



# STUDENT HANDBOOK

**Minnesota Valley Lutheran High School**  
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## **General Information**

### ***Introduction***

The purpose of this handbook is to familiarize students, parents, and others with the philosophy, mission, policies, and practice of Minnesota Valley Lutheran High School. It is intended primarily as a guide to student life at MVLHS. Prospective students and their parents will also want to make a thorough study of this handbook. All inquiries or questions should be addressed to the Principal or Dean of Students.

### ***Statement of Ownership***

Minnesota Valley Lutheran High School is owned and operated by the Minnesota Valley Lutheran High School Association, an organization of Lutheran congregations of the Wisconsin Evangelical Lutheran Synod (WELS) and the Evangelical Lutheran Synod (ELS) who share a common confessional belief and practice.

### ***Purpose of the MVL Association***

Minnesota Valley Lutheran High School was established by the MVLHSA to provide young people a full-time Christian education through the high school years. MVL's philosophy of education and its practice and policies are based upon the Holy Scriptures as the inerrant Word of God and centers in Jesus Christ to whom all the Scriptures bear witness. In this Christian setting young people are encouraged by the power and grace of God's Word to submit in grateful obedience to Christ Jesus as Savior and to grow in a life of joyful service to Jesus as Lord. Parents who enroll students should be aware of this Scriptural position and confessional stance, and that by enrolling their children they are placing them under its religious instruction.

### ***Philosophy of Education***

All programs or activities at Minnesota Valley Lutheran High School have as their foundation the inerrant Word of God.

### ***Mission of MVL***

Minnesota Valley Lutheran High School uses God's Word in a Christ-centered education to assist families in training students for Christian lives on earth and for eternity.

### ***MNSAA Membership (Accreditation)***

Minnesota Valley Lutheran High School is fully accredited with the Minnesota Nonpublic School Accrediting Association (MNSAA). MNSAA is an accrediting agency recognized by the State of Minnesota and a member of the National Federation of Nonpublic School State Accrediting Association.

### ***MISF Membership***

Minnesota Valley Lutheran High School is a member of MISF (Minnesota Independent School Forum). The Minnesota Independent School Forum is a collaborative enterprise of leaders from

the business, civic, education, and philanthropic communities who share a common interest in providing greater educational opportunities for a diverse group of students in member schools. The mission of the Forum is to be a catalyst for enhancing quality in independent secondary education in Minnesota.

## **Application and Finances**

### ***Admissions***

Minnesota Valley Lutheran High School (MVL) offers Christian secondary education to anyone who desires a high school education based upon the Word of God. In light of Acts 10:34-35, "God does not show favoritism but accepts men from every nation who fear him and do what is right," Minnesota Valley Lutheran High School does not discriminate on the basis of race, color, national and ethnic origin, nor disability, insofar as the administration of its educational policies, scholarship programs, athletic and other school-administered programs are concerned.

As a parochial school and non-profit institution, Minnesota Valley Lutheran High School reserves the right to refuse enrollment or to disenroll students whose personal or family's beliefs or morals conflict with the Word of God as taught at MVL. [This We Believe](#) is a publication that provides information on the beliefs espoused by Minnesota Valley Lutheran High School. No student shall at any time contest or undermine the stated purpose of the school or doctrines of the WELS as revealed in Scripture, in or outside the classroom. No student shall solicit support for religious convictions contrary to those doctrines. A lack of cooperation with the school as it carries out its mission may also result in disenrollment.

Those families and students interested in Minnesota Valley Lutheran High School who hold church affiliations other than the WELS or ELS should first plan to meet with MVL administration in order to carefully evaluate the school's mission and beliefs. When unity in spirit and purpose is clearly communicated by the enrollee and family, applications are encouraged and readily considered. Biblical fellowship principles will be communicated and applied when necessary.

### ***Statement of Fellowship***

In our practice of fellowship we strive to be faithful to God and his word, and protect the faith of our members and ourselves from error, while lovingly and patiently reaching out to non-Christians and members of heterodox churches seeking or open to our instruction.

Minnesota Valley Lutheran High School reflects the confessional stand of its member congregations by:

1. Admitting into membership of the Minnesota Valley Lutheran High School Association only those congregations that are in fellowship with the Wisconsin Evangelical Lutheran Synod.
2. Calling teachers who are of our fellowship.

3. Having its choirs and other musical groups perform sacred music only in those congregations that are in fellowship with us.

Students who are not members of Wisconsin Evangelical Lutheran Synod or Evangelical Lutheran Synod congregations will be allowed to perform group sacred music under the leadership of our instructors provided that they agree to be instructed by us in our faith and do not disagree with our teachings. Then, they may participate in:

1. Chapel services;
2. Concerts on and off campus; and
3. Congregational worship services.

Upon registration, each non-WELS/ELS family will be interviewed by members of the administration. Enrollment will be finalized upon successful completion of the interview. Upon application to Chargaliers and/or A Cappella Choir, the non –WELS/ELS family will be interviewed by members of the administration in order to determine eligibility for one or both of these groups.

These non-WELS/ELS students will not be eligible for leadership roles in any spiritual activity.

### ***Student Aid***

Parents of students who need financial assistance with tuition may apply through the TADS Financial Aid application found on the MVL Website. Completed forms are due in the school office by May 1<sup>st</sup>. Some WELS/ELS congregations provide additional financial assistance to their members. Interested parties should contact the pastor of the congregation.

### ***Tuition and Fees***

The cost of offering the ministry of secondary Christian education at MVL is met through contributions from congregations and individuals, special gifts, third source funding, and tuition and fees. There are several payment plan options available to parents. They include: complete payment before the school year starts, payment at the beginning of each semester, or a monthly payment plan by electronic withdrawal. If a special payment plan (other than those listed) is desired, then the parents must make arrangements with the Principal. A written plan will then be signed by the parents and Principal.

Students whose accounts are in arrears at the end of a semester or school year, will not be allowed to start the next semester until that past due amount is paid in full. Exceptions can be made only through direct appeal to the Finance Committee of the Board of Directors no fewer than thirty (30) days prior to the start of the next semester.

If a family has an outstanding balance and is making a request for grades and/or transcripts to be transferred to a college or another school, they will be issued within 10 days. However, if payment is not made within those ten days, it will be forwarded to a collection agency. The collection fee is determined by the collection agency.

Currently, our electronic tuition payment plans are set up so that the final payment is actually a part of the following year's budget. As a result, the Board changed the electronic payment plan for this coming year so that all payment plans are completed by June 30. The accounts of all seniors will still have to be paid in full by April 30.

## **Academic Program**

### ***Parent Request for Synchronous On-Line Learning***

Minnesota Valley Lutheran High School firmly believes the teaching of God's Word and our faith based academic curriculum is most successful when taught face to face. The MVL school re-opening plan has set guidelines for faculty, staff, and students to ensure a safe environment for all. Even with these guidelines, there may be a student or family requesting synchronous on-line learning. Before a family formally requests on-line synchronous learning, MVL would ask:

- 1) The student or family must have a medical clearance stating the reasoning for the request. (doctor's note etc...)
- 2) The student to show personal responsibility of synchronous on-line learning. (during the normal school and class hours)
- 3) The student will be required to attend school for formal testing assessments.
- 4) The student will not be allowed to take the following courses on-line: Band, Choir, Robotics, Ceramics, AP Art, Graphic Design, or Physical Education classes online.
- 5) The student will not be allowed to participate in extra-curricular activities.

Please contact Mr. Jim Buboltz, MVL Dean of Students, to initiate a formal request for synchronous on-line learning. A family will then work with Mr. Heath Dobberpuhl, MVL Registrar, for course selections and graduation standards. If a family has questions about PSEO or college option credits, MVL Guidance Counselor, Mr. TJ Smith, will assist with that process.

### **AGVA**

Minnesota Valley Lutheran High School offers opportunities to take online classes for credit. Our current online provider is AGVA Online. Online learning is different from the traditional classroom setting. As a result, there are some expectations that are realistic for online learners.

- **Be self-motivated and self-disciplined.**  
*You will have to monitor yourself to make sure that you are staying current with all of your assignments.*
- **Be able to communicate through writing.**  
*In the virtual classroom, nearly all communication is written, so it is critical that you feel comfortable in expressing yourself in writing.*
- **Be willing to "speak up" if problems arise.**  
*If you are having problems with the course, you will need to check with the supervisor, as*



*well as the actual teacher of the course. It will also be important for you to share with your parents what is happening in this class.*

- **Read the information given to you in the orientation session and in the class. Follow the directions the course instructor gives you.**
- **Be willing and able to commit extra study time to this course.**  
*Online learning is **not** easier than the traditional class. In fact, many students will say it requires much more time and commitment.*
- **Have access to a computer with Internet access.**  
*It will be important for you to access to a computer at home so that you can finish assignments not done during class.*
- **Be committed to online learning.**  
*You will be challenged in this course. Continue to strive to use your God given talents to the fullest in order to succeed.*

In an online learning class, the role of the classroom supervisor is different from the role of a classroom teacher. The MVL teachers are in the room to ensure there is a climate conducive to studying and to help with any issues you may have. They are not there to teach the material. Feel free to go to them for guidance for concerns that you might have.

In some instances, a student may complete the requirements of an online class before the end of a school year. Whether the student is going through the coursework so quickly that he/she is done with the entire class of two semesters or if the student finishes the class sometime during the second semester, it is important that both student and parents understand the guidelines and expectations that MVL has for our students. It should also be noted that online coursework is to be completed by the Friday before the last day of the second semester. If the class is a single semester class and is taken during the first semester, the time frame of completion will be up to the online class instructor.

