwise objectionable material, sending or receiving any material that is obscene or defamatory, or which is intended to annoy, harass, or intimidate another person.
- Sending or receiving unusually large e-mails or attachments (examples might include scrolling messages or blocks of text more than five pages in length); sending or forwarding electronic chain letters.
- Students are provided with a school E-mail, this is the only e-mail account that students may use.
- Using a proxy or any other means to bypass ALA firewalls and/or filters.
- Soliciting e-mails that are related to non-educational business, commercial business not related to ALA, or soliciting business for personal gain or profit.
- Representing personal opinions as those of ALA.
- Using the Internet or e-mail for gambling or illegal activities.
- Making or posting indecent remarks, proposals or materials.
- Uploading, downloading or otherwise transmitting commercial software or copyrighted material in violation of its copyright.
- Downloading any software or electronic files without implementing virus protection measures that have been approved by ALA.

- Intentionally interfering with normal operation of the network, including the propagation of computer viruses, or sustained high volume network traffic, which hinders others in their use of the network.
- Attempting to access school records or administration files.
- Revealing or publicizing confidential or proprietary information which includes, but is not limited to, the following: financial information, databases and the information contained therein, student information, staff information, computer network access codes and details of private business.
- Examining, changing or using another person's files, output or user name.
- Other inappropriate uses of Internet/intranet or network resources that may be identified by the network administrator.
- Installation of any program must be authorized.
- Personalization is not permitted (changing of settings, desktop, Internet browsers, etc.).

It is important that all users of the ALA intranet and Internet understand the following:

- Internet privileges, like computer systems and networks, are considered educational resources and are intended to be used for educational purposes only. Students and staff members must be aware that usage is monitored for unusual activity and may be stored in an archive file within the system.
- In order to use the Internet, users must sign into the network.
- Use of the Internet and intranet will be subjected to monitoring for security and/or network management reasons. Abuses of the technology available at ALA will be reported to the school administration for disciplinary action.
- If an Internet user accidentally accesses an inappropriate web site, exit the site and inform the instructor immediately.
- Students must use their school provided email or student portal to transfer files. No floppy disks are permitted. USB jump drives may be used only if cleared by the network administrator.
- ALA cannot guarantee the accuracy of information obtained through the Internet.
- Students will be held responsible for expenses incurred as a direct result of actions in violation of this Internet/Network Acceptable Use Policy.
- The administrator may charge a fee for resetting a student password.
- Copy machines are for faculty and staff use only. Printers are available in the Media Center, Room 10 and Room 14 for student use.

## **INTERSCHOLASTIC ATHLETICS**

Arizona Lutheran Academy sponsors an active program of interscholastic athletic competition. Our school is a member of the Arizona Interscholastic Association (AIA). Our boys compete with teams from other schools in cross-country, football, basketball, coed soccer, golf, baseball, wrestling, and track. ALA girls' teams compete in volleyball, cross-country, basketball, coed soccer, softball, track, cheer, wrestling, and golf.

To be eligible for participation in extra-curricular activities:

1. Students must maintain a 1.75 GPA each semester. Students must also be passing all classes.
2. Beginning with the fourth week of each semester, a weekly check (on the first day of the week) will be made for GPA and grades.
  - a. If a student is found to be below the expected level in either of the areas, the Athletic Director will place the student on probation (see definition below) for one week.
  - b. After one week, if the student is still below the expected level in either of the areas, the Athletic Director will declare the student ineligible (see definition below) until the next grade check.
3. Students who are ineligible will remain so until the next weekly review, at which point their grades must have risen to meet the guidelines.

