



2024-2025 STUDENT HANDBOOK

SHARE JESUS. SHAPE LIVES. DEVELOP LEADERS.

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MILWAUKEE LUTHERAN HIGH SCHOOL
2024-2025 STUDENT HANDBOOK

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1. MISSION, VISION, & CORE VALUES

The Lutheran High School Association of Greater Milwaukee is owned and operated by a group of congregations of The Lutheran Church – Missouri Synod (LCMS) in the Milwaukee area. It functions as an educational agency of its member congregations. The LCMS is a mission-oriented and Bible-based denomination that confesses the historic, orthodox Christian faith in the Triune God: Father, Son, and Holy Spirit. We believe, without reservation, that the Scriptures of the Old and New Testament are the written Word of God and the only rule and norm of faith and practice.

The Association, formed in 1952, grew out of the first community Lutheran high school which was established in Milwaukee in 1903. The Association was founded to ensure the continuing provision of quality secondary education from a Christian perspective for young men and women in the community. Our approach to teaching and working with others is based on God’s Word and is in accordance with the Lutheran Confessions.

Brand: We Teach Truth. Jesus Makes All the Difference

Mission: Share Jesus. Shape Lives. Develop Leaders.

Vision: Built on Jesus Christ and His Word, we ensure exceptional experiences in four pillars of focus: Spiritual Growth, Academics, Athletics, Arts

Core Values: Biblical Truth / Relationships / Communication / Growth / Love

2. ADMINISTRATIVE PERSONNEL

Chief Executive Officer (CEO) – Dr. Cole Braun

Head of Schools – Mr. Mike Waugh

Principal – Dr. Wayne Jensen

Assistant Principal – Ms. Atoi Sinclair

Director of Student Life – Mr. Joe Kalkopf

Director of Faculty and Curriculum – Mrs. Megan Dills

Director of Athletics – Mr. Todd Albers

Director of Admissions – Ms. Abbie Amling

3. SPIRITUAL DEVELOPMENT

The primary purpose of Milwaukee Lutheran High School is to help students “grow in the grace and knowledge of their Lord and Savior Jesus Christ” (2 Peter 3:18). This involves students finding identity, meaning, purpose, and power for their lives in Christ. All day-to-day operations of the school and all of life’s activities are a service to Him.

3.1 CHAPEL & PRAYER

The following spiritual elements are integrated into the daily routine and practice of Milwaukee Lutheran High School:

1. Chapel and Small Group Bible Study
All students and faculty participate in Chapel and Small Group Bible Study. Chapel and/or Small Group Bible Study is/are held multiple times per week. Chapel is a devotional time of reflection. Chapel is led by faculty, students, local pastors, and other members of our high school family.
2. Prayer and Devotions
Prayer and devotional times are an important component of spiritual development. These opportunities occur at various points both during the school day and also in connection with extracurricular events.
3. Integration of Faith into Curriculum
All staff are instructed to integrate God’s Word into applicable lessons. Connections between the world and Scripture are vital to the development of each student.

3.2 CHRISTIAN CONFLICT RESOLUTION

Because we have all fallen short of God’s expectations, sin and challenge will occur in our community. When they do, we are to follow the Lord’s process of reconciliation as outlined in Matthew 18:15-17, with a goal of restoring a respectful, God-pleasing relationship.

When a member of our community is offended by another member of our community, he/she should:

1. First, communicate the concern with the person seen as the offender.
2. Second, take a helper with him/her to communicate the concern with the perceived offender.
3. Third, communicate the concern with the perceived offender and a community authority.

4. Fourth, dissolve the relationship as a final attempt to show the unrepentant offender that there is no God-pleasing relationship.

The Lord gave us this process for our good. If an offended person does not confront the offender in a spirit of reconciliation, bitterness often grows in the heart of the offended, and the problem worsens. We expect offenders in our community to be ready and willing to repent when their wrong is pointed out to them. We expect the offended in our community to be ready and willing to forgive repentant offenders as God has forgiven us.

