

ARIZONA LUTHERAN ACADEMY  
PARENT-STUDENT HANDBOOK ♦ 2022-2023  
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*Additions and adjustments made in July 2022 are underlined.*

# WELCOME TO ARIZONA LUTHERAN ACADEMY

Your Arizona Lutheran Academy (ALA) family welcomes you to the 2022-2023 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 PowerSchool.
7. post grades on PowerSchool.
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, inspired by the Holy Spirit, 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 by their sinful nature to do what is evil, and by that same nature 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. The Holy Spirit then keeps us in the faith and motivates us to do good works.**

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

**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. God determined the gender of Adam and Eve, and God continues to determine the gender of people today from the time of conception. ALA rejects the idea that a person (rather than God) determines his or her gender (for example a biological male decides to be a female). Students struggling with questions related to their gender identity should speak to a member of the faculty for help or our counselor on campus and obtain Christian encouragement in this area. Students are expected to dress and use restrooms and locker rooms that conform to their God-given biological gender.**

(Matthew 5:28, Hebrews 13:4, Galatians 5:16, Ephesians 5:22, Ephesians 5:25, Genesis 2:24, Romans 1:24-32, Genesis 1:27, Psalm 139)

**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 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.

A single infraction consists of an unexcused absence for one or more class periods within a school day. Students will be assigned a detention for the first infraction. For all successive infractions, the student will receive one Saturday detention. A Saturday detention is a two-hour work detention and includes a \$20 charge. Missing homeroom periods will count as an unexcused tardy rather than an unexcused absence. The parent and student will be required to meet with the administration; the student may be suspended until that meeting is held.

#### 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 five 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 31 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. Textbooks that are left out in the elements or lying around classrooms will be turned in to Room 12. Beginning with the second infraction, a \$10 fine will be imposed each time and charged to the student's account.

Every student needs to have his/her own physical Bible for Religion class. We strongly recommend the New International Version (NIV) 2011 or NIV 1984 (this is no longer in print, however). The NIV 2011 is available at most bookstores, Walmart, etc., or by ordering online. Religion teachers will provide students with a translation to use for 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.

## CELL PHONES

See the ELECTRONIC DEVICES section.

## CLASS AND STUDENT COUNCIL ELECTIONS

Elections are held in the spring for the following school year except for the incoming freshman class. Any student may hold office as long as that student's behavioral and academic record is acceptable to the school's administrative officers.

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 freshmen in the fall and all freshmen, sophomores, and juniors in the 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. Sophomores may also choose to take this test.
  - The ACT and SAT are administered on scheduled Saturdays at various locations throughout the city, state, and country.
- 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.
- Scholarship announcements and other post high school planning opportunities for students will be included in the emailed afternoon announcements to parents.
- 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 daily announcements to students and the email to parents.

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

In the past few years, standardized tests have become less important for college admissions. Many colleges have become "test optional" (they will still look at test scores if submitted, but they are not required for admission) and some are "test blind" (they will not even consider test scores). We recommend that students still take one or both tests—ideally in the spring of junior year— and submit a score when applying to a college. Sometimes a strong score will help the college with decisions on admission and

scholarships. Each college can have different policies; it is up to the student to be aware of these policies at each school to which he/she applies. Also note that when test scores are not used in admissions decisions, other factors like GPA, coursework, essays, or high school resumes become that much more important.

SAT and ACT tests are administered at various locations throughout the country on scheduled Saturdays. Students must register for these tests and choose their test sites. Test fee waivers, based on federal income guidelines, are available from the school office.

## 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, Christian Health and Wellness (two days per week)
- Sophomores: Religion, English, Biology, Mathematics
- Juniors: Religion, English, Mathematics, U.S. History
- Seniors: Religion, English, Mathematics, Government/Economics

The remaining credits may be chosen from elective subjects offered. A listing of these is available in our Curriculum Guide. At some point during the high school career, at least one computer-based class is required for graduation. One credit in physical education must also 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.

## 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 completed 3 years of foreign language, two of which must be sequential from the same 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 parent may submit a complaint to the Board of Directors through the Principal; this is in accordance with Scriptural principles. This complaint should be made in writing; parents should not expect to be granted an audience with the full Board. The Board chairman will consider the complaint and determine the best approach to use in responding to the parent.

## 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.

A counseling service through Christian Family Solutions is available through insurance; waivers may be available. Students utilizing this service will meet privately with a licensed counselor on the ALA campus. Please contact the Christian Leadership Director with any questions.

## 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. Communing frequently at the Lord's Table and taking an active role in their churches' total programs of teaching, preaching, and reaching out with the Word are also essential aspects of spiritual growth.

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.