4. A student whose grades dip into ineligibility more than two separate times in an athletic season will be declared ineligible for the remainder of that season. If this situation occurs, the student will be held to a sterner policy in the following season in which he/she participates and will be declared ineligible upon the second occurrence of a dip into ineligibility. Furthermore, a student who misses three weeks of any season due to eligibility concerns will be considered to have forfeited the season. Fine arts extra-curricular activities will follow the same definition of "season" according to the athletic year.
5. A new semester starts a new slate. However, students ineligible at the end of one semester will be placed automatically on probation for the first three weeks of the new semester.
6. Freshmen will be subject to slightly different rules for the first quarter of their freshman year. Beginning with the fourth week, freshmen will be evaluated along with all other students, and they may face being placed on probation; however, freshmen will not be declared ineligible through the posting of the first quarter grades. On the first day of the week following the posting of the first quarter grades, freshmen will be evaluated for eligibility in accordance with the requirements noted above.
7. The administration reserves the right to make exceptions to these rules as it deems appropriate.
  - Probation = Student must go to after-school study hall each day. Student must practice afterwards and may participate in or travel to competitions or performances.
  - Ineligible = Student must go to after-school study hall each day. Student may not practice afterwards nor participate in or travel to competitions or performances.
8. "I's" (incompletes) remove students from a team or group until the incompletes are removed. This means no practicing or participation at all. Credit for "I's" will be added for the purpose of eligibility when work is made up. When incompletes are the result of a lengthy illness, a student, in consultation with the coach or advisor and teacher, may be exempt from this rule.
9. Students may regain eligibility for a new school year by making up credits during the summer in summer school, through correspondence courses, or by special arrangements for make-up courses. This must be completed by the first day of the new school year.
10. Students and parents must sign an acknowledgement of warning regarding participation in ALA athletics.
11. A copy of the student's birth certificate must be on file at the school.
12. The student will abide by the school's training rules/code of conduct as contained in the Extra-Curricular Handbook.

Announcements will be made over the intercom and in chapel indicating how to participate in the various athletic events.

Annual physicals are required to be eligible for participation in any sport. A physical form is available from the school office. It is the student's responsibility to have the physical form and medical emergency consent form completed and on file in the school office throughout his/her years at ALA. ALA requires that athletes be covered with accident insurance.

An extra-curricular handbook explaining all regulations and procedures is available for each athlete. It can be found at the end of this handbook.

## **LATE WORK POLICY**

Keeping schedules and deadlines is an important part of success in academics. To encourage our students to place an appropriate emphasis on this aspect of their education, the following policy will be enforced. An assignment not submitted by the date due will be considered incomplete until it's submitted. When

submitted to meet the expectations of the teacher, a grade will be assigned with a penalty for the late submission. The penalty requires that a starting score of 75% be initiated, and quality points may be deducted from that point. If letter grades are used, a drop of two full letter grades will result (an A becomes a C). In cases where the due date is missed because of excused reasons (absence on account of sickness, etc.), the student may have as many as two days for each day absent to submit the missing work without penalty, though the teacher retains discretion as to what a reasonable amount of time should be. After that window has closed, the assignments may be considered late and scored according to the policy above. Until the work is submitted and credited, a mark of “NC” (no credit) will be recorded in the PlusPortals grade book for any assignments that are missed due to excused reasons. An “M” (missing) should be entered for assignments missed for unexcused reasons. Both will be valued at 50% and thus have some impact on the calculate GPA until the work is submitted and the score is removed. A daily list of missing work will be generated each morning and posted for all students’ review.

If a student demonstrates chronic behavior that becomes a concern to a teacher or administrator (*e.g.* work left undone for too long; regular submission of late work; a long-term project submitted late), the teacher or administrator may recommend the student to the *Homework Support Plan*. In this event, the following stipulations will be implemented after the student is informed of his/her status:

- All work appearing at that time on the daily late list will be counted as “Day Two.” Students will have that day and the next (“Day Three”) to submit assignments without further consequence. Assignments for students on this list will be tracked by the Assistant Principal for Academic Affairs.
- All students with assignments noted as “Day Four” will be required to stay in after-school study hall until the work is current. These students may practice/rehearse with their groups after study hall ends, but the coach/director may assign an additional penalty for practice/rehearsal time missed. If by “Day Four,” he/she has not done so in a quality acceptable to the teacher, the student’s eligibility to participate in any extracurricular activities (sports, drama, choirs, student council, etc.) is compromised: students cannot participate in games/performances that day.
- If submitted on “Day Four” or after, the assignment will be scored with an extra penalty to that noted above (at the teacher’s discretion) and the GPA will be adjusted accordingly. The extra penalty would affect only those assignments submitted past the three-day extension.
- A contact to the parent will be made at the time the student is placed on the *Homework Support Plan*.
- Students referred to the *Homework Support Plan* will remain on the plan for a period of two weeks. At the conclusion of the two weeks, the student may make a written appeal to be removed from the plan. This written appeal must be signed by the student’s parent(s) and the referring teacher and then submitted to the Assistant Principal for Academic Affairs or to the Principal before the student’s name will be removed.