Please note the following:

1. The student will receive equal credit for work completed.
2. **Students taking AGVA Online courses will be responsible for:**
  - **The \$20 nonrefundable registration fee;**
  - **Purchasing textbooks for the online course(s) they wish to take; and**
  - **Covering the entire cost of the course if the student receives a failing grade.**

#### **Tuition Refund policy**

**A full refund, less registration fee, will be granted if a student withdraws from an AGVA Online course prior to the end of the four week drop period and the AGVA Online superintendent and the MVL supervisor of the online course are informed of the withdrawal during that same period. No refund will be granted after the fourth week of the course.**

**Miscellaneous**

- **The registration fee will be paid by MVL and billed onto the students’ tuition accounts.**
- **Students will order and pay for their own textbooks. MVL will not be involved in that process.**
- **Should a student fail the course, that amount will be added to the tuition account.**

I have read and understand the guidelines and expectations MVL has of its students enrolled in online classes.

_____	_____
Student’s Name (Printed)	Student’s Signature
_____	_____
Parent’s Signature	Date

***Drop-Add***

If a student wants to drop or add an elective course during the semester, the student needs to obtain a Drop-Add Form from the Registrar. When all signatures are gathered the student is to return the form to the Registrar. The Registrar will process the request and inform the student when the schedule change will begin. Please note the following additional details:

- A course may only be added to the student’s schedule during the first eight days of the semester.
- A course may be dropped during the first eight days of a semester and no permanent record of the change is made. After the first eight days of the semester, if a student wishes to drop a class the Drop-Add Form needs to be completed and returned to the Registrar. Parents are encouraged to seek the advice of school personnel. If a course is dropped, the transcript will indicate the course was dropped with a WP – withdraw pass or a WF – withdraw fail. WP and WF are not used in calculating the GPA or in determining class rank.
- If it is noticed that a student has been incorrectly placed in a discipline with several entry levels (e.g. Mathematics), then the student may be transferred to the appropriate course. This course change shall be made in consultation with the student, the parents/guardian, and the teachers of the courses, the Registrar and the student’s advisor.

## ***Educational Objectives***

1. To strengthen the Christian faith and commitment of the student by encouraging faithful use of the Word of God and Sacrament of the Altar.
2. To increase the student's knowledge and understanding of God's Word.
3. To develop a zeal for the promotion of God's kingdom through mission work both as students and later in their lives.
4. To foster a spirit of love and obedience toward God's representatives in the home, church, school, and government.
5. To bring the student to depend on God's Word as the only approach to academic pursuit and the answer to all problems in life.
6. To cultivate an awareness in the student of his/her God-given talents and abilities and to use them to His glory and for the welfare of mankind.
7. To adequately prepare the student academically and physically so he/she may develop into an alert, responsive Christian citizen, serving God and his/her fellowman as a demonstration of his/her sanctified life.

## ***Grading***

Class grades, report card grades, and grades recorded on a student's permanent record will consist of letter grades having the following grade point equivalences:

A+ = 4.00 (100%)	B+ = 3.33 (90 – 92)	C+ = 2.33 (82 – 84)	D+ = 1.33 (75 – 76)
A = 4.00 (96 – 99)	B = 3.00 (87 – 89)	C = 2.00 (79 – 81)	D = 1.00 (72 – 74)
A- = 3.67 (93 – 95)	B- = 2.67(85 – 86)	C- = 1.67 (77 – 78)	D- = .67 (71 – 70)
F = 0.00 (0 – 69), no credit earned			

AP classes will be recorded to this grading scale:

A = (95 – 100)	B = (83 – 86)	C = (73 – 76)	D = (63 – 66)
A- = (90 – 94)	B- = (80 – 82)	C- = (70 – 72)	D- = (60 – 62)
B+ = (87 – 89)	C+ = (77 – 79)	D+ = (67 – 69)	
F = (0 – 59), no credit earned			

## ***Graduation Requirements***

Twenty-three or more credits (.5 credit per semester per usual academic course) are required for graduation and must include:

Religion	4 credits
English	4 credits
Social Studies	2 credits
Science	3 credits
Mathematics	3 credits
Fine Arts	1.5 credits
Physical Education	1 credits

Computers/Business	1 credits
Health	.5 credit
Electives	3 credits

Each student is to carry a full load of subjects, whether or not he/she needs the credits for graduation. This means a minimum of six courses each semester including religion. Students are permitted and encouraged to take more than six courses.

Students planning to enter post-secondary schools should plan their high school course of study carefully in order to meet entrance requirements at post-secondary institutions. MVL offers courses for anyone desiring to enter pastoral, teaching, or staff ministry programs at Martin Luther College. MVL provides guidance, but final course selection responsibility rests with students and parents. Students are required to take and pass a religion course each semester in attendance.

A semester exam may be required for students in some classes. The exams are scheduled during the last week of each semester and weigh no more than 20% of the semester grade.

### ***Guidance***

Career guidance is available to students through regular faculty advisors and a guidance counselor. This counseling offers the student assistance in academic program planning, course selection, vocation choices, and entrance to college and trade schools. Upper class members meet at least once each year with the guidance counselor.

As a part of MVL's program to assist students, the following tests have been scheduled: The Iowa Algebra Aptitude Test is given to incoming freshmen to help determine placement in ninth grade math courses, the Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test (PSAT/NMSQT) is administered to some of the juniors. The rest of the junior class will take the ASUAB aptitude test. The ACT Aspire test is administered to all sophomores and freshmen as a way to prepare them for the ACT. The ACT and the Scholastic Aptitude Test (SAT) may also be taken by juniors and seniors. In addition, MVL also offers various interest and career inventories to aid counselors in assisting students with career decision-making. Finally, MVL is an official test site for the ACT.

### ***Guidelines for Academic Review***

This guideline operates under the assumption that MVL will review the current overall semester grade. If a student earns multiple D's or any F's at the end of a midterm, quarter or semester, he/she will be declared academically ineligible on the day following the end of that **grade review** marking period. The Dean of Students will personally inform each student of the ineligibility and also present the student with the appeal form. The student and his/her parents will then have one week to file an appeal with the Dean of Students. The student will **be** ineligible **during** the appeal process. **The Appeal Committee will meet within 48 school hours upon the appeal being turned in.** The Appeal Committee will be chaired by the Dean of Students and will also include the Registrar, Guidance Counselor, and the Learning Coordinator.

If an appeal is granted, the student and parents will then be informed of the reinstatement. That reinstatement will be immediately effective. Anyone receiving an **unjustified** incomplete is declared ineligible for co-curricular activities **immediately**. If the incomplete is due to a justified absence (i.e. illness), the classroom teacher and the Dean of Students will meet to determine the student's eligibility. If a student's grades are a cause for concern, he/she may be declared academically ineligible by the faculty at any regularly scheduled faculty meeting. An academically ineligible student is not allowed to participate in any practice, meeting, game, or performance of any co-curricular or service activity until the end of the next marking period when eligibility has been regained. A student declared academically ineligible after fourth quarter will serve his/her ineligibility for co-curricular activities at the beginning of the following year.

**\*\* All academic work is due by 3:00 pm on the final day of a grade review marking period. \*\***

### ***Incomplete Work***

An academically ineligible student is not allowed to participate in any practice, meeting, game, or performance of any co-curricular or service activity until the end of the next marking period when eligibility has been regained. A student declared academically ineligible after fourth quarter will serve his/her ineligibility for co-curricular activities at the beginning of the following year. **Refer to Late Work Flow Chart on page 37.**

### ***Make-up Work***

Each student is required to make up work that has been missed due to any absence. The student is responsible for this work and is to take the initiative in contacting the instructors who will have the make-up work for them. For each day of school absent, one (1) school day will be allowed for make-up work to be completed. A missing flag will be given to work not handed in at the time the teacher enters the assignment. The missing flag indicates that a grade has been recorded as a zero (0%) for an assignment that is late or incomplete. The missing flag will generate a parental communication. **Refer to Late Work Flow Chart on page 37.**

### ***PSEO***

The Post-Secondary Enrollment Option program, also known as PSEO, was created as a means to "promote rigorous educational pursuits and provide a wider variety of options for students." Through PSEO, high school students receive both high school and college/university credit for college or university courses that are completed.

The program is available to students throughout the state. Students from nearly every Minnesota high school can earn credits through PSEO from programs at Minnesota state colleges and universities. Through PSEO, students may take courses on a college or university campus, via online, or, if available, at their high school.

To increase the likelihood of student success the Minnesota State Colleges and Universities system has set the following standards for admission to PSEO:

For Juniors, class rank in the upper third of their class or a score at or above the 70<sup>th</sup> percentile on a nationally standardized, norm-referenced test, such as the ACT or SAT;

For Seniors, class rank in the upper half of their class or a score at or above the 50<sup>th</sup> percentile on a nationally standardized, norm-referenced test, such as the ACT or SAT.

Participating colleges/universities also have GPA requirements.

Students may also provide other documentation of readiness to perform college-level work for review and approval by a college or university.

#### PSEO Course Policy at Minnesota Valley Lutheran High School

The Board of Directors opted to participate in PSEO as another educational opportunity for students. While they feel that education at MVL is excellent, some students may decide to enroll in PSEO. Parents/guardians and students need to be aware of the pros and cons of enrolling in PSEO. Parents/guardians and students are solely responsible for becoming educated about the PSEO program.