## 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, vaping instruments, 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 or marijuana or THC in any form at school, on the buses, or at any school related activity; possession or use of alcohol or marijuana or THC in any form off campus may be considered an infraction as well in keeping with the Honor Code; repeated level 2 infractions.

#### Level 4 Infractions:

- Providing of alcoholic beverages or marijuana or THC in any form; possession, use, or selling of illegal drugs or narcotics at school, on the buses, or at any school-related activity; providing alcohol or marijuana or THC in any form 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; detentions and suspensions may be assigned.

#### Level 2 Consequences:

- Parents will be notified and may be asked to have their child submit to a drug test, administered at the discretion of the Discipline Committee professionally or at school; agreement to such a request is considered essential to continuing enrollment. The Discipline Committee may consider detentions, contracts, and short- or long-term suspensions.

#### 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. The Discipline Committee may consider contracts to accompany any of the following options: multiple detentions, short- or long-term suspensions, or termination of enrollment. Parents may be asked to have their child submit to a drug test, administered at the discretion of the Discipline Committee either professionally or at school; agreement to such a request is considered essential to continuing enrollment. Local civil authorities may also be notified in the case of illegal activities.

#### Level 4 Consequences:

- 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 Discipline Committee will consider serious consequences, including but not limited to long-term suspensions and expulsion. Parents may be asked to have their child submit to a drug test, administered at the discretion of the Discipline Committee either professionally or at school; agreement to such a request is considered essential to continuing enrollment. Local civil authorities may also be notified in the case of illegal activities.

#### VANDALISM

God has blessed us with recent upgrades to various areas of our campus, and we take ownership of these blessings by keeping our campus looking nice and in good condition. 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 typically 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 (that is, not for tardiness alone) 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. Portions of the dress code will be relaxed during school-sponsored events both on and off campus, but students are reminded to be guided by Christian modesty and common sense in making their choices. 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.
- 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” and “gauges,” is unacceptable for both boys and girls.
- Tattoos may be visible, provided they are below the neckline and are considered appropriate. The administration reserves the right to determine appropriateness. Before getting a tattoo, students and parents are encouraged to consider the following:
  - If a tattoo is declared to be inappropriate, it must be covered at all times on campus. This would also be the case for times when the student is representing ALA in public (e.g. on a sports team traveling to another school, etc.)
  - If a tattoo is above the neckline, it may be considered grounds for termination or denial of enrollment, especially if it cannot be covered discreetly.
  - Other inappropriate tattoos may also be considered grounds for termination or denial of enrollment if the message they communicate stands in opposition to other principles and standards expressed in the school handbook or policies.
  - Obtain input from the administration in advance of getting the tattoo.
  - Weigh the future impact of the tattoo, as it is still common for workplaces and professions to have restrictions on body art.
- 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. This includes hats, caps, hoods, bandanas, beanies, and any other variation of a head covering.
- 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.
  - Frayed edges on hemlines only are permitted on shirts and jackets and must not appear sloppy.
- **Shorts/Pants**
  - Docker/Cargo/Walking style of pants/shorts is recommended.
  - Jean shorts are permitted assuming they follow the guidelines below.
  - The shorts should have at least a six-inch inseam OR be no shorter than the length of relaxed fingertips when standing naturally.
  - Jeans are permitted assuming they follow the appropriate guidelines.
  - Frayed, torn, or patched pants may be worn providing the areas affected are below the student's relaxed fingertips when standing naturally and providing they are neat, clean, and modest.
- **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 1" shoulder seam is required on sleeveless shirts. There will be no racer-back tops or tank tops worn even if the shoulder is 1" 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.
  - Frayed edges on hemlines only are permitted on blouses, shirts, and jackets and must appear neat, clean, and modest.
- **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 1" 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.
  - The shorts should have at least a six-inch inseam OR be no shorter than the length of relaxed fingertips when standing naturally.
  - 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.,
  - pajama-type clothes including slippers,
  - exceptionally tight-fitting shorts/pants.
  - Leggings worn as pants
- Frayed, torn, or patched pants may be worn providing the areas affected are below the student's relaxed fingertips when standing naturally and providing they are neat, clean, and modest.

#### 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.
  - Dresses and other outfits must not be entirely backless and may have no plunging V's or keyholes.
  - 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, alcohol, or marijuana or THC in any form 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 marijuana or THC in any form, 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. As a part of school policy, routine campus checks for drugs and paraphernalia will occur occasionally throughout the school year. This may include random locker checks, backpack checks, automobile checks, and the use of detection canines.

Not only do civil laws forbid the illegal substances, but 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, marijuana, and THC have been determined to be health hazards. All possession or use of tobacco, e-cigarettes, vape pens, vaporizers, marijuana, or THC in any form 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, tobacco, marijuana or THC.