## LOCKERS

Each student will be assigned a locker to be used for books and clothing. The locker is equipped with a combination lock. Personal padlocks are not allowed. Tape or any material that will leave a sticky residue is not to be used inside or outside the locker. Any damage to a locker must be reported to the office. Damage not reported will be charged to the student to whom the locker is assigned. An authorized person may inspect lockers at any time to determine the condition or contents of the lockers. Christian discretion in choosing decorations for lockers must be exercised. No student is to exchange his locker with another student without approval from the office.

All book bags, purses, backpacks, etc. must be kept in the student’s locked locker during class time—these items are not permitted in the classroom.

Each student is responsible for all articles placed in his locker and is expected to keep his locker neat and clean at all times. Food should not be kept in the locker overnight. Students are to keep their lockers locked.

## **LUNCH**

Students may purchase food and drinks through Ralph's Catering. No preordering is necessary. Students may choose to bring a lunch from home. Such lunches may be placed in the kitchen cooler or stored in another location until lunchtime. Microwave ovens are available in the gym lobby to heat lunch items. The outdoor plaza and the gym lobby are designated eating areas. All waste items such as lunch bags, food wrappers, peelings, and drink cans are to be deposited in the containers provided for that purpose.

No food or drink, except ice/water, is to be brought into the classrooms, study hall, or media center during the school day.

## **MARRIAGE AND SEXUALITY POLICY**

As high school students mature, a natural part of this process is dealing with members of the opposite sex. Young men and women treating each other with love and respect is a wonderful thing in God's eyes. We maintain the biblical perspective that a relationship of this nature is to be between male and female. Displays of affection between students of opposite sexes should not go beyond holding hands and quick hugs. Anything beyond this is not acceptable and appropriate disciplinary steps will be taken. Students are encouraged to let their thoughts and actions regarding members of the opposite sex be pure and decent.

God in his Word provides clear instruction on sexual behavior and the family. God permits his gift of sexual intimacy only within the marriage of one man to one woman. He clearly forbids all sexual sins, including sins against one's own body and mind (e.g. pornography), sexual activity by unmarried heterosexual couples, and homosexuality. Sexual misconduct on or off campus, including "sexting," is a serious violation of God's will. Disciplinary action will be taken, including the possibility of expulsion.

The marriage of ALA students is strongly discouraged because marriage requires a high commitment of time and dedication and alters one's life-style. Therefore, an ALA student desiring to be married and to continue at ALA must fulfill the following requirements:

1. Have the consent of parents before marriage.
2. Seek the counsel of his/her pastor before marriage.
3. Inform ALA before marriage.
4. Show him/herself to be an exemplary student both before and during marriage if he/she plans to remain at ALA.

## **MEDICATIONS**

Arizona Lutheran Academy will not provide any over-the-counter (OTC) medication to its students. However, the staff designated by the administration can administer OTC medication provided by the parent with the appropriate written permission (ALA form). All over-the-counter medication is to be provided by the parent in the original, sealed container. The school will label it with the student's name, and it will be administered only to that student. One form is needed for each medication. The staff will also administer prescription medication provided by the parent with a written permission (ALA form). All prescription medications, with the exception of inhalers, are to be brought to the school office in the original container. Inhalers may be carried by the student, but the office should have this permission form on file. One form is needed for each prescription medication. The office must be notified of any change in medication.

## **NONDISCRIMINATORY POLICY**

Arizona Lutheran Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational programs, athletic and other school-administered programs.

## **OFFICE AREA**

Students are welcome in the office area for necessary business only. They are to use the front door to the office only—not the side door. They are not to enter the faculty room unless granted specific permission. Students are not to loiter in the office reception area.

The school receptionist is responsible for matters relating to daily school routine and welcoming visitors to the office area. The business office handles matters relating to tuition, class treasuries, and all other money matters.

## **PARENTPLUS WEB PORTAL**

Communication with our families is very important. PlusPortals ([www.plusportals.com/ALA](http://www.plusportals.com/ALA)) helps to improve the flow of information between teachers, parents and students. Each member of ALA—parents, students and staff—has an account on our PlusPortals site. PlusPortals includes contact information for staff and families and will serve as our school directory for those who opt in. Access to this information is also available via a smartphone app. Grades, assignments and attendance are available on PlusPortals for parents (ParentPlus). Paper copies of the semester report cards will be mailed to our parents. Contact the Assistant Principal for Academic Affairs for information or further help.