3.3 ALTERNATIVE LIFESTYLES & GENDER IDENTITY

The Lutheran High School Association of Greater Milwaukee (LHSAGM) and its schools (Milwaukee Lutheran High School, Martin Luther HS, Lake Country Lutheran HS, Mount Calvary Lutheran Grade School, Our Redeemer Lutheran Grade School, and Trinity Lutheran Classical HS) and organizations are owned and operated by churches of the Lutheran Church Missouri Synod (LCMS). The doctrinal beliefs of the LCMS are completely founded on the inerrancy of the Holy Bible, including its position on the sanctity of life and sexuality issues. Please refer to the following links to learn more about these beliefs:

<https://www.lcms.org/about/beliefs/lutheran-confessions>

<https://www.lcms.org/social-issues/sexuality>

Our Association schools believe that God wonderfully and immutably has created each person as male or female in His image. These two distinct, complementary sexes together reflect the image and nature of God (Genesis 1:26-27). An individual's gender (male or female) is an individual's immutable biological sex as objectively determined by genetics existing at conception.

We also believe that God has designed a proper plan for how we are to conduct our lives. We strive to have all people of our school community displaying the qualities and characteristics of a Biblically based and Christ-like lifestyle, including a chaste, pure, and proper sexuality, as this is a gift from God. God calls us to lead a sexually pure lifestyle and to "flee from sexual immorality. Every other sin a person commits is outside the body, but the sexually immoral person sins against his own body" (1 Corinthians 6:18). Additionally, Psalm 119:9 states, "How can a young person stay on the path of purity? By living according to Your Word."

Our schools hold to these Biblical teachings and acknowledge the sin of these behaviors, as well as all other sins. Deviations from God's perfect design for us, including homosexuality or bisexual activity, transsexual or nonbinary behaviors and sexual immorality (including sexual contact, fornication, and use of pornography) are intrinsically sinful and offensive to God. Anyone in our school community who struggles with these sins should feel safe and welcome at our school while simultaneously understanding that his/her lifestyle is contrary to God's Word and our teachings. Those individuals are encouraged to seek guidance and counseling from our professional staff regarding these issues. Publicly demonstrating or promoting any alternative lifestyle (i.e. bathroom preference, using pronouns or wearing clothes that do not match their sex assigned at birth/their biological sex) contrary to God's design as outlined in Scripture is not allowed at our Association schools and could lead to discontinued enrollment, employment, and/or presence on our campuses ("Do not be misled: Bad company corrupts good character. Come back to your senses as you ought and stop sinning" 1 Corinthians 15:33-34a). Simply put, our schools may not be a good match for people who desire to live the alternative lifestyles described herewith.

4. STUDENT RIGHTS

4.1 CONFIDENTIALITY OF STUDENT RECORDS

Milwaukee Lutheran is compliant with the Federal Family Right and Educational Privacy Act (FERPA) and Wisconsin Statutes Section 118.125 by ensuring:

- a. All records maintained by the school for the pupil shall be confidential including:
 - a. Directory data of address, telephone listing, and email address.
 - b. Other personal student data and physical health records including student number, immunization records, primary disability category, Free and Reduced lunch eligibility, or homeless status.
 - c. Progress Records including courses taken, grades, and test results.
 - d. Behavioral Records including attendance, truancy, retention, referrals, suspension, or expulsion.
- b. All confidential records shall be maintained for an appropriate length of time:
 - a. Progress Records, which contain only objective pupil data (transcripts), shall be kept permanently.
 - b. All other records, including Directory Data and Behavioral Records, shall be maintained for five years following graduation (per state requirements) and thereafter destroyed.

- c. Records may be disclosed:
 - a. Parents of minor students have the right to inspect their records. Parents desiring to inspect their records shall address a request to the principal in writing.
 - b. To the student by written consent from the parent or legal guardian.
 - c. Upon receipt of court order.
 - d. Upon receipt of request from another school due to transfer.
- d. The procedure for challenging records shall be:
 - a. Written notice to the Principal/Principal Designee requesting a hearing.
 - b. If satisfaction is not achieved, a statement of challenge may be addressed to the Head of Schools.