#### Steps to take if interested in PSEO

- Student and parents/guardians are required to contact the principal's office to talk over the process and discuss any questions or concerns.
- All course work must be approved by the principal and registrar in order to be considered for high school credit. Unapproved coursework will NOT be considered for high school graduation credits.
- All PSEO course work will be included in the student's high school records, GPA, credits, and graduation requirements.
- Interested Juniors and Seniors who qualify for the program are to notify the registrar immediately (see deadlines on back page).

#### PSEO Online

PSEO participation does not require a student to leave the MVL campus. Eligible students can take online PSEO courses during their normal daily routine at MVL. Students who choose this option can work on their coursework during study halls or outside of the school day. This flexible option allows students to enhance their high school academic schedule and enjoy the high school experiences while gaining college credits through PSEO. Online PSEO is available through many Minnesota Colleges and Universities.

#### Possible Risks of the Program

Students and parents need to thoroughly educate themselves on the risks of enrolling in PSEO. Even though students may be prepared for the rigors of college courses. They may not be prepared for the more “open” schedule of college education. Failing PSEO courses will have a direct impact on a student’s Minnesota Valley Lutheran High School GPA and graduation timeline. Participating colleges/universities will not communicate student progress to the registrar or MVL faculty, or in many cases, to parents, on the progress of the student. Students and parents must realize this prior to signing up for PSEO. Students who withdraw from a PSEO class will fall under MVL’s class withdrawal guidelines.

### Juniors

Juniors are allowed to take PSEO part-time and are required to take a minimum of four classes at Minnesota Valley Lutheran High School. Juniors must take their required courses at MVL, while elective courses may be taken at the respective college or university. Students will need to plan for travel time when choosing courses.

### Seniors

Seniors have the option of taking PSEO part- or full- time. Each option comes with different arrangements that need to be discussed. Full –time PSEO students are required to take Practical Christianity on campus at MVL.

### Registering for the Program

Each college/university has its own timetable and deadlines which must be met. Students must notify the principal prior to meeting with a college or university.

### Payment of Tuition

The financial secretary will assist parents and students with tuition. In general, PSEO students are responsible for the registration fee, pro-rated course tuition, and any additional fees, including but not limited to activity fees. Parents/guardians are required to fill out the financial agreement forms, agreeing to prescribed tuition.

All PSEO students are required to pay the full current registration fee (please note late fee assessment does apply). For each PSEO course taken by a student, the cost reduction will be 6% of the student’s annual tuition. It should be noted that fees for co-curriculars and other activities are not included in this amount. Financial aid will be pro-rated respectively.

### MVL Deadlines for PSEO Notification

Students must notify the principal and registrar about their decision to enroll in the PSEO program.

April 1: Notification deadline for fall semester

October 1: Notification deadline for spring semester

### Co-Curricular Activities

Full-time and part-time PSEO students are still eligible to participate in all co-curricular opportunities.

### Questions about PSEO

PSEO questions or concerns may be directed to the principal's office.

### ***Report Cards, Honor Roll, and Transcripts***

A student's permanent records and transcripts are based on semester grades. However, a progress report is sent to the parents at the end of each quarter. The quarter grades are used to determine eligibility and honor roll status. Honor rolls are computed and published quarterly. Different levels of honor are distinguished in the following manner:

Highest Honors: A = 3.84 - 4.00

High Honors: A- = 3.50 - 3.83

Honors: B+ = 3.17 - 3.49

Semester grades are the official grades of record. The cumulative academic GPA at the end of each semester is used to determine class rank. The cumulative academic GPA is recorded on each report card. Senior class academic honors, including valedictorian and salutatorian, are determined by cumulative GPA's after **eight** semesters. All courses and grades are not weighted are used to determine honor roll, class rank, and cumulative GPA.

MVL will send transcripts for students up to the time of graduation including one transcript within a reasonable time after graduation. After that one, alumni are asked to pay a fee of \$4.00 for each additional transcript requested.

### ***Textbooks***

All textbooks belong to either MVL or are provided through public school District 88. Books are distributed at the beginning of the course and collected at the end of the course. Students will be charged full replacement cost for lost textbooks or for those textbooks showing unusual wear or damage. Bibles and hymnals are to be provided by the student.

## ***Attendance***

### ***Academic Calendar***

Please attempt to schedule appointments (i.e. dental, eye) on days when there is no school. Visits to prospective college/vocational schools are also to be arranged at times such as fall teachers' conference, February in-service days, or other days when there is no school scheduled.

### ***Attendance***

It is very important that each student develops and maintains good attendance habits. MVL is a closed campus. Each student is required to be in attendance for the entire school day.



Students may either eat the lunch served at school or bring their own lunch. There will be exceptions made to those students in a PSEO or extended learning program. MVL students are expected to attend classes in order to receive credit for courses. Students who exceed eight absences per course per semester will not receive credit for that course. A student has the right of appeal if unusual circumstances resulted in excessive absences.

#### A. Excused Absences (EA)

1. Definition - Any absence approved by parental/guardian with written or verbal verification. These absences **DO** count against a student's allowed eight absences per course. Typical examples include absences resulting from: illness, parental/guardian request, or vacations.

**Planned absences do count as one or more of the eight absences (e.g. family vacations, visits to credit post-secondary institutions) for which a student will lose credit upon the ninth absence.** Please plan such activities to miss as little school as possible.

1. In-School Absence (IA) - Any absence from class resulting from illness that causes a student to use the nurse's office. These absences **DO NOT** count against a student's allowed eight absences per course.
2. School-Related Activity (SA) - A school-initiated absence does not count as one of the eight absences (e.g. field trips, class trip, mass band festival, sports, etc.)

#### B. Unexcused Absences (UA)

1. Definition - Any absence occurring for which there is no parental excuse. A consequence could be handed out to the student because of absence, removal from class and truancy. These absences **DO** count against a student's allowed eight absences per course.

#### C. Exceptions

1. Extended Illness (EI) - In cases where a student contracts a communicable disease or needs recuperation from surgery, or in other situations which require remaining at home for extended periods of time (doctor revisits, and where such an illness/disability/circumstance has been confirmed by a doctor, such absences **WILL NOT** be counted toward the eight absence limit. Students who meet these considerations must provide a doctor's written excuse verifying that the absence is required.
2. Family Emergency Absence or Weather Related (FA) – There may be instances where an unusual family event justifies a student staying home for a limited period of time. Such absences should be called in to the school office as soon as possible, and "if justified"

will not count towards the eight allowed absences. This could also include a homebound status during this time or weather-related.

#### D. Administration of Policy

1. An unexcused absence for removal from class for disciplinary reasons, suspension, or truancy, will be recorded on the student's permanent record. In each case the student is to report to the Dean of Students before re-entering classes. Upon the first offense, the Dean of Students will counsel the student. A second offense will also involve contact with the parents. A third similar offense will involve a consultation with the parents and may lead to a minimum three-day suspension.
2. Letters of notification are sent to the parents after the fourth and sixth absences. (UA or EA) After the eighth absence, a final warning letter is sent to the parents. These letters are sent home from the office of the Dean of Students. The Dean also notifies the student's advisor when the increment of four, six, or eight absences has been reached, so that counseling can take place. Upon the ninth absence, a letter is sent to the parents informing them that the student will not receive credit for that course. The advisor is again notified.
3. Students who exceed eight absences per semester per course may appeal the loss of credit to the faculty by means of a written letter that will be considered at the next regularly scheduled faculty meeting. At that time the faculty will review the student's attendance history in evaluating the appeal.

When a student has reason to leave school early because of illness, he/she should report to the office before leaving the school building and obtain an exit pass. When a student has reason to leave school early for a scheduled appointment, he/she should bring written parental permission to the office and be issued a pass to leave class at the appropriate time. Out of consideration to the teacher, such a pass should be presented at the beginning of class.

#### Suspension

If a student is serving a suspension, his/her work and/or tests will be graded as though the student were present in the class. The work for the day of the suspension is to be done that day and the assignment(s) for the following day(s) is/are to be done on time. Before the day of suspension begins, the student is to turn in all work which is due to his/her teachers and get any assignments that will be given that day. If a teacher chooses not to give the assignment at that time the teacher will provide that information in a timely manner during the day of the suspension.

In-School Suspension (IS) – In this form of suspension, a student spends the suspension time period in an isolated educational area within the school. The student's teachers will bring their

class assignments for the day to the Dean of Students who will in turn deliver them to the suspended student. The student will be integrated into the student body for chapel only.

**Out-of-School Suspension (OS)** – In this form of suspension, a student spends the suspension time period outside of school and not allowed to participate in any type of student events. Suspended students may also be required to meet certain qualifications during an Out-of-School suspension. The Dean of Students is in charge of monitoring a suspension time period.

### ***Tardies***

A student is considered tardy when the student is not in the appropriate area or classroom at the beginning of the school day, period, or event.

Students arriving late to school must stop in the office and obtain a pass prior to entering class. A written or verbal parental/guardian excuse must also be provided to the school office in a timely manner. Instructors who judge a student tardy between classes will report the tardy electronically without the need to consult the student. Unexcused Tardies (UT) are recorded on the student's permanent record. Excused Tardies (ET) may be recorded electronically, but not on a student's permanent record. The Dean of Students tracks the number of tardies recorded for each student.

After the second unexcused tardy a letter of notification will be sent to parents. After the third unexcused tardy the Dean of Students will counsel with the student.

Upon the fourth unexcused tardy, the student will serve a 40 minute period after school on the school day following the day he/she was notified of the fourth tardy by the Dean of Students.

Upon the fifth unexcused tardy, the student will serve two consecutive 40 minute periods after school on the school day following the day he/she was notified of the fifth tardy by the Dean of Students. Upon the sixth unexcused tardy in a semester, the student will serve a one-day in-school suspension. In-school suspensions will be served for any and all tardies that exceed six in a semester.