## ELECTRONIC DEVICES

Technology has become necessary in education and is supported by best-practices in the classroom. To increase our students' chances for success, ALA aims to fully incorporate meaningful and appropriate uses of personal devices to open as many pathways as possible to understanding and enrichment for both the student body and our faculty.

## 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.

## GUIDELINES FOR USE

- Use of any electronic device during class periods is at the discretion of the teachers and staff and must be used for educational purposes. Students may use devices only as directed by their teacher; teachers may disallow the use of devices as well. General practice will be that cell phones must be placed into a wall storage unit during all class periods.
- Each student must bring the school-provided Chromebook to school each day fully charged.
- Students should supply their own wired headphones for use with a Chromebook. These headphones may only be used in class at the discretion of the teacher.
- At no times are phones to be used in the bathrooms and locker rooms. Phones may be used during passing periods and at lunch; however, tardy arrivals will be strictly enforced.
- Earbuds (AirPods, wireless headphones, etc.) are prohibited during class periods, except with the explicit direction of a teacher for educational purposes. They must remain hidden from sight in pockets or charging cases.
- Smartwatches or similar devices are not forbidden but will be observed with close scrutiny. Their use and reference must be in keeping with the overall Electronic Device policy. Faculty and administration reserve the right to implement consequences up to and including confiscation of the device and assessment of a fine.
- Devices must never be taken to the restroom during class periods.
- Personal devices must not distract class in any way, including any audible notifications.
- 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. Cell phones should be connected to ALA's wireless network at all times.
- Students will not share pictures or videos of students or staff without explicit permission, including emails, text messages, or other social media sharing.
- Students are strongly encouraged to password protect their devices and keep them locked in their lockers when not in use.
- Students will respect copyright laws. Illegal downloading of music, games, or movies is prohibited.
- 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 and returned at the end of the period.
- Device is taken to the front office where it can be retrieved at the end of the day for a \$10 fee.
- Device is taken away and stored in the front office until parent or guardian picks it up.
- 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.

## CHROMEBOOK CARE AND USE RULES

The Chromebooks that are supplied to students remain the property of ALA.

### Care and Maintenance:

Students are responsible for the general care of their Chromebook. The Chromebooks are designed for school use and should be treated with care. Families agree in taking a school Chromebook to be responsible for its good condition and should return it at the end of the year in the same condition as it was received, allowing for normal “wear and tear.”

### Recommended precautions:

- Treat your Chromebook as you would any valuable electronic device.
- When not being used, store the Chromebooks in a secure place, out of sight.
- Don’t touch the screen, and be gentle with the keyboard, trackpad, and ports.
- Don’t add stickers or markings to the Chromebook.
- Don’t eat or drink near the Chromebook.

### Use Rules:

- Take good care of the Chromebook in all locations.
- Bring the Chromebook to school every day, fully charged.
- Be a responsible digital citizen.
- Use the Chromebook for educational purposes. Only pursue personal interests that align with school policies.
- Report any damage or loss, whatever the cause, to the technology director in room 10 as soon as possible.
- Take responsibility for any damage or loss caused by neglect or abuse.
- Follow the Student Acceptable Use Guidelines outlined in the Student Handbook.
- Return the Chromebook, accessories and case at the end of each school year. Students who withdraw enrollment for any reason must return the Chromebook on or before the date of withdrawal.
- A limited number of Chromebooks may be rented for the day from the school office. The charge is \$2. The Chromebook must be returned at the end of the day to the school office.
- School Chromebooks left outside past school hours will incur a \$10 fine or will be assessed damage repair costs or Chromebook replacement charges.

## 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.

Lock down drills will also be performed occasionally during the school year. Students should follow their teacher's instructions and move to a designated safe spot in the classroom until receiving word that the drill has been concluded.

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 PowerSchool. All parents and students are expected to make use of this service. In late September, a date will be 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
*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.

All students participating in extra-curricular activities must be in good academic standing. Eligibility for these activities is determined by academic performance and measured at various times throughout the year. Unless enrolled under an academic probation contract, all students will begin each school year eligible for participation in extra-curricular activities. At seven (7) checkpoints throughout the school year (approximately monthly), dividing the school year into eight (8) terms, students will be evaluated for eligibility. All students eligible for extra-curricular activities exhibiting a 1.75 GPA or above in core courses (including Religion, Science, Math, Social Studies, English, and Foreign Language) and who are not failing any courses at these checkpoints will continue to be eligible for participation. Those students who do not meet these benchmarks at the end of the checkpoint will be placed on academic probation. The purpose of this placement is to give students assistance needed to regain good academic standing. While on academic probation, students will continue to be allowed to participate in extra-curricular activities given the following conditions:

- Students are assigned to and work with the Student Success Coordinator during his/her study hall(s).
- Students check in with the Student Success Coordinator at the end of each school day prior to participation in practice or competition that day.
- Students exhibit progress toward regaining good academic standing as is determined by the Student Success Coordinator. Those students not exhibiting this progress will be required to attend the duration of after school study hall prior to attending practice or competition.