4.2 NON-DISCRIMINATION POLICY

Milwaukee Lutheran High School admits students of any race, color, nationality, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of any race, color, nationality, and ethnic origin in the administration of its policies or other school-administered programs.

4.3 EMANCIPATED STUDENTS

Students who reach the age of 18 while attending Milwaukee Lutheran are subject to all rules that apply to all students if they wish to continue their education at Milwaukee Lutheran.

4.4 APPEALS PROCESS

A student or family has recourse in the event of disagreement with an administrative, faculty, or staff member decision. Generally, the Office of Student Life will be responsible for handling disputes between teachers, staff, and students. The process for appeals* is outlined as follows.

- a. The student or parent/guardian must first try to resolve the issue with the faculty or staff member.
- b. If not already resolved, the Office of Student Life will determine a course of action/consequences: a student will be given the opportunity to tell his/her version of the incident. If elevated to the Director of Student Life, the determination will be final except regarding matters of a student's enrollment.
- c. *If a student or parent/guardian disagrees with the decision of the Office of Student Life, the right is granted to appeal to the Principal/Principal Designee in writing within five days of when a consequence/decision was communicated. Consequences/Decisions may be communicated in writing, in-person, through electronic means and/or over the phone. The appeal time frame begins once the first of these communication methods occurs. In the case of mail being the only means of communication, the appeal time frame begins three days after the mailing date of the correspondence.
- d. The Principal/Principal Designee will render a decision on the appeal in writing within five school days of receipt of the written appeal. That decision may include a review of all records related to the student – including academic, attendance, and behavior records.
- e. If disagreement still exists, the decision of the Principal/Principal Designee may be appealed in writing to the Head of Schools.

*Generally, only decisions impacting a student's enrollment may be appealed beyond the Office of Student Life (letter b as outlined above).

5. ADMISSIONS POLICY

The admissions process is used to determine whether enrollment is a good fit for both the student and Milwaukee Lutheran. Milwaukee Lutheran accepts and reviews applications from any students who have met the criteria for enrollment. If circumstances exist that would significantly prevent the student from being successful at Milwaukee Lutheran, admission may be denied.

If records are falsified or information is withheld, a student's acceptance or enrollment may be impacted, and the student may be asked to immediately withdraw.

5.1 FRESHMAN STUDENTS

- a. Any student who has successfully completed 8th grade and wishes to attend Milwaukee Lutheran will be considered for admission.

- b. Families must complete an online application, along with a confidential recommendation form from a teacher or school administrator. Students with an IEP or 504 Plan must submit copies along with their application.
- c. All applicants are required to complete the MLHS Placement Exam. The exam is used to help determine the potential for students to successfully handle the academic requirements of Milwaukee Lutheran and to properly place students into a planned course of study.
- d. Applicants may be asked to complete a personal interview with a member of the Admissions Department. Parents are required to attend the interview. In the interview, the mission and expectations of Milwaukee Lutheran will be discussed in relation to the student's previous records. Applicants may be denied admission based upon an unsatisfactory interview.
- e. After a thorough review of all records, a decision on academic admission will be communicated by the Admissions Director.
- f. All incoming 9th grade applicants must gain academic acceptance AND have a financial plan (Tuition/MPCP/WPCP/SNSP) in place before they can begin as a student.
- g. All admitted freshman students are considered to be on Probationary Status for 12 weeks at which point an informal review of enrollment will be conducted.

5.2 TRANSFER STUDENTS

- a. Any student wishing to transfer to Milwaukee Lutheran as a freshman, sophomore, or junior will be considered for admission upon completing the application process. Milwaukee Lutheran does not typically accept requests for transfer after a student's junior year; however, in special circumstances a student may appeal for admission.
- b. All prospective transfer students will be subject to review by the Admissions Department. That review can include, but is not limited to, the academic, attendance, behavioral, and testing results of the transfer student from all previous high schools. All documentation must be received before a student will be permitted to enroll.
- c. Upon review by the Admissions Department, a decision will be rendered on admission. That decision can be contingent upon any relevant criterion and may include conditions. The decision to deny admission may include provisions for future consideration. All decisions may be appealed to the Principal/Principal Designee of Milwaukee Lutheran.
- d. All admitted transfer students are considered to be on Probationary Status for 12 weeks at which point an informal review of enrollment will be conducted.
- e. Transfer students should be certain to become fully aware of all rules as pertain to their athletic eligibility status as formulated by the Wisconsin Interscholastic Athletic Association