### ***Truancy*** (one who stays out of school without permission)

Truancy is defined as one who stays out of school without permission. For each incident (one or more periods or one or more days at a time) when a student is absent due to a truancy, that student's QUARTER grade for the courses missed will be lowered 1/3 of a mark, meaning from B to B- or C to C-, etc. This only applies to the truancy days and NOT the day(s) spent serving a suspension. The teacher will report the adjusted grade at the end of the quarter. The office will notify any teacher whose student is truant.

MN state statute defines a child under age 12 as truant when they have unexcused absences for seven full days. A youth age 12 or older is legally declared truant when they have unexcused absences for one or more class periods on seven school days. Once a student has had three (3) absences without a valid excuse, parental notification will be attempted and MVL will follow the process of involving Brown County Family Services, Brown County Child Protection, and the County Attorney.

## ***Planned Absences***

When a planned absence is necessary, the student is to notify the Dean of Students. The student will then contact each teacher and obtain any assignments in advance. For each day absent, one (1) school day will be allowed for make-up work to be completed. Work not made up within the time limits may be given a grade of zero at the instructor's discretion. Faculty who lead groups that need to leave school before the school day is over will notify the Dean of Students so he can notify the rest of the faculty of students who will miss classes. Any absence occurring in the final week of a grading period will be placed under consideration to be monitored by the Dean of Students and the appropriate teacher.

## **Conduct**

### ***Assault***

It is the policy of Minnesota Valley Lutheran High School to maintain learning and working environment that is free of assaultive behavior. Minnesota Valley Lutheran High School prohibits any form of assault. It is a violation of this policy for any student, teacher, administrator, or other school personnel of MVL to assault any student, teacher, administrator, or other school personnel. (For purposes of this policy, school personnel include school employees and volunteers.)

MVL will act to investigate all reported incidents of assault and take appropriate action against any student, teacher, administrator, or other school personnel who is found to have violated this policy. The complete policy is on file in the school office.

### ***Controlled Substances: Alcohol, Tobacco, and Drugs***

As a Christian school, MVL is concerned not only about the spiritual health of its students, but also about their mental and physical welfare. Alcohol, tobacco, synthetic marijuana (K2), or drug possession or use by students is not permitted anywhere on the school property, in the vicinity of the school property, or on the buses. Students also may not smoke, drink alcoholic beverages, or possess or use drugs (including synthetic marijuana) at any school-sponsored activity, either at MVL or elsewhere. Violations may result in ineligibility, suspension, or expulsion.

It is further recommended that students not use any of these controlled substances away from the school or its activities. MVL is a member of the Minnesota State High School League. The league's training rules prohibit any use of alcohol, tobacco, or drugs during the entire calendar year, including the summer months. The following is the adopted policy in the use of mood-altering chemicals. This policy is filed with the Minnesota State High School League.

First Violation Penalty: beginning with the day the violation is confirmed, the student shall lose eligibility for the next THREE (3) CONSECUTIVE INTERSCHOLASTIC EVENTS or 21 consecutive

calendar days of a season in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.

Second Violation Penalty: beginning with the day the second violation is confirmed, the student shall lose eligibility for the next SIX (6) CONSECUTIVE INTERSCHOLASTIC EVENTS or 42 consecutive calendar days of a season in which the student is a participant, whichever is greater. No exception is permitted for a student who becomes a participant in a treatment program.

Third Violation Penalty: beginning with the day the third or subsequent violation is confirmed, the student shall lose eligibility for the next TWELVE (12) CONSECUTIVE INTERSCHOLASTIC EVENTS or 84 consecutive calendar days of a season in which the student is a participant, whichever is greater. If after the third or subsequent violation the student on his/her own volition becomes a participant in a chemical dependency program or treatment program, the student may be certified for reinstatement in MSHSL activities after a minimum of six (6) weeks. Such certification must be issued by the director or counselor of a chemical dependency treatment center.

All violations are cumulative during the high school years of a student and are transferable to another school that is a member of the Minnesota State High School League. The above penalties apply to Category I activities as determined by the MSHSL, all sports and cheerleading.

During the time that a student is serving a penalty, the student may be part of the team for practice purposes only and must remain on the team for the entire season. If the student leaves the team before the activity is completed, the penalty is not considered completed. (MSHSL)

### ***Cheating***

In an academic setting, cheating becomes a situation for alarm because it not only calls into question the validity of a student's grades, cumulative GPA, and class rank, but it also can blemish our high school's credibility in the academic community. More importantly, there is no place for such dishonesty at Minnesota Valley Lutheran High School where God's Word reigns supreme in our thoughts, words, and actions (Eph. 4:22-24). Therefore, upon the first occurrence of cheating a letter will be sent home to the parents and a 40 minute detention will be given by the Dean. A second offense will be cause for a second letter home to the parents and a 40 minute detention will be given for 2 days. A third offense will render a 1 day in-school suspension. Further occurrences could be detrimental to the student's future at MVL. In each case, the graded assignment will be left to the discretion of the teacher involved. This punishment will be progressive for the student's high school career here at MVL.

### ***Dangerous Weapons***

It is the policy of Minnesota Valley Lutheran High School to maintain a working and learning environment that contributes to the safety of its students, faculty, and staff. Minnesota Valley Lutheran High School in accordance with Minnesota State Law declares that school property is

a GUN FREE ZONE! In the case of firearms, vehicular storage is legal but it is illegal for a person with or without a permit to carry a handgun on school property (includes game and practice fields). MVL also prohibits the threat with and /or use of look-alike weapons on school property, in a school facility, in a school vehicle, or at any school-sponsored functions. Exceptions to this policy can be made if a weapon is handled in a legal manner for the purpose of education or as part of a program approved by the school administration, or in the exercise of a legal activity. The complete policy and state law is on file in the Dean of Student's office.

### ***Detentions***

In a result that a student has warranted a detention for disciplinary measures, the detention will be served after school in a secluded classroom for the amount of time given. (Generally 40 minutes) Detentions will be monitored by the Dean of Students, the Principal, and possibly faculty members if needed. The detention will follow the day after the student has been made aware of the offense from the Dean of Students. A letter of the event will be sent to the parents through the Infinite Campus portal. Finally, three detentions during a school year will eliminate all extra-curricular participation from the student for the remainder of the school year.

### ***Discipline***

Since Minnesota Valley Lutheran High School is a Christian school, it is understood that student actions will reflect the fact that they are redeemed and sanctified children of God. MVL's disciplinary program is supervised by the Dean of Students in consultation with the Principal and other faculty when necessary. All disciplinary actions carried out by the school are governed by the guidance of God's Word and seek to correct student behavior in a God-pleasing way.

When a student conspicuously or consistently violates the rules of Christian conduct, the faculty and Dean of Students must deal with this behavior as sin, seek to lead the student to recognize it as such, repent, and accept God's forgiving love in Christ. The student will be encouraged to demonstrate intent to live a Christian life with the help of the Holy Spirit. It may be necessary that a student be deprived of some school privileges. Ultimately, suspension or expulsion may result so that the student and the entire school family may recognize the seriousness of sin. While the various levels of disciplinary action may include detentions, suspension, and expulsion, it should be noted that in some instances the severity of the offense may allow for more serious action on the part of the administration.

Be aware that this handbook cannot list all the "do's" and "don'ts" that are to be observed in Christian living. Just because some point does not appear in print, does not indicate that it is acceptable or "legal." Students are expected to follow God's will as revealed in the Ten Commandments and constantly evaluate their actions from a Christian perspective. In addition to disciplinary consequences put forth by the administration, there may be additional consequences enforced under the Minnesota State High School League Code of Conduct.

### ***Disciplinary Suspension and Expulsion***

If a student displays conduct unbecoming a Christian, or openly promotes doctrine contrary to Biblical teachings, he/she may be suspended by the Dean of Students in consultation with the Principal and other faculty when necessary. A student suspended for disciplinary reasons may be suspended in or out of school. Parents will be contacted immediately and may request time with the administration to discuss the course of actions taken. Counseling for the student at MVL and with the student's pastor will also be encouraged. Students who are suspended will be unable to participate in co-curricular activities for one week (7 days) for each day suspended. Each disciplinary event dealing with an expulsion is to be on a case by case basis. The administration and faculty may recommend expulsion to the Administrative Council. If the Administrative Council expels the student, there may be an appeal to the Executive Committee of the Board of Directors. The suspended student and parents may make that appeal in writing to the Executive Committee, who will determine whether or not school policies regarding disciplinary action were followed in a God pleasing manner. In the case of an expulsion, an appeal for readmission the following school year may be made by the parents and would be reviewed by the Administrative Council.

### ***Discrimination, Sexual Harassment, Offensive Conduct, and Bullying***

#### ***Discrimination and Unlawful Harassment***

MVL provides equal opportunity to all students regardless of race, color, national and ethnic origin, sex, or status with regard to public assistance or disability. The policy applies to administration of educational policies, admission, procedures, scholarship programs, and school administered programs. MVL expects that students will treat others with respect and courtesy. The school will not tolerate harassment and will take action to ensure that all school practices/activities/functions are free of discrimination and unlawful harassment.

#### ***Sexual Harassment***

Sexual harassment of students is prohibited. Sexual harassment [MN 363.01] includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct. This undesirable behavior would include the use of technology, written, as well as verbal actions. An MVL employee or student engages in sexual harassment whenever they make unwelcome advances, request sexual favors, and engages in other verbal or physical conduct of sexual or sex-based nature, imposed on the basis of sex, that: denies/limits the education of a student (aid, benefits, services) or that threatens the condition of academic status, or that creates an intimidating, hostile, or offensive work environment.