## **PASSES**

So that the instructors may carry out their responsibilities regarding both students and property, a pass system is used at ALA. Except in cases of emergency, written hall passes are issued to those who must leave a classroom for a reason sanctioned by the teacher. Except as otherwise announced, students may not leave study halls to see another teacher unless they have presented a permission slip from that teacher. Students called to the office need no pass but are to proceed directly to the office.

## **PHYSICAL EXAMS**

It is not a requirement that every new student has a physical on file. However, the AIA requires that all athletes have a physical exam each school year and have the appropriate forms on file (physical exam forms by the examiner and physical evaluation forms by parent and student).

The Arizona Health Department requires that all immunizations be current or the student may not attend school.

## **PREGNANCY POLICY**

Extra-marital pregnancy is dealt with according to the teaching of Scripture. Not only is extra-marital pregnancy a statement concerning past sin; it involves special considerations that are to be met in Christian love for both parents and the unborn child.

In case of pregnancy, the student(s) is advised to seek counsel from the Principal or Assistant Principal for Student Life as soon as the pregnancy is discovered. The student(s) will be suspended until a meeting is held with the student(s), parents, pastor, Assistant Principal for Student Life, and/or other members of the administration. The purpose is to bring about the most God pleasing conclusion to this difficult situation. Decisions regarding participation in classes and all school functions will be made following this meeting.

ALA stands on God's Word alone, which clearly opposes abortion and promotes the rights and needs of the unborn child.

God's Word will be the guide in all cases of pregnancy. The student(s) will be dealt with on the basis of sin and repentance, forgiveness, compassion and understanding. Each case will be determined by the student's response to God's Word, Law and Gospel.

## SCHEDULE CHANGES

Student-initiated schedule changes are limited to the first ten (10) meetings of the class of the semester. If a change in schedule becomes necessary, students should observe the following procedure:

- Discuss the change with your current teacher.
- Complete a change of schedule form and have it signed by the parent(s), teacher, new teacher if he/she is adding a class, advisor, and the Assistant Principal of Academic Affairs.
- The student may check in the office to pick up a new schedule. The new schedule will begin the day after the schedule change has been made.
- The schedule change goes into effect immediately after the scheduler has notified the teachers and the office, usually within a day of when the scheduler receives the request.

## SCHOLARSHIPS/FINANCIAL AID

It is the aim of ALA that no student should be denied the opportunity to attend ALA because of a lack of financial resources. ALA has a tuition assistance program to help those who cannot meet the full costs of tuition on their own. A financial aid committee reviews the requests for assistance on the basis of need. Those who request such assistance are asked to fill out a form that gives the committee an idea of their financial need. Parents are also expected to participate in the AZ Tuition Tax Credit Program in order to assist them with their tuition obligation. The greatest source of financial aid for our ALA students comes from this program. Contact the office for more information about financial aid opportunities.

## SERVICE REQUIREMENTS

As a part of educating our students about the importance, privilege, and joy of serving others, each student is to complete a set number of hours of service. All students must complete at least half of their service hours at their home church (all service hours *may* be done at church).

Requirements of service hours:

Freshmen.....	<u>18</u> (minimum <u>9</u> hours church service)
Sophomores.....	<u>20</u> (minimum <u>10</u> hours church service)
Juniors.....	<u>22</u> (minimum <u>11</u> hours church service)
Seniors.....	<u>24</u> (minimum <u>12</u> hours church service)

These service hours are to be completed by April 15 of each school year. Students may begin serving any time after April 15 for the following school year. Examples of serving one's home church are helping with vacation Bible school, organized clean-up/workdays, canvassing, etc. Community service might include volunteering at a local food bank or any number of other opportunities that serve the community.

The general rule to follow is that service hours may not be completed during regular school hours, nor will a student be dismissed from class to serve them. However, a student who performs volunteer service at ALA may receive some credit toward their service requirements. Such service may not be done in connection with a group of which the student is a member (e.g. track athletes may not receive credit for volunteer work connected with track; drama participants may not receive credit for volunteer work connected to a drama production, etc.). Questions about what may qualify should be directed to the Assistant Principal for Student Life beforehand. Freshmen and sophomores may complete up to four (4) hours in approved on-campus service; juniors and seniors may complete up to five (5) such hours.

Detention will be served by students who do not complete hours and submit forms by April 15. That detention will be scheduled by the service coordinator and may result in the missing of practices and rehearsals for spring extra-curricular activities. The service coordinator has the discretion to move these detentions to a Saturday detention (at a cost of \$20) after a period of time has passed. Remember, service hours can be completed beginning April 16 of the previous year, so conflicts regarding these stipulations really should not occur.