6. WITHDRAWAL POLICY

In cases where a student is asked or chooses to withdraw from Milwaukee Lutheran during a semester, paperwork must be completed with the Registrar before any academic records are released to the student. If the paperwork is not completed and verification is received of transfer from another school, the student will be automatically withdrawn after three school days for internal purposes (enrollment figures, grades, etc.). Credit will not be granted for any uncompleted courses. At the discretion of administration, grades may be "frozen," which would award credit for any course currently being passed.

6.1 SELF-EXCLUSION

Any student who is absent for 10 consecutive days without contact from home will be withdrawn as a student from Milwaukee Lutheran.

7. ACADEMICS

Milwaukee Lutheran High School offers a high quality, comprehensive curriculum. Academic courses are designed to meet the individual needs of each student as we prepare them for a productive post-secondary experience. All instruction and student learning at Milwaukee Lutheran is approached from a Christian worldview.

7.1 EDUCATIONAL PROGRAMMING

While the majority of academic programming is college preparatory in nature, Milwaukee Lutheran does offer several unique educational opportunities.

a. RED KNIGHT INSTITUTE

The Red Knight Institute is an optional educational leadership program designed to meet students' academic and career needs on an individual basis. Divided into Academies, The Red Knight Institute focuses upon identifying and enhancing students' God-given talents. With the exception of the Honors Academy, programming within the Red Knight Institute is open only to 11th and 12th grade students who meet specific programmatic requirements. The Honors Academy is a 10th-12th grade program.

1. Art Academy

The Art Academy at Milwaukee Lutheran is designed to inspire and train students to pursue careers as professional artists. Students may connect to the local art community through professional internships, partnerships with local art studios, and opportunities to work with professional designers. Art Academy students will focus on developing a professional skill set, coupled with a professional work ethic, to make a positive impact by serving the community around them through Art and Design. In order to participate in the Art Academy, certain Art Courses are required throughout a student's high school career.

2. Career Academy

The Career Academy at Milwaukee Lutheran is a technical education program that prepares students for post-high school professional work experiences and full-time employment. While most technical education programs end with skill development, the Career Academy takes this training to the next level through the potential offering of internships, employment, and continuing education opportunities during high school. Specific skills are developed over the course of students' high school course work as they continue to pursue their chosen careers. In order to participate in the Career Academy, certain courses are required throughout a student's high school career.

3. Free Enterprise Academy

The Free Enterprise Academy at Milwaukee Lutheran provides students with the resources to think freely about the principles of economics, personal finance, and entrepreneurship, while at the same time using an historical lens to understand free markets through the constructs of capitalism. Students at Milwaukee Lutheran participate in coursework provided by the Free Enterprise Academy, and students with a passion for business can pursue additional coursework in economics, accounting, business, digital media, and entrepreneurship. It is the goal of the Free Enterprise Academy to challenge students to think critically about free markets, the role of the federal government, financial literacy, and business as an enterprise.

4. Honors Academy

The Honors Academy at Milwaukee Lutheran presents a rigorous curriculum to students wishing to grow academically, spiritually, and as leaders during their high school years. The Honors Academy takes this education to the next level by requiring students to maintain a 3.5 grade point average while enrolling in 10 credits of Honors or Advanced Placement courses over a four-year period. Students choose from the Honors courses that best fit their college plans.