#### ***Offensive Conduct***

The terms "intimidating", "hostile", and "offensive" include conduct which has the effect of humiliation, embarrassment, or discomfort. Examples would include, but are not limited to: online digital postings, text messages, emails, unwelcome touching, crude jokes/pictures, and

discussions of sexual experiences, sexual characteristic teasing, and the spreading of rumors. Students who believe that they have been sexually harassed should contact the Dean of Students, teachers, or an administrator to assist them in filing a complaint. Supervisors or teachers who knowingly condone, or fail to report/assist a student to take action to remediate such behavior may themselves be subject to discipline.

Any school employee who is determined, after investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any student of the school who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including but not limited to suspension and expulsion. Any person (student or employee) knowingly making a false accusation regarding sexual harassment will likewise be subject to disciplinary action up to and including suspension, expulsion, and termination.

MVL will make every effort to insure that all employees or students accused of sexual harassment or intimidation, are given an appropriate opportunity to defend themselves against such accusations. Retaliation against persons who filed a complaint is a violation of law prohibiting discrimination and will lead to disciplinary action.

When a complaint has been filed, an investigation will begin promptly. The accused employee/student(s) will be suspended while the investigation is being conducted. The Dean of Students, in consult with the MVL Administration, will involve concerned parties, up to and including law enforcement.

### ***Bullying***

MVL students, either individually or as part of a group, shall not engage in bullying. Bullying is the continuous use of aggression with the intention of hurting another person. Bullying can be:

*Emotional:* Being unfriendly, excluding, tormenting through actions and gestures

*Physical:* Pushing, kicking, hitting, punching, or any use of violence

*Racial:* Racial taunts, graffiti, and gestures

*Sexual:* Sexually abusive comments or physical contact

*Cyber:* All areas of internet use, text messaging or calls, misuse of technology

(cameras/videos)

Here are the procedures to follow pertaining to a bullying complaint:

- 1) Record the complaint and report it to the Dean of Students
- 2) The Dean of Students will compile a report to share with the Principal
- 3) Parents of the students involved will be contacted to discuss the incident
- 4) If necessary and appropriate, legal counsel and the local police will be consulted
- 5) All bullying behavior could result in a suspension or expulsion

### ***Summary***

All violations of this policy may result in disciplinary action, detention, MSHSL rulings, revocation of privileges, and even expulsion. MVL will not tolerate retaliation against any student or parent who brings a good faith report of discrimination or harassment. This includes reports taking place outside of the MVL school day/premises. Please make the MVL



Administration aware if there is a concern. If a parent ever feels that the MVL Administration has not completely followed this policy, the concern should be brought to the Chairman of the MVL Board of Directors. MVL students will also be made aware of the fact that businesses, colleges, and others are reviewing social media activity when considering acceptance into their field. MVL will continue to look for ways to inform our students on the threats that social media presents in the area of bullying.

### ***Illegal Drugs Detection Policy***

In keeping with our standard of maintaining a safe environment for our students, faculty and staff, Minnesota Valley Lutheran High School will engage the services of Nicollet County law enforcement to provide dogs trained to detect the presence of illegal drugs in our school. A dog or dogs will pass through (sweep) the hallways and locker rooms of our school as well as any faculty and staff work areas while school is in session. A sweep of the MVL parking lot and school owned vehicles may also be conducted on the same date or at another time. The administration will inform the students of the results of such a sweep to assure them that MVL is a drug-free school or to inform them about possible/probable follow-up by law enforcement. A sweep of the MVL property may be conducted during the summer prior to the start of a school year to determine its status as a drug-free campus. The administration of MVL reserves the right to contact Nicollet County law enforcement, as they deem necessary without any prior notification of students or parents.

### ***Dress Code and Grooming***

MVL students are encouraged to remember that in everything the Christian is to give glory to God. The responsibility for the dress and appearance of students generally rests with the individual students and their parents. In that spirit they will want their appearance to show that they are “a people belonging to God” (I Peter 2:9). While attending classes, MVL students are expected to dress with modesty, good taste, cleanliness, and neatness. Modesty and good taste refer to avoiding such things as inappropriate t-shirts, short dresses/skirts/shorts, sagging clothing, and plunging necklines. Cleanliness and neatness refer to the general appearance and condition of clothes which should not be worn out, torn, or dirty.

The dress code is in effect during the school day. Failure to comply with any of the items in the dress code may cause a student to fix the issue immediately or be sent home from school to remedy the situation. For the sake of order, when there are differences of opinion concerning dress, the judgement of the MVL faculty and administration is final.

Because fashion often changes, the dress code may also change during the school year. No policy can cover every possible question about the dress code, but the following sections are more specific in nature.

### **Shirts/Tops**

- Shirts or tops should be collarbone height - the collar should go no lower than the width of two fingers below the collarbone. A shirt or top that does not meet the collarbone requirement may be worn over or under a shirt or top that does meet the requirement.
- Undergarments should be covered at all times. (including bra lets, bra straps)
- Shirts revealing bare midriffs or open backs are not allowed.
- Boys' shirts must have sleeves.
- Tank tops or sling tops are not allowed.

### **Pants**

- Jeans or other pants that have holes or frayed materials are not allowed.
- Tight fitting leggings, spandex, tights, yoga pants, or similar types of clothing cannot be worn as separates without a skirt or dress covering it.
- Pajama bottoms may not be worn

### **Dresses/Skirts/Shorts**

- Dresses/skirts/shorts must be no shorter than 4" above the knee.
- No cut-off shorts are allowed.

### **Footwear**

- Students must wear footgear. Bare feet are not allowed.
- No skate or wheeled shoes may be worn at any time.

### **Jewelry / Accessories**

- Visible body piercing, gauges, large nose or septum piercings are not permitted. (exception: ears, small nose piercings)
- Neck chains, pendants, rings, and wrist bracelets may be worn as long as they do not distract from the learning environment.
- Facial tattoos are not allowed. A faith based tattoo can be displayed, but all generic tattoos must remain covered.
- Hats, caps, sweatbands, bandanas, hoods, and sunglasses are not permitted in the school building during the day. (hair headbands are acceptable)

### **Additional Notes**

- Clothing displaying any type of logo or slogan that endorses attitudes and actions that violate the school's Christian principles is not acceptable. This include logos and slogans referencing alcohol, drugs, bars, politics, double meaning, vulgar language, symbols of darkness, and music (individuals, groups, concerts, album covers, etc., except those associated with MVL or ELS/WELS music programs).
- All clothing is to be clean and washed regularly.
- Students should be conscious of their personal body odor, follow good bathing/showering practices, and make use of deodorant.

### **Consequences**

A faculty member may give a student a warning for the first offense with the expectation that

the student will immediately make a change to follow dress code. A detention will be given in all other cases and the student will be required to make a change to follow the dress code.

## **Formal Dress Code**

Boys - Tuxedos are not a requirement for attendance. Dress for the young men should minimally be dress pants, a dress shirt, or a sweater. Ties are optional. Suits are always welcomed. A dress shirt must be worn and buttoned to a modest level at all times. A vest, tie, and or cummerbund on its own does not qualify as a shirt.

Girls - Strapless gowns are not allowed. A one or two strap gown is acceptable, as long as it meets the other requirements. Clear straps are allowed. No plunging necklines and the neckline of the gown/dress must cover all undergarments. The back line of the gown/dress must cover the small of the back. Any revealed back line below the shoulder blades is bordering being immodest. All midriff or stomach regions must not be revealed. (Netting DOES NOT work)

MVL students and parents should share these guidelines with any possible guests. If there are any questions to this code, please feel free to call the Dean of Students.

**Failure to comply with MVL's Dress and Grooming Policy** may require disciplinary action and future attendance at MVL.

## ***Pregnancy Policy***

Male or female MVL students involved in a pregnancy, upon evidence of repentance, will be encouraged to continue and complete their education at MVL. They will be encouraged to receive regular spiritual counseling. They will be excused from publicly representing MVL in curricular or co-curricular activities (including the senior class trip) for the duration of the pregnancy. A situation like this gives all of us the opportunity to be reminded that God is serious about His will for our lives, as well as to share in the joy of God's forgiveness for Jesus' sake.

The complete Pregnancy Policy is on file in the school office.

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

Christian companionship is certainly an important by-product of a school where students are of a common fellowship in faith. Couples are expected to conduct themselves with the dignity and propriety expected of children of God. **Inappropriate** public displays of affection are not becoming to the student or the school. Christian standards of living call for **appropriate** displays of affection. Holding hands and quick hugs are appropriate ways to show affection in public. Anything beyond this is inappropriate in a Christian school setting. The Dean of Students will be in charge of addressing couples and parents with concerns and possible disciplinary action. **See Disciplinary Chart on page 37.**

## **Student Life**

### ***Before and After School Hours***

When arriving at school, students should go to their first hour classroom, the commons area or the library/media center to study/visit quietly until the class begins. After the final class, students ordinarily are expected to be out of rooms and corridors. Students having a reason to stay beyond dismissal are to be in designated areas or in a co-curricular practice or rehearsal.

### ***Business Office***

The business office is the place where the school's business matters are transacted; particularly the paying of tuition, fees, and purchasing hot lunch tickets. It is also the center of the school from which announcements, emergency calls, etc, originate. The making of change by the office staff is discouraged.