A pass/fail will be recorded on the report card and transcript through freshman, sophomore, and junior years. In order to pass, a student must complete the hours and turn in the completed volunteer service time form to the Assistant Principal for Student Life. This form will not be accepted without the supervisor's signature(s). A parent may not sign the service form unless he/she is the supervisor. Students will not be permitted to re-enroll as seniors unless service hours are completed for freshman, sophomore, and junior years. Seniors who have not completed their senior year service hours will not receive a diploma or have transcripts sent until they are complete.

## STUDENT PICTURES

Student pictures are frequently used in ALA publications, which may include the Coyote Connections (the principal's newsletter), the *Accent*, promotional materials, videos, emails, and the website. Note that it is ALA's policy not to include the student's name or any other personal information with the picture on the website.

## STUDY HALLS

When a student is not scheduled in a class, he is scheduled in a study hall. Effective use of study time is important for success in high school. The following guidelines are to be followed in the study hall:

- This is quiet study time.
- There is to be no food or drink brought into study hall (ice/water the exception).

The Media Center is an important resource area where students have the opportunity to work independently and enjoy the materials in a very quiet and orderly atmosphere. The Media Center is to be used for doing research for specific assignment via the computer, doing research for a specific assignment via the reference materials, or for taking make-up tests. The Media Center is open during regular class hours. If students want to go to the Media Center, they must first report to their scheduled class and obtain a pass to the Media Center. The computers are also available over the lunch hour several days each week.

We have the following expectations for the Media Center:

- Students should be respectful and courteous to the Media Center supervisor and fellow members of our ALA family.
- The media center is a quiet study area.
- Food, drink, and music are not permitted.
- Cell phones are prohibited in the Media Center during any study hall.
- All students must be in a desk or chair—students may not sit on the floor.
- If students need to use the computers, they must sign in. Students may use the internet for research purposes only. Accessing an e-mail account must be done at home—not at ALA.
- There can be no working together unless given permission by a teacher. If students need to study together, that is to be done in the study hall monitored by a teacher.
- One pass will be used by one student at a time. A student cannot go to a different room unless a pass is obtained by the teacher being visited. This must be obtained before entering the Media Center.
- Any student interested in checking a book out of the Media Center must let the supervisor know.

## **TELEPHONES**

Students may use the school telephones provided for them in the office with the permission of the office personnel. Students will not be called to the telephone during school hours except in an emergency. The office will forward non-emergency messages to the student during a break in classes.

## **TRANSCRIPTS**

An electronic management system called Parchment is used for requesting and sending transcripts (Parchment.com). This system allows parents and students to track online. All official and unofficial transcripts will be requested in this manner. There is a small fee for each official transcript requested. No official transcripts or records will be sent for any student whose accounts are not paid in full.

## **CONFIDENTIALITY OF STUDENT RECORDS**

- All records of a pupil maintained by the school shall be confidential.
- Scholastic reports, which contain only objective pupil data transcripts, shall be kept permanently. Health records will not be kept as part of the permanent record after leaving ALA.
- Discipline files, which include teacher evaluations and anecdotal records, shall be maintained one year following graduation and thereafter destroyed.
- The responsibility for maintenance of school records is vested in the principal.
- Parents of minor students and adult students shall have the right to inspect their records. Any parent or adult student desiring to inspect his records shall address a request in writing to the principal.
- The procedure for challenging records shall be:
  - Written notice requesting a hearing shall be submitted to the principal.
  - If satisfaction is not achieved, a statement of challenge shall be addressed to the Board of Directors to arrange a hearing with the Board of Directors.

## **TRANSPORTATION**

ALA uses minibuses to transport our students. We have two routes—one for the West Valley and one for the East Valley. The buses stop at the following locations:

Pilgrim Lutheran School  
3257 E. University Dr.  
Mesa, AZ 85213

Emmanuel Lutheran School  
715 W. Southern Ave.  
Tempe, AZ 85282

Grace Lutheran School  
5600 W. Palmaire Ave.  
Glendale, AZ 85301

QuikTrip  
8870 W Thunderbird Rd, Peoria, AZ  
(Thunderbird & 101)

A \$3.75 fee will be charged each way to help defray expenses. Bus tickets are purchased for \$37.50 in the school office.

Each student who rides the school bus is entitled to a safe and comfortable ride to and from school. Riding the school bus is a privilege granted to students under conditions set forth by the school and the Regulations of the State of Arizona Department of Transportation.