5. Urban Education Academy

The Urban Education Academy at Milwaukee Lutheran helps prepare students for service as a teacher in urban schools. The field of education and our church body, The Lutheran Church-Missouri Synod, have recognized the shortage of teachers-especially teachers of color. Because Milwaukee Lutheran has a long history of preparing students for service to the church, this Academy will intentionally work with students who have the attributes of an effective educator and the interest to pursue it as a future career.

b. TRANSITION SPECIAL EDUCATION SERVICES

The Transition Education Services program at Milwaukee Lutheran High School provides assistance, as available, for students with a diagnosed disability or impairment affecting his or her ability to function independently within the school environment. The program offers a spectrum of services which include a modified core curriculum, resource study hall, reasonable classroom accommodations, and post-secondary planning. Students receive support and instruction that promote self-advocacy, problem-solving, the development of compensatory skills, and classroom success. Students wishing to enroll in the Transition Program must provide current and past assessments indicating evidence of a disability or impairment, and a review of all educational records. A family interview with program staff may also be required. Admission to the

program is limited. Graduation requirements for the Transitional Education Services program are the same as the graduation requirements from Milwaukee Lutheran.

7.2 PROGRAM PLANNING

Course program planning is a joint task among students, parents, and school personnel. The Class Deans will work closely with students in planning immediate and long-range course programs to best suit high school and post-high school plans. Course selections should also be carefully discussed at home. If students have questions regarding courses, they should feel free to discuss this with their teachers and Class Deans.

| GRADUATION REQUIREMENTS | |
|--------------------------------|------------|
| Religion | 8 Credits |
| English | 8 Credits |
| Social Studies | 6 Credits |
| Mathematics | 6 Credits |
| Science | 6 Credits |
| Physical Educ. | 4 Credits |
| Financial Literacy | 1 Credit |
| Electives | 11 Credits |
| <i>TOTAL = 50 Credits</i> | |
| <i>1 Credit = 1 Semester</i> | |

Listed below are the required courses for each grade level. Students should make careful choices consistent with their chosen educational program and academic goals when selecting courses, especially electives. This will avoid unnecessary schedule changes.

| | | | |
|-------------------------------|-------------|-----------------------------|--------------|
| Grade 9 | | Grade 10 | |
| Freshman Religion | 2 Credits | Sophomore Religion | 2 Credits |
| English* | 2 Credits | English | 2 Credits |
| Mathematics* | 2 Credits | Mathematics | 2 Credits |
| Freshman Physical Education | 1 Credit | Physical Education Elective | 1 Credit |
| Science* | 2 Credits | Science | 2 Credits |
| Geography/Civics | 2 Credits | U.S. History I / II | 2 Credits |
| Design, Tech. Ed, or Business | 1 Credit | Electives | 3-5 Credits |
| Electives | 2-4 Credits | | |
| Grade 11 | | Grade 12 | |
| Junior Religion | 2 Credits | Senior Religion | 2 Credits |
| English | 2 Credits | English | 2 Credits |
| Mathematics | 2 Credits | Physical Education Elective | 1 Credit |
| Physical Education Elective | 1 Credit | Electives | 7-11 Credits |
| Science | 2 Credits | Financial Literacy** | 1 Credit |
| Social Studies Electives | 2 Credits | | |
| Electives | 3-6 Credits | | |
| Financial Literacy** | 1 Credit | | |

* *These courses are assigned based on the results of the freshman placement test*

** Students must take and pass a financial literacy course in either their junior or senior year

Note: Biology and U. S. History are specific courses required for graduation. Geography/Civics are utilized as preparation courses for the required Civics exam as mandated to be passed for graduation by the State of Wisconsin.

7.3 GRADE-LEVEL PROMOTION

Generally, students are promoted to the next grade level when they have met or exceeded the credit totals stated below by the end of the current academic year:

Grade 9: 12 Credits

Grade 10: 24 Credits

Grade 11: 37 Credits

Grade 12: 50 Credits (upon graduation)

Students needing additional credit to achieve grade-level promotion can speak with the Office of Student Life for credit recovery options.

Students failing to demonstrate acceptable progress towards graduation may be denied enrollment at the semester or end of the year.