### ***Chapel Offerings***

An offering is taken from the students, faculty, and staff weekly. The MVL Student Council designates a specific purpose for the offering. The stewardship of gifts to the Lord's work is a vital part of Christian discipleship. Encouraging first-fruit giving as a result of faith is a part of MVL's program.

### ***Counseling/Christian Family Solutions (CFS)***

MVL partners with Christian Family Solutions to provide an in-person licensed therapist to be available to our students two (2) days a week. Students/families can obtain a referral to the CFS therapist through the Dean of Students. Once the referral has been made, CFS will contact the student/family to schedule appointments at MVL during the school day. Student/families are provided five (5) free sessions and can choose to continue mental health care with CFS after that.

CFS provides in-patient and virtual or intensive out-patient services. (example: ARMOR program in person or virtual) MVL will work with CFS during that time to maintain the student on a path to academic graduation.

Daily counseling is available to students through MVL teachers'/class advisors, the Guidance Counselor, the Dean of Students, and their local pastor. Students are urged to make use of their advisors in seeking help with personal and academic problems. Since MVL is dedicated to the spiritual life of its students, such counseling is ethically confidential in matters of a personal and spiritual nature. Students with specific problems ought to inform the teacher if the problem could interfere with progress and success in school.

## **Dances**

### 1) General

MVL sponsored dances should be viewed within the school's primary mission: *training students for Christian lives on earth and for eternity.*

The dance can be experienced as a proper social function if students are taught that, "whether you eat or drink or whatever you do, do it all for the glory of God," 1 Corinthians 10:31

All requests for dances are to be scheduled through MVL's Principal and/or Dean of Students.

Any number of dances more than four per year requires faculty approval

These guidelines apply to official MVL sponsored school dances.

### 2) Chaperones

Chaperones will include members of faculty and parents of present MVL students.

Chaperones are welcomed to participate in the dance to model appropriate behavior.

The dance committee and its advisor will be in charge of finding chaperones.

### 3) Music

Music chosen and played for dances should be in keeping with the school's mission statement.

Student Council advisers will supervise music choices.

Student Council advisers will generate a standing playlist of acceptable music choices.

Student Council will ask the student body for music suggestions prior to each dance. The deadline for suggestions will be two weeks before the dance itself.

Student Council advisers will instruct DJs to accept no requests during the dance.

### 4) Conduct

A lock-in/lock-out policy will be enforced at the dance by the chaperones. Students who leave a dance early will sign out with a Student Council adviser. Students who leave a dance early cannot return and must leave MVL's campus. Students who leave the dance become the responsibility of the parents/guardians. Student access to cars during the dance will be limited to adviser permission only and escorted to the vehicle by an adviser.

MVL students are responsible for the behavior of their dates. MVL school rules (as found in the student handbook) apply at all times for all participants.

Chaperones, under the direction of the Student Council advisers, have authority for discipline.

Generally, sponsored dances should end no later than 11:59 p.m. Once students leave the dance, they are no longer the responsibility of the school, its administration, faculty, or chaperones.

In homerooms during the week of the Homecoming dance, Student Council representatives will explain MVL's dance policies and will encourage students to display behavior at the dance that models 1 Corinthians 10:31.

The Dean of Students will be available for each of the dances and will be responsible for any disciplinary concerns that may arise.

## **Electronic Devices**

Cell Phones must be turned on silent during school hours and placed in the hall locker. Cell phones are allowed to be used before school and checked between class hours. Cell phones are never to be brought into the locker rooms and/or bathrooms, nor are they to be used during lunch. Cell phones are never to be brought into the classroom unless instructed by the teacher. Smart watch notifications are to be off during classes.

If the devices go off during school hours, they will be confiscated by an instructor/supervisor and taken to the office. All Chrome Books are monitored by the schools Go Guardian protective computer services.

Punishments for any electronic device misuse will follow the same progression as the Cheating policy. This punishment is yearly and not progressive.

***In the event that an MVL device and/or its accessories are lost, stolen or damaged, the student will be responsible for the repair/replacement charges up to \$1000. This would also include incidents of negligence or failure to return a device or its accessories. The student to whom the device is issued is ultimately responsible for it. These items would include, but not be limited to MVL computers, iPads, Chromebooks, photography and video equipment and computerized babies.***

### ***Emergency Drills (Fire, Tornado, Lock Down)***

In the event the building is to be evacuated, the emergency horn will be sounded. At this sound, everyone is to leave the rooms quietly and orderly. Follow the assigned routes out of the building. Do not run. The first person through the door should hold the door open. Remain outside until further directed. Get acquainted with the various routes to follow from each room. Report a fire to the nearest faculty member.

Other emergency procedures will be explained directly to students.

Any student in need of first aid should contact the office.

For a tornado warning, the regular class bell system will be used as the signal. A series of three short rings is the signal for the students to move quietly and orderly to designated areas. Faculty advisors are to accompany their advisees to the designated shelter. Staff personnel are to use the designated shelters.

Teachers may be asked to lock down their rooms at times. During that time, no student will be allowed to leave the classroom or the school building until instructed to do so. Teachers and students must also keep away from all windows and doors during the lockdown

### ***Emergency School Closing***

It may occasionally happen that school must be called off due to adverse weather conditions or other emergencies. These include late starts, early dismissals, or cancellation. Any decision to close school will be aired as early as possible on local news and radio stations and parents will be notified by the MVL Honeywell Instant Alert. Families should register their desired means of gaining this information on TADS.

### ***Field Trips***

From time to time, some academic classes may plan a field trip as a part of the regular course offering. Such field trips must have the approval of the administration in advance. Students may have to pay to attend the field trip.

### ***Food and Drink***

Students are allowed to have water in the classrooms in clear/translucent water bottles only. Students are permitted to have other beverages at their lockers during the day. If a student spills a drink, he/she is responsible for the clean-up.

Food is not permitted in the classroom unless the teacher determines that it is appropriate for a special occasion or a specific lesson

### ***Insurance***

All students should be covered by some type of accident insurance, either a home policy or one that is purchased at school. The school does not carry an automatic blanket policy for its students. Details on policies offered at school are available on Orientation Day.

### ***Lockers***

A hallway locker will be assigned to each student. Any change in locker assignment must have the approval of faculty members who are in charge of lockers. Each student is to keep his/her locker neat and clean and is responsible for damage to the locker. **At no time should any locker be tampered with to prevent it from closing or from being locked. A \$5 fine will be assessed for such a violation.** School spirit emblems may be displayed in season with the permission of the coaches. Magnets and blue painter's tape are to be used when displaying attachments on the interior and exterior of the locker. Transparent tape ***should not*** be used to attach items to the outside or inside. Interior attachments follow the same guidelines as are specified under Student Dress and Grooming. Each student will be issued a combination for his/her locker. Any lock other than that issued by the school is prohibited. **The school reserves the right to inspect any locker at any time since lockers are the property of MVL.**

Responsibility for security of personal property kept in the locker rests with the locker user. MVL cannot be responsible if the locker is not locked. **All hallway lockers should be closed or locked before a student leaves for the day.**

A locker for physical education/athletics will also be assigned to each student in the locker rooms. Locks are distributed through the Athletic Department. Students should keep their lockers neat and locked. Students will be charged to replace lost locks and damage to lockers.

### ***Lost and Found***

Any unclaimed articles left at school will be placed in a designated lost and found area. All unclaimed books should be turned in to the office. Money or other valuables should be placed in the office for safekeeping rather than left in lockers or other areas.

### ***Media Center***

The Media Center will usually be open between 7:30 a.m. and 4:30 p.m. on Monday - Thursday and from 7:30 a.m. to 3:30 p.m. on Friday. Students and faculty members may check out books and materials. Student Media Center privileges will be rescinded for a time if they are abused.

### ***Senior Day Trips***

Senior Trip days are planned in advance to the upcoming school year and every senior is expected to participate. Those who don't participate are subject to the school attendance policy.

### ***Stereos and Radios***

Students are not to use personal listening devices, portable stereos or similar electronic devices during the school day unless directed by a faculty member. Use of such devices before and after school should be used with headphones.

### ***Study Halls***

Students' schedules may include study halls. These are intended to provide time for students to prepare their homework. Students are not to eat or drink in the study hall or Media Center. A quiet atmosphere conducive to study is expected in the study halls and the Media Center. Compliance with the Study Hall supervisor's direction is expected. The Study Hall supervisor will verbally remind any student displaying unacceptable study hall conduct. Upon any further incidents or any acts of defiance, that student is to be sent to the Dean of Students.

### ***Student Driving***

MVL encourages the use of school buses and vans for transportation to and from the school. Students licensed to drive motorized vehicles to and from school may do so. Operating a vehicle on school property in a manner that endangers the lives of the driver, passengers, pedestrians, and people in other vehicles will result in restrictions of driving privileges by the Dean of Students. Law enforcement may be notified and involved.

Students are required to register their vehicles by filling out a form on Orientation day. If vehicles are replaced during the course of a school year, students should update the office by filling out an additional form. Forms are kept on file in the office.

MVL is a closed campus, and, therefore, students are to remain on the campus until the end of the school day. Students may not leave the campus during the school day without prior written permission from the parents and notification to the Dean of Students.

When MVL athletic teams travel to away games, team members are expected to ride transportation provided by MVL. An athlete may travel home from away games by parent's signing them out or providing a written permission.