Please be aware of the following expectations:

- Arrive at the pick-up point at least ten (10) minutes prior to departure.
- Remain seated when the bus is in motion.
- Promptly obey the directions and instructions of the driver.
- Wait until the bus comes to a complete stop and the door is opened before attempting to get on or off the bus.
- No part of the body is to extend through the windows.
- No object is to be extended through or thrown from a window.
- Emergency doors, exit controls, and other bus safety equipment are to be handled or used only under the direction of the driver.
- Aisles are to be kept clear of legs, feet, and other objects.

If the need arises to deal with a discipline matter, the bus driver will inform the administration, and appropriate action will be taken, including the possible loss of ridership privileges.

## TUITION

While ALA is funded, in part, by the generosity of churches and individuals, a significant percentage of the cost of serving our students comes through tuition. Since ALA operates on a carefully planned enrollment-based budget, for each tuition dollar that we fall behind, ALA must borrow funds. Therefore, a late fee will be assessed to all accounts on a monthly basis.

We are sensitive to the economic difficulties that families sometimes experience. If, for any reason, you should be unable to meet your financial or tuition commitments to ALA, it is critical that you contact us immediately to keep us informed and to discuss a payment plan for the future.

The tuition for 2018-2019 is:

Please contact ALA for current tuition information.

Credit and debit card payments incur a 2.75% fee. Tuition is billed fully in July. Monthly statements will show a decreasing balance.

Enrollment fee for all first-time applicants:	\$100
Registration fee for each student:	included in tuition
Textbook fee:	included in tuition
Science lab fee:	included in tuition
Technology fee:	included in tuition
Ceramics class fee:	\$50
Sports fees:	\$125/sport, \$150 for football (max \$300 per individual)
Class dues:	\$35 per year

Some classes and activities may require minor purchases of additional supplies.

There is a difference in tuition for members of Federation churches since their church operates and supports our high school.

As a result of some sizable delinquencies in past payments of tuition, the Board was compelled to enact the following policies:

- All outstanding account balances for returning students must be paid in full, or a written plan must be presented and approved, by June 15.
  - For seniors, all outstanding balances must be paid in full or a note signed by the second Monday of May, which coincides with the monthly Board of Directors meeting. If the account is not paid in full or a note signed
    - the student will not receive his/her diploma,
    - no official transcript will be sent to future schools, and
    - the student will not be allowed to participate in the graduation service.
- Any payments made after the 2<sup>nd</sup> Monday of May must be made in cash, money order, or cashier's check. No personal checks will be accepted.
- If a student is transferring to a different school, no official transcripts of credit earned at ALA will be forwarded to another school until all tuition obligations have been met.

We thank you for your understanding and for helping us to properly fund our educational ministry.

## **VISITORS**

Visitors may come to school for the purpose of becoming familiar with the school, its purpose, and its program. With this purpose in mind, ALA students may have guests as visitors in school. The visit should not be just for social reasons. Students who plan to bring a guest must obtain permission from the office at least one day in advance. On the day of the visit the student and guest need to report to the office to obtain a visitor's pass. The guest is expected to accompany his host while at school and to observe all school rules including dress codes. No visitors will be allowed on days when semester tests are scheduled. Some of ALA's social activities are announced as open activities to which students may bring guests.

## **WEAPONS**

Possession of any weapon or dangerous instrument, including pepper spray, capable of causing harm to a person or property is strictly forbidden on campus. Appropriate action to include suspension or expulsion from school will be taken by the school administration.

## SCHOOL CALENDAR ♦ 2018-2019

### First Semester

August 11	Freshman Boot Camp, 9am-noon
August 11	New Student Orientation Day, 12:30-4pm
August 13	Opening service and first day of classes, 9am
September 3	No school – Labor Day
September 30	Parent/Teacher Conferences for all students, 4-7pm
October 7	Fall Concert, 4pm
October 8-12	Homecoming Week
October 10	PSAT test administration (optional for gr. 11)
October 12	End of the first quarter (44 days)
October 12	Coyote for a Day; Tailgate; Carnival
October 13	Homecoming Dance
October 15	No school
November 1-2	No school – AZ/CA Joint Pastor/Teacher Conference in Mesa, AZ
November 21-23	No school – Thanksgiving break
December 7	No school
December 14	Christmas Concert, 7pm
December 19-21	Semester exams
December 21	End of the second quarter/first semester (43/87 days)
December 24-January 4	Christmas Break