When students on academic probation reach the next checkpoint their academic performance will again be measured according to the GPA guidelines listed above. Those meeting these guidelines will be returned to the list of students eligible for extra-curricular participation and probationary conditions will be removed. Students who do not meet these guidelines in the successive term will be considered ineligible for extra-curricular participation during the upcoming term, meaning that the student will not be permitted to participate in practices or competitions during this time. The student will also continue working with the Student Success Coordinator according to the conditions listed above.

When students considered ineligible for extra-curricular activities reach the next checkpoint, their academic performance will again be measured according to the GPA guidelines listed above. Students meeting the guidelines at this time will be assigned to the status of academic probation and will be once again eligible to participate in extra-curricular activities under probationary conditions. Those who do not meet these guidelines will continue enrollment under ineligible status but continued enrollment at ALA will be reconsidered.

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, and both will 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
1 credit	Fine Arts (courses numbered in the 600s)
1 credit	Tech Ed (Computer Applications)
.4 credit	Christian Health & Wellness (for freshmen)
5.6 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(s). The student(s) with the second highest cumulative grade point average (to the nearest hundredth) after seven semesters will be the class salutatorian(s). 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. A minimum of two semesters as an ALA student are required for a student to be considered eligible to graduate from ALA and to receive an ALA diploma.

### 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 given priority attention. Any evidence that can be presented in written or electronic form will assist the Discipline Committee in determining a course of action.

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.
- Do not resort to copying someone else's work, including taking something from an Internet source and inserting it as your own. This is an unethical activity called plagiarism, and it is a violation of the Honor Code.

## 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 1 Corinthians 4:2 *"Now it is required that those who have been given a trust must prove faithful."*

Students' performance will be evaluated on current semester only and will be acknowledged publicly in places like chapel, our blog, and social media. This will be denoted as "The Principal's List."

Honors designations will be formally announced at the close of the year in the Academic Awards event. Position or placement on the honor roll are determined by the student's cumulative grade point average (GPA) and review of the semester's current academic and behavioral performance. 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 ACCEPTABLE USE POLICY

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 emails 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 email, this is the only email 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 permission and 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 ALA users of the 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 through their school provided email account.
- 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 website, exit the site and inform the instructor immediately.
- 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 Acceptable Use Policy.

## 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. Our students also compete in eSports.

To be eligible for participation in extra-curricular activities:

All students participating in extra-curricular activities must be in good academic standing. Eligibility for these activities is determined by academic performance and measured at various times throughout the year. Unless enrolled under an academic probation contract, all students will begin each school year

eligible for participation in extra-curricular activities. At seven (7) checkpoints throughout the school year (approximately monthly), dividing the school year into eight (8) terms, students will be evaluated for eligibility. All students eligible for extra-curricular activities exhibiting a 1.75 GPA or above in core courses (including Religion, Science, Math, Social Studies, English, and Foreign Language) and who are not failing any courses at these checkpoints will continue to be eligible for participation. Those students who do not meet these benchmarks at the end of the checkpoint will be placed on academic probation. The purpose of this placement is to give students assistance needed to regain good academic standing. While on academic probation, students will continue to be allowed to participate in extra-curricular activities given the following conditions:

Students are assigned to and work with the Student Success Coordinator during his/her study hall(s). Students check in with the Student Success Coordinator at the end of each school day prior to participation in practice or competition that day.

Students exhibit progress toward regaining good academic standing as is determined by the Student Success Coordinator. Those students not exhibiting this progress will be required to attend the duration of after school study hall prior to attending practice or competition.

When students on academic probation reach the next checkpoint their academic performance will again be measured according to the GPA guidelines listed above. Those meeting these guidelines will be returned to the list of students eligible for extra-curricular participation and probationary conditions will be removed. Students who do not meet these guidelines in the successive term will be considered ineligible for extra-curricular participation during the upcoming term, meaning that the student will not be permitted to participate in practices or competitions during this time. The student will also continue working with the Student Success Coordinator according to the conditions listed above.

When students considered ineligible for extra-curricular activities reach the next checkpoint, their academic performance will again be measured according to the GPA guidelines listed above. Students meeting the guidelines at this time will be assigned to the status of academic probation and will be once again eligible to participate in extra-curricular activities under probationary conditions. Those who do not meet these guidelines will continue enrollment under ineligible status but continued enrollment at ALA will be reconsidered.

Annual physicals are required to be eligible for participation in any sport. A physical form is available from the school office and online. 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.

Students and parents should refer to the Extra-Curricular Handbook for further information.