7.4 CREDIT LOAD

Students are required to be enrolled in a minimum of twelve credits each year (six credits each semester). A typical course load is between fourteen and sixteen credits per year (seven or eight credits each semester). The Principal/Principal Designee may grant exemptions to these requirements for upperclassmen with special considerations. Early graduation is not a practice of Milwaukee Lutheran High School.

Credits awarded by previous schools may be accepted if they are included in the Milwaukee Lutheran curriculum and/or are deemed to be of sufficient level and length (minimally one semester long), and quality (must be considered passing within our grading system; percentage grades will be converted to a letter grade according to the MLHS grade scale). Course work that is unique to a particular school or school system will not be accepted as a transfer credit.

7.5 COURSE AUDIT

If a student desires to audit a course, the signatures of his/her parent, the course instructor, and Class Dean must be obtained by the student. All course audit agreements must be arranged at the beginning of a course (by the end of the first six-week grading period), not at the end of a course for purposes of avoiding an unacceptable grade. Advanced, Honors, and AP courses may not be audited.

The signatures constitute a contractual agreement by the student to comply with the following terms:

- a. The student agrees to do all the assigned work in the course, but not for a grade or credit.
- b. The student agrees not to be an attendance problem (tardiness to class or missing class altogether).
- c. The student agrees not to be a behavior problem in class.

7.6 SCHEDULE CHANGES

Students have 10 school days at the beginning of each semester to drop and add elective courses. The procedure may require written permission from a parent and the signatures of the instructors of courses being dropped and added.

Schedule changes will only be considered for acceptable reasons including:

- a. Failure of a required or prerequisite course.
- b. Adding a course needed to graduate on time.
- c. Accommodating a medical condition.
- d. To balance class sizes.
- e. To provide an academic intervention or support.

Students may drop an elective course up to the conclusion of the first six-week grading period without a grade penalty; however, only a study hall can be added to their schedule at that time. If a student wishes to drop a course after the six-week point, the grade given is a Withdrawal-F. The only exception is if the drop is recommended by the classroom teacher because the student is unable to successfully complete the work assigned due to a lack of ability in the subject matter.

7.7 ACADEMIC RECOGNITION

Students who earn a GPA of 3.50 to 4.00 for a semester will qualify for High Honor Roll. A GPA between 3.00 to 3.49 will qualify for Honor Roll.

Students who qualify for Honor Roll in both semesters of a school year will be awarded an Academic Letter.

7.8 ACADEMIC EVALUATION

The grading scale at Milwaukee Lutheran is as follows:

| | | | | | | | | |
|----|-------|----------|----|-------|---------|----|-------|---------|
| A | 4.000 | (93-100) | C+ | 2.333 | (77-79) | D- | 0.66 | (60-62) |
| A- | 3.666 | (90-92) | C | 2.000 | (73-76) | F | 0.000 | (0-59) |
| B+ | 3.333 | (87-89) | C- | 1.667 | (70-72) | | | |
| B | 3.000 | (83-86) | D+ | 1.333 | (67-69) | | | |
| B- | 2.666 | (80-82) | D | 1.000 | (63-66) | | | |

Grades are based upon the student's cumulative performance over the course of the semester. Semester grades are the only grades which appear on a student's permanent transcript record.

Milwaukee Lutheran believes that appropriate and timely communication for both our students and their parents is essential to maximizing the potential of each student. Grades may be accessed at any time by students and parents using the school online gradebook. Students and parents will be given access to separate online accounts. Parents will be emailed a *Progress Report* at the end of each six-week period from each teacher. Progress Reports are not a part of a student's transcript but may impact extra-curricular eligibility.

Report cards will be posted at the conclusion of the semester. Parents and students may access their report card within the online gradebook or requested through the Office of Student Life.

7.9 GRADING PERCENTAGES

As a school, we have established general weighting percentiles for core courses based on their course number. This applies specifically to classes in English, foreign language, math, religion, science, and social studies.