### Second Semester

January 7	Classes resume/second semester begins
January 21	No school – Civil Rights Day
January 28-February 1	Winter Spirit Week
February 6	Grandparents' Day
February 8	No school – Faculty In-service
February 18	Presidents' Day
February 22	Valentine's Dance
March 7	Spring Concert, 7pm
March 8	End of the third quarter (42/129 days)
March 11-15	Spring Break (classes resume Monday, March 18)
March 28	Student Service Day
March 30	ALA Gala Event
April 6	Jr/Sr Prom
April 19 & 22	No school – Easter Break
May 2-5	Drama performances
May 16-17	Senior exams
May 17	Senior Farewell Dance
May 22-24	Semester exams (gr. 9-11)
May 24	End of fourth quarter/second semester (48/90/177 days)
May 24	Commencement Concert, 7pm
May 25	Graduation, 10am

# DAILY SCHEDULES ♦ 2018-2019

## Monday/Late Start Schedule

Period A.....	9:00 – 9:37
Period B.....	9:41 – 10:17
Period C.....	10:21 – 10:57
Period D.....	11:01 – 11:37
Period E.....	11:41 – 12:17
Lunch.....	12:17 – 12:53
Period F.....	12:57 – 1:33
Chapel.....	1:33 – 1:40
Period G.....	1:44 – 2:20
Period H.....	2:24 – 3:00

- Period A is 37 minutes to give time for morning announcements and prayer.
- 36 minute classes otherwise
- 36 minute lunch
- Afternoon chapel after period F
- No homeroom

## Tuesday/Friday Schedule

Homeroom.....	8:00 – 8:04
Period A.....	8:07 – 8:48
Period B.....	8:52 – 9:33
Chapel.....	9:37 – 9:54
Period C.....	9:58 – 10:39
Period D.....	10:43 – 11:24
Period E.....	11:28 – 12:09
Lunch.....	12:09 – 12:45
Period F.....	12:49 – 1:30
Period G.....	1:34 – 2:15
Period H.....	2:19 – 3:00

- 41 minute classes
- 17 minute chapel
- 36 minute lunch

## Wednesday/Long Chapel Schedule

Homeroom.....	8:00 – 8:04
Period A.....	8:07 – 8:47
Period B.....	8:51 – 9:31
Chapel.....	9:35 – 10:00
Period C.....	10:04 – 10:44
Period D.....	10:48 – 11:28
Period E.....	11:32 – 12:12
Lunch.....	12:12 – 12:48
Period F.....	12:52 – 1:32
Period G.....	1:36 – 2:16
Period H.....	2:20 – 3:00

- 40 minute classes
- 25 minute chapel
- 36 minute lunch

## Thursday Schedule

Homeroom.....	8:00 – 8:12
Period A.....	8:16 – 8:57
Period B.....	9:01 – 9:42
Meeting Time.....	9:42 – 9:54
Period C.....	9:58 – 10:39
Period D.....	10:43 – 11:24
Period E.....	11:28 – 12:09
Lunch.....	12:09 – 12:45
Period F.....	12:49 – 1:30
Period G.....	1:34 – 2:15
Period H.....	2:19 – 3:00

- 41 minute classes
- 12 minute homeroom to give time for morning announcements and devotion
- 12 minute period for meetings
- 36 minute lunch

## FACULTY

### Administration:

Kurt Rosenbaum (2009) ..... Principal, Social Studies  
Doug Meyer (1993) ..... Director of Mission Advancement, Social Studies  
Gary Gray (1994) ..... Assistant Principal for Academics, Science  
Pastor Brad Bode (2002) ..... Assistant Principal for Student Life, Religion  
David Peter (2015) ..... Athletic Director, Social Studies, PE  
Andrea Oppermann (2013) ..... Fine Arts Director, Music

### Instructors:

Mish Aleisa (2017) ..... Spanish  
Janet Brussman (2017) ..... Student Success Coordinator  
Benjamin Edmundson (2015) ..... Social Studies, Religion, PE  
Matthew Heyn (2017) ..... Mathematics  
Scott Hill (2009) ..... English, PE  
Stephnie Marquez (2017) ..... Art  
Lynnette Stahmann (2011) ..... International Program Coordinator, Religion  
Mark Steiner (2007) ..... Mathematics  
Virginia Steinmetz (1992) ..... Computer Courses, Technology Director  
Joan Tierney (1993) ..... English  
Adam Wiechmann (2018) ..... Science