### ***Minnesota Teenage Passenger Laws***



The current law concerning passengers of teenage drivers is the following: during the first 6 months of licensure only 1 passenger under the age of 20 is permitted in the vehicle; during the second 6 months of licensure only 3 passengers under the age of 20 are permitted in the vehicle. The following are exceptions to this law: accompaniment by a parent or legal guardian and passengers under the age of 20 that are immediate family members. **Please remember... Teen drivers are not allowed to use cellular phones while driving.**

### ***Parking***

In order for vehicles to efficiently and safely maneuver in our parking lot, all vehicles are expected to be properly parked during school hours. Vehicles are properly parked when they are within the yellow markings designated for parked vehicles. The Dean of Students will deal with those students who park improperly.

### ***Student Employment***

It is understandable that some students need part-time employment to assist with tuition payments. Such employment is not to interfere with the student's primary responsibility, which is his/her schoolwork. It is strongly encouraged that students work no more than 10 hours per week at their place of employment to allow time for academics, school-related function and rest.

Minnesota State Law states that 14 and 15 year olds may not work before 7:00 am or after 9:00 pm except as a newspaper carrier; for more than 40 hours per week, or more than 8 hours per 24 hour period except in an agricultural operation; or on school days, during school hours, without an employment certificate issued by the appropriate school officials.

### ***Telephone Calls***

Except for emergencies, students should make telephone calls before school, during lunch, or after school. **The office phone or faculty room phone can be used for personal calls by students with permission.** Students will be called out of classes to the telephone only for emergency purposes.

### ***Transportation***

Busing is offered for students who live in District #88. Buses from the various routes will deliver our students to the transfer point at Jefferson School for the ride to MVL. District #88 buses will pick up our students at MVL and make the transfer at Jefferson School in the evening. Students are to wait in the foyer at Jefferson and are not to enter the hallways or classrooms.

Students who are members of Association congregations and live outside School District #88 and yet within a 30-mile radius of MVL will have transportation provided by the high school from a central, designated pick up point for each congregation.

Students involved in interscholastic athletics will find their own transportation home after practice. Young athletes will be helped with carpooling if requested by parents.

### ***Visitors***

If a student intends to bring a visitor to school, he/she must make arrangements in the office one day in advance. All visitors, whether students or adults, are to register with the Dean of Students/administrator on the day they visit and wear a VISITORS badge while in the building. All other visitors are asked to sign in at the front desk and wear a visitors badge upon spending time in the building.

### ***Worship***

Students and faculty have a chapel worship period each day. This is an opportunity to nurture our faith through meditating on a portion of God's Word, to express our love for God and each other, to pray, and to praise God. The atmosphere is one of devotion and meditation. Each student and teacher is expected to attend these services. Each student is to have access to a hymnal at chapel services. The WELS hymnal, *Christian Worship*, A Lutheran Hymnal, is used in chapel worship. In keeping with a devotional attitude, all conversation is to cease at the beginning of the service. Area pastors frequently serve as guest speakers for worship services on Thursdays. Prayer is encouraged throughout the day as we have opportunity to talk to our God.

## **Co-curricular Activities and Organizations**

### ***Class Meetings and Dues***

Each class is to elect officers to serve for a one-year term. The officers to be elected are: president, vice president/treasurer and secretary.

Class meetings may be called by the president with the knowledge and approval of the faculty class advisors. At least one advisor shall be present at any meeting of the class. A request for time during the school day for a class meeting is to be approved by the administration.

Freshmen, sophomores, and juniors pay a \$20 Class Dues Fee on Orientation Day. Seniors pay a \$40 Graduation Fee on Orientation Day. The Graduation Fee covers diploma cap, gown, tassel, and flower expenses. **Class dues are not refundable.** A student entering the class after the ninth grade is not required to pay back dues.

### ***Eligibility Guidelines for Non-Athletic Co-Curricular Activities***

The following guidelines apply to all non-athletic co-curricular activities. They are also to apply to all curricular group appearances outside of school functions. Any and all offenses are to be cumulative.

First offense: beginning with the day the violation is confirmed, the student shall be prohibited from participating in any event or meeting for 21 consecutive calendar days.

Second offense: beginning with the day the second violation is confirmed, the student shall be prohibited from participating in any event or meeting for 42 consecutive calendar days. If it is the second offense in the same school year, there will be no more participation in A Cappella Choir for the duration of the school year.

Third and/or succeeding offense: beginning with the day the third violation is confirmed, the student shall be prohibited from participating in any event or meeting for 84 consecutive calendar days. If it is the third offense in the same school year, there will be no participation in an activity for the duration of the school year. Any portion of the penalty period remaining at the end of the school year is to be carried over into the succeeding year.

The following groups or types of group's representative of non-athletic activities to be affected are

Curricular Activities: Band, A Cappella Choir, and Freshmen Choir.

Co-Curricular Activities: Chargaliers, Pep Band, Jazz Ensemble, drama, speech competition, Math Team, Knowledge Bowl Team, serving as a class officer, Student Council, Art Factory, or other clubs.

During the time that a student is serving a penalty, the student may be a part of the extra-curricular group for practice purposes only. The student is not to travel with the group, appear on stage in any

way with the group, or serve in any other capacity that may indicate he/she is a part of the co-curricular group of the school.

### ***National Honor Society***

The National Honor Society (NHS) is a service organization that recognizes accomplishments of students in scholastics, leadership, service, and citizenship. It is open to juniors and seniors who have a non-weighted cumulative GPA of 3.5 or better. Students with this GPA range will be invited to fill out a Student Activity Information Form in the early part of the second semester. The faculty will be asked to complete a comment form on candidates who are scholastically eligible and high school discipline records will be consulted. A council of five faculty members shall review this information and shall select inductees. Inductees will be contacted and an induction ceremony will take place upon which the students will be considered members of the Minnesota Valley Lutheran Chapter of the National Honor Society. Membership in the National Honor Society opens the door for future scholarship opportunities and is highly regarded by schools requesting transcripts. Membership is not only an honor it is also a responsibility. Members who fall below the standards shall first be counseled by the advisor and then may meet with disciplinary action imposed by the Faculty Council. If the student offense is severe, dismissal may be warranted which the Faculty Council will also determine. The member may appeal this decision through proper channels by first contacting the principal.

## ***Publications***

### **FLASHBACK (Yearbook)**

The staff shall consist of members of the Journalism and Publishing class and their teacher(s). The Flashback is to be produced by this class. At the discretion of the faculty advisor and the staff, other students may be selected to assist with designated portions of the work.

### **THE CHARGER (School paper)**

The staff shall consist of members of the Journalism and Publishing class and their teacher(s). *The Charger* is to be produced by this class. At the discretion of the faculty advisor and the staff, other students may be selected to contribute or assist with the school paper.

## ***School Parties and Activities***

The Student Council and others organize social activities at school. These activities may include dances, movies, lyceums, etc. All school parties and dances are supervised by MVL faculty members with assistance from parents or other responsible adults. The date and type of party or dance must be approved by the principal and must end by midnight, or a pre-determined time.

## ***Student Council***

The Student Council consists of 18 students (6 seniors, 5 juniors, 4 sophomores, 3 freshmen) under the guidance of faculty advisors. The Student Council will meet during the school day. The frequency of meetings will be determined by the Council's role in school-related activities. Individual committees of the Student Council may also meet during school hours or at some other time convenient for committee members and a faculty advisor.

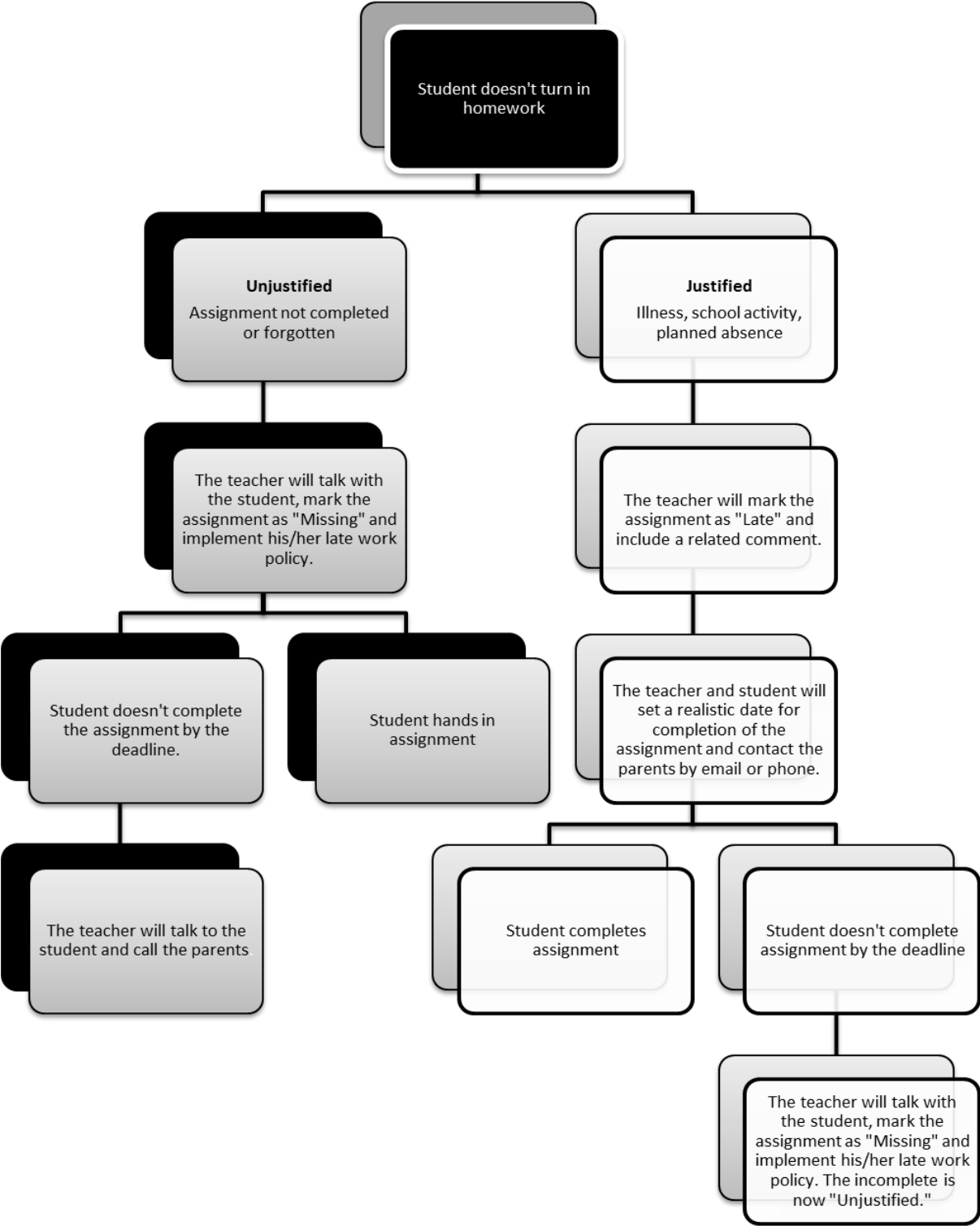
The three executive positions of president, vice-president/treasurer and secretary are to be elected by the student body in the spring. Individual classes are to elect the additional representatives from their class after the elections for the officers have taken place. The freshman class is to elect its representatives in the fall. Elections for all positions on the Student Council are held annually.