## 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 due date is late and will be considered incomplete for cumulative grade determination until submitted.
- Late assignments will be assigned a value of zero in the gradebook until satisfactory work is submitted to the teacher.
- Late assignments may also be penalized a maximum of 25% of the grade at the discretion of the teacher.
- Additional points may also be deducted from that point dependent upon the quality of work.
- In cases where the due date is missed because of excused reasons (absence on account of sickness, etc.), students may have as many as two days for each day absent to submit missing work without

penalty, though each teacher may set alternate due dates upon conversation with students and according to the teacher's discretion.

- After these extended deadlines have passed, unsubmitted assignments may be considered late and scored according to the policy above.

A Homework Support Plan may be created for any students who are considered eligible for extra-curricular activities but for one reason or another are quickly falling out of good academic standing. Such plans are created at the recommendation of one or more teachers and after consultation with parent(s). Student Success Coordinator, Assistant Principal of Academics, and representative teacher(s) are expected to assist students before they are placed on academic probation. Students placed on homework support plans will be assigned to the Student Success Coordinator during study hall. They will also be assigned to the after school study hall for additional academic support as is needed. Students placed on Homework Support Plans will continue to be eligible for extra-curricular activity on a case-by-case basis upon initial consultation with parents, Student Success Coordinator, Assistant Principal of Academics, and representative teacher(s). Students may be removed from the homework support plan by the Student Success Coordinator and Assistant Principal by petition from student and parent.

## LOCKERS

Each student will be assigned a locker to be used for books and clothing. The locker is accompanied by 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

Lunch options for 2022-2023 will be very limited. Various reasons have led us to discontinue for the time being our relationship with Ralph's Catering, but other affordable options have not been discovered. We are not able to staff a program to provide food for sale on campus.

The use of Door Dash or other similar delivery services was seen in the past, but for security purposes and due to impact on the office staff, such services will be denied entrance to the school grounds under all circumstances.

Lunches, therefore, must be brought from home. Lunches needing refrigeration will be placed in the kitchen cooler; those lunches brought in cooler containers will be stored in another location until lunchtime. While microwaves are available, time will be an issue, and ready-to-eat meals are recommended.

The outdoor plaza, hallway tables, 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 or study hall 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 be appropriate and God pleasing. 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.

God determined the gender of Adam and Eve and God continues to determine the gender of people today from the time of conception. ALA rejects the idea that a person (rather than God) determines his or her gender (for example a biological male decides to be a female). Students struggling with questions related to their gender identity should speak to a member of the faculty for help or our counselor on campus and obtain Christian encouragement in this area. Students are expected to dress and use restrooms and locker rooms that conform to their God-given biological gender.

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 and EpiPens (Epinephrine auto-injectors)—are to be brought to the school office in the original container. Inhalers and EpiPens 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.

## 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 Department of Health Services requires that all immunizations be current or the student may not attend school.

## POWERSCHOOL

Communication with our families is very important. PowerSchool helps to improve the flow of information between teachers, parents and students. Each member of ALA—parents, students, and staff—will be given an account on PowerSchool. Grades and attendance are available on PowerSchool.

## 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. A decision to follow this course will be considered an infraction of highest order, and consequences including expulsion will be considered as options.

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.
- Obtain a Drop/Add form from the Registrar.
- Complete a change of schedule form and have it signed by the parent(s), teacher, new teacher (if adding a class), advisor, and the Assistant Principal for Academics.
- 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 .....	18 (minimum 9 hours church service)
Sophomores .....	20 (minimum 10 hours church service)
Juniors .....	22 (minimum 11 hours church service)
Seniors.....	24 (minimum 12 hours church service)

These service hours are to be completed by dates in April to early May, depending on the student's grade level. The dates are noted on the service form.

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 five (5) hours in approved on-campus service; juniors and seniors may complete up to six (6) such hours, but ALA hours are not required.

Detention will be served by students who do not complete hours and submit forms by the due dates. 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 right after the due date 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.

## SOCIAL MEDIA

Before setting up any social media page that represents ALA (for a club, team, or group, or any page that uses or refers to ALA or Arizona Lutheran Academy in the title or in content):

1. Complete a Request Form from ALA's Social Media Director
2. Wait for approval by the Technology Committee and the Social Media Director
3. Complete a social media mini-training session

## 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.

- This is quiet study time.
- There is to be no food or drink brought into study hall except for ice/water.