Topic	Whom to Ask
...Drugs/Alcohol/Tobacco	Mr. Rosenbaum
...FACTS Tuition Management	Mr. Mueller
...Fire Drills and Safety Procedures	Mr. Rosenbaum
...Gifts, Contributions and Financial Support	Mr. Meyer
...Grading System	Mr. Gray Mrs. Steinmetz
...Honor Roll	Mrs. Jaehnig
...Housing Program	Pastor Bode Mr. Edmundson Mrs. Stahmann
...Immunizations	Mrs. Jaehnig
...Interscholastic Athletics/Activities	Mr. Peter Mrs. Solofra
...Library/Media Center	Mr. Gray
...Lockers	Mrs. Solofra
...Lost and Found	Mrs. Solofra
...Physical Exams	Mrs. Solofra
...PlusPortals	Mrs. Steinmetz
...Schedule Changes	Mrs. Steinmetz
...School Letters for Extra-curricular Participation	Mr. Peter (athletic) Ms. Oppermann (fine arts) Mrs. Solofra
...Service Requirements	Pastor Bode
...Student Council	Mr. Gray
...Study Halls	Mr. Gray
...Testing Program	Mr. Rosenbaum Mrs. Jaehnig
...Transcripts	Mrs. Jaehnig
...Transportation	Mr. Aleisa
...Tuition Assistance for ALA	Mrs. Meyer
...Tuition or Billing Questions	Mr. Mueller
...Visitors	Mr. Rosenbaum Mrs. Meyer

## FACULTY & STAFF DIRECTORY

School Phone Number: 602-268-8686 | School Email: info@ALAcoyotes.org | School Fax: 602-243-1353

Name		Extension	Position	Email
Mishaal	Aleisa	23	Spanish	Aleisa@ALAcoyotes.org
Brad	Bode	18	Asst. Principal of Student Life, Religion	Bode@ALAcoyotes.org
Jen	Bode	37	Development Office Assistant	JBode@ALAcoyotes.org
Janet	Brussman	34	Student Success Coordinator	Brussman@ALAcoyotes.org
Benjamin	Edmundson	14	Social Studies, Religion, PE	Edmundson@ALAcoyotes.org
Gary	Gray	27	Asst. Principal of Academics, Science	Gray@ALAcoyotes.org
Scott	Hill	21	English, PE	Hill@ALAcoyotes.org
Matthew	Heyn	28	Mathematics	Heyn@ALAcoyotes.org
Becky	Jaehnig	12	Administrative Assistant	Jaehnig@ALAcoyotes.org
Stephnie	Marquez	22	Art	Marquez@ALAcoyotes.org
Doug	Meyer	15	Director of Mission Advancement	Meyer@ALAcoyotes.org
Michelle	Meyer	40	Admissions Coordinator	Admissions@ALAcoyotes.org
John	Mueller	13	Finance Director	Mueller@ALAcoyotes.org
Andrea	Oppermann	32	Fine Arts Director, Music, Videography	Oppermann@ALAcoyotes.org
David	Peter	19	Athletic Director, Social Studies, PE	Peter@ALAcoyotes.org
Steven	Pieper	17	Building & Grounds Assistant	Pieper@ALAcoyotes.org
Barry	Preston	17	Building and Grounds Supervisor	Preston@ALAcoyotes.org
Kurt	Rosenbaum	11	Principal, Economics, Government	Rosenbaum@ALAcoyotes.org
Taunya	Solofra	10	Receptionist, Athletic Assistant	Solofra@ALAcoyotes.org
Lynnette	Stahmann	36	International Student Coordinator, Religion	Internationals@ALAcoyotes.org
Mark	Steiner	25	Mathematics	Steiner@ALAcoyotes.org
Virginia	Steinmetz	24	Computer, Technology Co-Director	Steinmetz@ALAcoyotes.org
Joan	Tierney	20	English	Tierney@ALAcoyotes.org
Jennifer	Watson	29	Study Hall supervisor	Watson@ALAcoyotes.org
Adam	Wiechmann	26	Science	Wiechmann@ALAcoyotes.org

### Other extensions and emails

Lara	Johnson	35	Music Lesson Instructor	lalalovesflg@gmail.com
		30	Kitchen	N/A

To report a student absent, leave a message at **602-268-8686 Ext. 10**  
or email **Attendance@ALAcoyotes.org** by 9am.