## ***Student Involvement in Co-Curricular Activities***

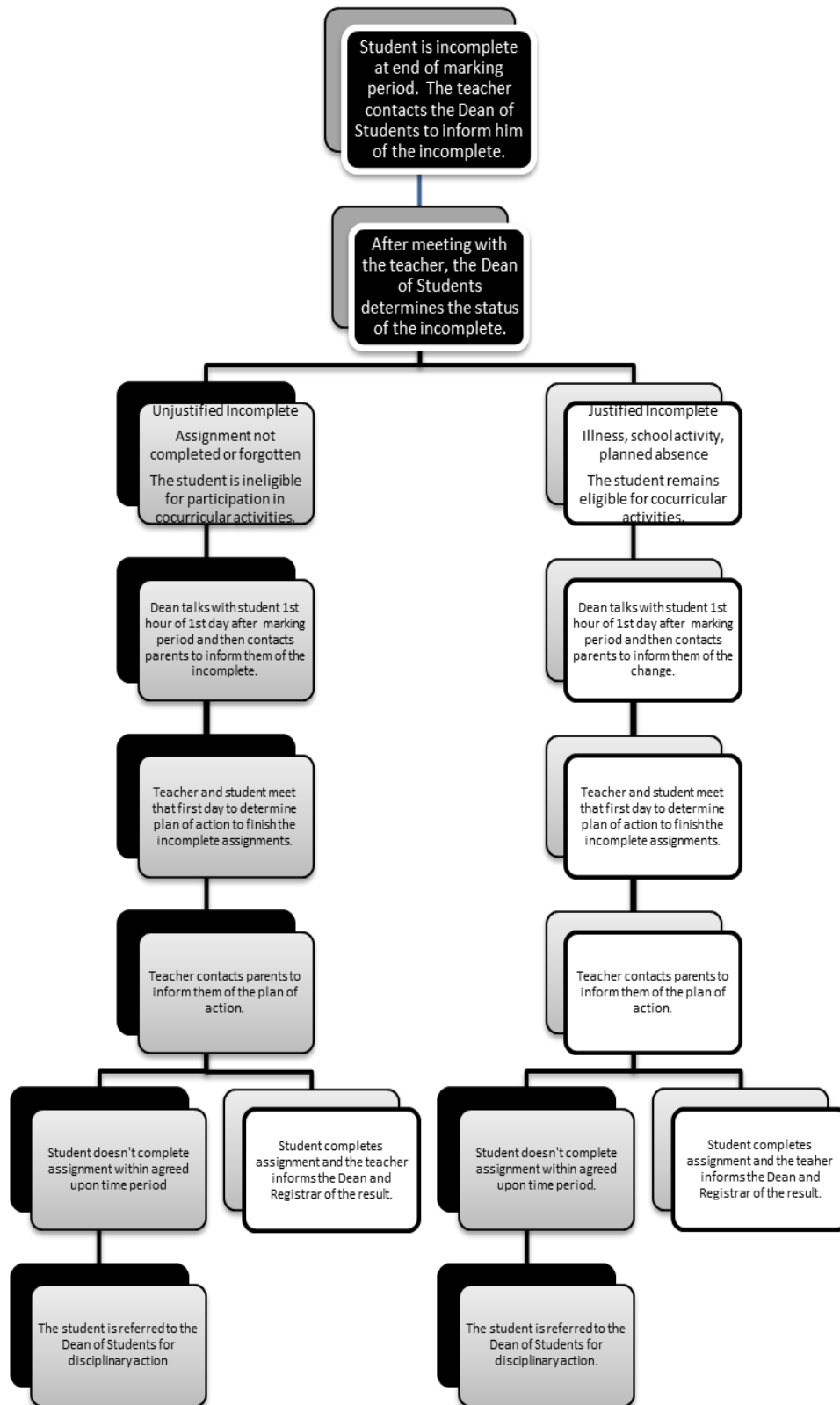
Student involvement in co-curricular activities is to be considered a privilege, not a right. The amount of involvement by a student in co-curricular activities is the prime responsibility of the student in consultation with his/her parents. The student must remember that the first line of responsibility is to academic performance. No student is to be involved in more than one sport during any one season. Involvement in a sport and another co-curricular activity is allowable, but only if the student upholds the responsibility to academics first. The faculty may restrict a student from participating in too many co-curricular activities through the student's advisor and in consultation with the parents.

# Charts

## Late Work Flow Chart



## Flow Chart for Incompletes at End of Marking Period



## Disciplinary Action Chart

MISCONDUCT	DEFINITION	MINIMUM ACTION	MAXIMUM ACTION
<b>ATTENDANCE</b>			
Tardy	Not in class when the bell rings (this will be at the discretion of the teacher)	Letter is sent home for every tardy of 2 or more. Detention is awarded at the 4 <sup>th</sup> tardy	In-school suspension is awarded for every tardy after the 6 <sup>th</sup> tardy. Expulsion could be warranted.
Truancy (in or out of school)	No permission given to miss or skip school	Parental notification, detention	Expulsion could be warranted.
<b>RESPECT OF PROPERTY</b>			
Computer Use	Follow the school computer usage policy	Parental notification, computer privileges could be revoked	Suspension, or expulsion could be warranted.
Electronic Devices	Pagers, cell phones, communication and musical devices, toys, or games	Electronic devices must be off during the school hours and in the locker. The device will be confiscated, a letter sent home, and detention. Follow the school electronic device policy.	Confiscated items will not be turned over to parents until school or local authorities permit if necessary. Expulsion could be warranted.
Theft	Taking or stealing something that is not yours	Parental notification, make amends, suspension, and possible police action	Extended suspension, expulsion, and police action
Vandalism	Destroying or harming school property (lockers, books, uniforms, etc...)	Parental notification, clean and/or pay for the damages, detention	Extended suspension, expulsion, and police action
<b>RESPECT FOR SELF</b>			
Dress Code	Dress and grooming that violates the school dress code policy	Parental notification, intervention, change of clothes, and detention	Suspension or expulsion for continued disrespectful behavior
Drugs/Alcohol/Tobacco products	Possession, use, selling, transferring, or intent to sell/purchase	Parental notification, suspension; possible dismissal from school; possible police action, enforcement of the school controlled substance policy and MSHSL policy	Extended suspension, expulsion, and police action
<b>RESPECT FOR OTHERS</b>			
Cheating	Copying or using someone else's work to pass off as your own; allowing someone else to use your work	Parental notification, detention, the grade of the assignment will be at the discretion of the teacher	Third offense of a high school career at MVL renders a 1 day in-school suspension. An extended suspension and expulsion could be warranted for habitual offenders.
Fighting	Excessive pushing, shoving; causing physical harm	Parent notification, intervention, and detention	Extended suspension, expulsion, and police action
Harassment "Bullying" (verbal/physical/sexual)	Unwelcome acts of aggression towards another individual	Parental notification, intervention, detention, and possible police action	Extended suspension, expulsion, and police action
Personal Abuse	Verbal, written, sexual, or suggestive behavior that is not appropriate or welcomed	Parental notification, intervention, detention, and possible police action	Extended suspension, expulsion, and police action

<b>RESPECT FOR OTHERS</b>			
Classroom Disruption	Refusing to follow teacher's classroom rules	Parental notification, detention	Suspension, extended suspension, expulsion
Weapons	Possession/use of any object with intent to cause physical harm (this includes impersonating or look a like)	Parental notification, suspension, and possible police action	Extended suspension, expulsion, and police action
<b>VEHICLE USE</b>			
Bus Misbehavior	Verbal abuse, disrespect to the driver, endangering other students	Parental notification, detention, 1 week suspension from bus use	Removal of bus riding privileges, suspension, and possible expulsion
Parking Violations	Not parked in designed parking spots	Parental notification, intervention and correction of the situation	Detention, suspension
Reckless driving	Driving too fast, squealing tires, actions endangering others or school property inside the school campus	Parental notification, intervention, possible detention, removing of driving privileges for a determined time period	Revocation of driving privileges on school property, detention, suspension, expulsion, and possible police action