## 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. Palmar Ave.  
Glendale, AZ 85301

QuikTrip *(if demand requires it)*  
8870 W Thunderbird Rd, Peoria, AZ  
(Thunderbird & 101)

A \$4.00 fee will be charged each way to help defray expenses. Bus tickets are purchased for \$40 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 2022-2023:

### Federation Members

1 <sup>st</sup> Student	\$10,290/year
2 <sup>nd</sup> Student	\$9,540/year
3 <sup>rd</sup> Student	\$9,290/year
4 <sup>th</sup> Student	\$5,000/year

### Non-Federation Members

1 <sup>st</sup> Student.	\$11,290/year
2 <sup>nd</sup> Student	\$10,540/year
3 <sup>rd</sup> Student	\$10,290/year
4 <sup>th</sup> Student	\$5,000/year

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/year
Art class fee:	\$25/year
<u>Drama fee:</u>	<u>\$50/year</u>
Sports & eSports fees:	\$150/sport, \$175 for football (max \$350 per individual athlete)
Class dues:	<u>included in tuition</u>
National Honor Society dues	\$20/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, credit card, 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 ♦ 2022-2023

### First Semester

August 6	New Student Orientation Day, 12:30-4pm
August 10	Opening service and first day of classes, 9am
August 30	MAP Growth testing (gr. 9 only)
September 5	No school – Labor Day
October 2	Parent/Teacher Conferences for all students, 4-7pm
October 5	Fall Concert
October 10-15	Homecoming Week
October 12	PSAT test administration
October 14	Homecoming Tailgate
October 15	Homecoming Dance
October 17	No school
November 2-4	No school – AZ/CA Teachers’ Conference in San Diego, CA
November 10	Coyote Night for 8 <sup>th</sup> grade students, 3:30-6pm
November 23-25	No school – Thanksgiving break
December 9	No school
December 16	Christmas Concert, 7pm
December 16, 19, 20	Semester exams
December 20	End of the first semester
December 21-January 3	Christmas Break

### Second Semester

January 4	Classes resume/second semester begins
January 10-11	MAP Growth testing (gr. 9-11)
January 16	No school – MLK Day
January 23-27	Winter Spirit Week
January 28	Winter Dance
February 1	Grandparents Day
February 17, 20, 21	No school – Teacher In-service Days & Presidents’ Day
March 10	Spring Concert, 7pm
March 13-17	Spring Break (classes resume Monday, March 20)
March 30	Student Service Day
April 1	ALA Gala
April 4-5	MAP Growth testing (gr. 9-11)
April 7 & 10	No school – Easter Break
April 22	Jr/Sr Prom
April 28-30	Drama performances
May 18-19	Senior exams
May 19	Senior Farewell Dance, 7-10pm
May 23-25	Semester exams (gr. 9-11)
May 25	End of second semester
May 25	Commencement Concert, 7pm
May 26	No school
May 26	Graduation

# DAILY SCHEDULES ♦ 2022-2023

## Monday/Late Start Schedule

Period A .....	9:00 – 9:38
Period B .....	9:43 – 10:19
Period C .....	10:24 – 11:00
Period D .....	11:05 – 11:41
Period E .....	11:46 – 12:22
Lunch .....	12:22 – 12:48
Period F .....	12:53 – 1:29
Chapel in classroom .....	1:29 – 1:38
Period G .....	1:43 – 2:19
Period H .....	2:24 – 3:00

- Period A is 38 minutes to give time for morning announcements and prayer.
- 36 minute classes otherwise
- 26 minute lunch
- 9 minute chapel in classroom after period F
- No homeroom

## Tuesday/Friday Schedule

Homeroom .....	8:00 – 8:04
Period A .....	8:08 – 8:49
Period B .....	8:54 – 9:35
Chapel .....	9:40 – 9:57
Period C .....	10:01 – 10:42
Period D .....	10:47 – 11:28
Period E .....	11:33 – 12:14
Lunch .....	12:14 – 12:43
Period F .....	12:47 – 1:28
Period G .....	1:33 – 2:14
Period H .....	2:19 – 3:00

- 41 minute classes
- 17 minute chapel
- 29 minute lunch

## Wednesday/Long Chapel Schedule

Homeroom .....	8:00 – 8:04
Period A .....	8:08 – 8:48
Period B .....	8:53 – 9:33
Chapel .....	9:38 – 10:03
Period C .....	10:07 – 10:47
Period D .....	10:52 – 11:32
Period E .....	11:37 – 12:17
Lunch .....	12:17 – 12:46
Period F .....	12:50 – 1:30
Period G .....	1:35 – 2:15
Period H .....	2:20 – 3:00

- 40 minute classes
- 25 minute chapel
- 29 minute lunch

## Thursday Schedule

Homeroom .....	8:00 – 8:12
Period A .....	8:16 – 8:57
Period B .....	9:02 – 9:43
Break .....	9:43 – 9:57
Period C .....	10:01 – 10:42
Period D .....	10:47 – 11:28
Period E .....	11:33 – 12:14
Lunch .....	12:14 – 12:43
Period F .....	12:47 – 1:28
Period G .....	1:33 – 2:14
Period H .....	2:19 – 3:00

- 41 minute classes
- 12 minute homeroom with devotion
- 29 minute lunch

## Leadership Day Schedule

Homeroom .....	8:00 – 8:12
Period A .....	8:16 – 8:52
Period B .....	8:57 – 9:33
Period C .....	9:38 – 10:14
Break .....	10:14 – 10:24
Period D.....	10:28 – 11:04
Period E .....	11:09 – 11:45
Period F .....	11:50 – 12:26
Lunch .....	12:26 – 12:55
Period G .....	12:59 – 1:35
Period H .....	1:40 – 2:16
Leadership Activities .....	2:21 – 3:00

- |  |
|--|
| <ul style="list-style-type: none"><li>▪ 36 minute classes</li><li>▪ 12 minute homeroom with devotion</li><li>▪ 29 minute lunch</li><li>▪ 39 minute leadership meeting time</li></ul> |
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## FACULTY

### Administration:

Pastor Brad Bode (2002) .....	Assistant Principal for Student Life, Religion
Matthew Groth (2019) .....	Technology Director, Computer Courses, STEM
Doug Meyer (1993) .....	Director of Mission Advancement, Christian Health & Wellness
Michelle Meyer .....	Admissions Director, Registrar
Justin Ohm (2022).....	Assistant Athletic Director, Social Studies
David Peter (2015) .....	Athletic Director, PE
Benjamin Priebe (2020) .....	Christian Leadership Director, Religion
Kurt Rosenbaum (2009).....	Principal, Social Studies
Joshua Severeid (2019).....	Fine Arts Director, Music
Adam Wiechmann (2018).....	Assistant Principal for Academics, Science

### Instructors:

Mish Aleisa (2017).....	Spanish
Matthew Heyn (2017) .....	Mathematics
Jamie Johnson (2022).....	Spanish, Mathematics
Frank Kim (2021).....	Mathematics
Samantha List (2020) .....	Art
Jennifer Petersen (2022).....	Science, STEM
Jonathan Romsdahl (2022) .....	English
Mykenna Schneiter (2021).....	Science, PE
Lynnette Stahmann (2011) .....	International Program Coordinator, Religion
Jade St Germaine (2020) .....	Social Studies
Benjamin Wells (2020) .....	English

### Instructional Support:

Janet Brussman (2017) .....	Student Success Coordinator
Sharon Gerard (2022) .....	Study Hall Supervisor
Margy Hartzell (2021).....	Student Success



...Discrimination, Harassment and Offensive Conduct	Pastor Bode Mr. Rosenbaum
...Dress Code	Mr. Rosenbaum Mr. Aleisa Mrs. List
...Drugs/Alcohol/Tobacco	Mr. Rosenbaum
...FACTS Tuition Management	Mr. Burmeister
...Fire Drills and Safety Procedures	Mr. Rosenbaum
...Gifts, Contributions and Financial Support	Mr. Meyer
...Grading System	Mr. Wiechmann Mr. Kim
...Honor Roll	Mrs. Jaehnig
...Housing Program	Mr. Heyn (domestic) Mrs. Stahmann (international)
...Immunizations	Mrs. Jaehnig
...Interscholastic Athletics/Activities	Mr. Peter Mr. Ohm Mrs. Solofra
...Lockers	Mrs. Solofra
...Lost and Found	Mrs. Solofra Mrs. Jaehnig
...Physical Exams	Mrs. Solofra
...PowerSchool	Mr. Kim
...Schedule Changes	Mrs. Meyer
...School Letters for Extra-curricular Participation	Mr. Peter (athletic) Mr. Severeid (fine arts) Mrs. Solofra
...Service Requirements	Pastor Bode
...Student Council	Mr. Wiechmann
...Study Halls	Ms. Gerard
...Testing Program	Mr. Rosenbaum Mrs. Jaehnig Mr. Wiechmann (score interpretations)
...Transcripts	Mrs. Jaehnig
...Transportation	Mr. Aleisa
...Tuition Assistance for ALA	Mrs. Meyer
...Tuition or Billing Questions	Mr. Burmeister
...Visitors	Mr. Rosenbaum Mrs. Meyer

# FACULTY & STAFF DIRECTORY

School Phone Number: 602-268-8686 | School Email: [info@ALAcoyotes.org](mailto:info@ALAcoyotes.org) | School Fax: 602-243-1353  
NEW EXTENSIONS – September 2022

First Name	Last Name	Ext.	Position	School Email
Mish	Aleisa	123	Spanish	<a href="mailto:Aleisa@ALAcoyotes.org">Aleisa@ALAcoyotes.org</a>
Brad	Bode	118	Asst. Principal of Student Life, Religion	<a href="mailto:Bode@ALAcoyotes.org">Bode@ALAcoyotes.org</a>
Jen	Bode	137	Development Office Assistant, Alumni	<a href="mailto:JBode@ALAcoyotes.org">JBode@ALAcoyotes.org</a>
Janet	Brussman	134	Student Success Coordinator	<a href="mailto:Brussman@ALAcoyotes.org">Brussman@ALAcoyotes.org</a>
Jeremy	Burmeister	113	Finance Director	<a href="mailto:Finance@ALAcoyotes.org">Finance@ALAcoyotes.org</a>
Mark	Feliciano	117	Building & Grounds Supervisor	<a href="mailto:Feliciano@ALAcoyotes.org">Feliciano@ALAcoyotes.org</a>
Sharon	Gerard	129	Study Hall Supervisor	<a href="mailto:Gerard@ALAcoyotes.org">Gerard@ALAcoyotes.org</a>
Matthew	Groth	124	Computer, Technology Director, STEM	<a href="mailto:Groth@ALAcoyotes.org">Groth@ALAcoyotes.org</a>
Paul	Haag	146	Building & Grounds	<a href="mailto:Haag@ALAcoyotes.org">Haag@ALAcoyotes.org</a>
Margy	Hartzell	148	Student Success	<a href="mailto:Hartzell@ALAcoyotes.org">Hartzell@ALAcoyotes.org</a>
Matthew	Heyn	128	Mathematics	<a href="mailto:Heyn@ALAcoyotes.org">Heyn@ALAcoyotes.org</a>
Becky	Jaehnig	112	Office Manager, Post HS Planning & Testing	<a href="mailto:Jaehnig@ALAcoyotes.org">Jaehnig@ALAcoyotes.org</a>
Jamie	Johnson	143	Spanish, Mathematics	<a href="mailto:JJohnson@ALAcoyotes.org">JJohnson@ALAcoyotes.org</a>
Frank	Kim	125	Mathematics	<a href="mailto:Kim@ALAcoyotes.org">Kim@ALAcoyotes.org</a>
Samantha	List	122	Art	<a href="mailto:List@ALAcoyotes.org">List@ALAcoyotes.org</a>
Doug	Meyer	115	Director of Mission Advancement	<a href="mailto:Meyer@ALAcoyotes.org">Meyer@ALAcoyotes.org</a>
Michelle	Meyer	140	Admissions Coordinator, Registrar	<a href="mailto:Admissions@ALAcoyotes.org">Admissions@ALAcoyotes.org</a>
Justin	Ohm	144	Social Studies, Assistant Athletic Director	<a href="mailto:Ohm@ALAcoyotes.org">Ohm@ALAcoyotes.org</a>
David	Peter	119	Athletic Director, PE	<a href="mailto:Peter@ALAcoyotes.org">Peter@ALAcoyotes.org</a>
Jennifer	Petersen	145	Science, STEM	<a href="mailto:Petersen@ALAcoyotes.org">Petersen@ALAcoyotes.org</a>
Benjamin	Priebe	135	Christian Leadership Director, Religion	<a href="mailto:Priebe@ALAcoyotes.org">Priebe@ALAcoyotes.org</a>
Jonathan	Romsdahl	121	English	<a href="mailto:Romsdahl@ALAcoyotes.org">Romsdahl@ALAcoyotes.org</a>
Kurt	Rosenbaum	111	Principal, Social Studies	<a href="mailto:Rosenbaum@ALAcoyotes.org">Rosenbaum@ALAcoyotes.org</a>
Mykenna	Schneiter	127	Science, PE	<a href="mailto:Schneiter@ALAcoyotes.org">Schneiter@ALAcoyotes.org</a>
Joshua	Severeid	132	Fine Arts Director, Music	<a href="mailto:Severeid@ALAcoyotes.org">Severeid@ALAcoyotes.org</a>
Taunya	Solofra	110	Receptionist, Athletic Assistant	<a href="mailto:Solofra@ALAcoyotes.org">Solofra@ALAcoyotes.org</a>
Lynnette	Stahmann	136	International Student Coordinator, Religion	<a href="mailto:Internationals@ALAcoyotes.org">Internationals@ALAcoyotes.org</a>
Jade	St Germaine	114	Social Studies	<a href="mailto:StGermaine@ALAcoyotes.org">StGermaine@ALAcoyotes.org</a>
Benjamin	Wells	120	English	<a href="mailto:Wells@ALAcoyotes.org">Wells@ALAcoyotes.org</a>
Adam	Wiechmann	126	Asst. Principal of Academics, Science	<a href="mailto:Wiechmann@ALAcoyotes.org">Wiechmann@ALAcoyotes.org</a>

To report a student absent, leave a message at **602-268-8686 Ext. 110**  
or email [Attendance@ALAcoyotes.org](mailto:Attendance@ALAcoyotes.org) by 9am.