This consistency ensures an ability to appropriately measure students' learning based on their grade level. High school bridges the expectations between middle school and college. Freshman students' course grades will be determined by a higher percentage of their work (formative) and less upon what they know. As students advance to higher level courses, less emphasis is on the completion of work and a higher percentage is based on their understanding and learning (summative). Formative grades are based on daily work, labs, quizzes, participation, having materials, etc. Summative grades are based on presentations, projects, tests, and the semester final exam. Final exam percentages may range between 10% and 20% of the total semester grade. The following is a general percentage breakdown for the formative and summative components of the grade in a course, excluding the semester exam.

- 100 Level Courses – 60% Formative / 40% Summative
- 200 Level Courses – 50% Formative / 50% Summative
- 300 Level Courses – 40% Formative / 60% Summative
- 400/500 Level Courses – 30% Formative / 70% Summative

7.10 LATE WORK

- a. All daily assignments, homework, and quizzes will generally be accepted for credit up to the end of a unit. However, teachers may deduct points for lateness per their classroom policy.
- b. All tests are required to be taken at the end of the unit.
- c. All major projects, presentations, or test retakes will be accepted for credit up to the end of the 6-week grading period. However, teachers may deduct points for lateness per their classroom policy.
- d. Any work missed due to an excused absence will generally be given two days to complete (this includes tests). The time frame for making up missed work due to an extended absence will be determined by the teacher. Students concerned about the amount of time a teacher has given to make up work due to an extended absence should contact his/her Class Dean.

7.11 INCOMPLETES

Teachers may assign an incomplete grade at the end of the semester for those students who have missed an extended amount of class time. Teachers should inform the student that an incomplete grade will be given and share the requirements to receive a letter grade. Students will have up to three weeks after the semester to fulfill the course obligations and a letter grade will be posted.

7.12 GRADE POINT AVERAGE

Semester grades are the only grades used in computing a student's grade point average (GPA). A student's GPA is calculated by dividing the total number of quality points by the number of courses taken. The cumulative GPA consists of grades received from all courses taken by the student.

7.13 REPEATING A COURSE FOR IMPROVEMENT

Students may retake a course to improve their grade, but credit will only be awarded one time for taking the course. In this case, the original grade will be recorded as an audit (AUD on the transcript) and the new grade will be placed on the

permanent transcript. Teacher approval must be granted in circumstances that arise where a student desires to retake a course that has already been successfully completed.

7.14 CREDIT RECOVERY

In the case where a student fails a course, credit recovery may be necessary. Listed below are credit recovery options for courses that have been failed.

a. Demonstration of Mastery of Retroactive Content

In certain courses, first semester credit can be recovered by demonstrating proficiency (defined as C- or better) during the second semester due to the sequential nature of the content. If the second semester grade falls below a C- at any point, MLHS reserves the right to remove the student from the course. This option is teacher initiated based upon performance toward the end of the first semester and includes a contract signed by the student, parents, and teacher. *This option is typically only available for courses in foreign language and mathematics.*

b. Repeating Courses

When a student requests to repeat a course due to a failing grade, he/she may be allowed to do so once. Students' disciplinary and attendance records may be taken into account in making the decision as to whether the repeating of a failed course would be allowed. The student would be scheduled for the course on a space-available basis. Students who have not previously taken the course will be given priority when scheduling.

c. Milwaukee Lutheran Summer School

Summer school in certain courses may be offered at Milwaukee Lutheran. Students must follow directives concerning summer school attendance and performance to be granted credit.

d. Credit Recovery for Physical Education Due to Medical Condition

If a student is unable to participate in physical education for greater than 30% of the semester due to a medical condition, the course must be repeated the next time it is offered.

e. Alternative Credit Recovery

Credits can also be earned by successfully completing a summer school program or online equivalency course through an accredited academic institution. In order for credits to be accepted through these institutions, approval must be granted by MLHS administration prior to the course being taken.

7.15 ADVANCED PLACEMENT/HONORS COURSES

Advanced Placement (A.P.) and Honors courses are designed to challenge students who excel in the classroom. Course requirements for A.P. courses are in excess of what might be expected from a normal advanced course. Students will be pushed intellectually to commit to excellence in preparation for what they will experience in a college classroom.

Enrollment in these courses is based on test scores and/or previous grades and may include an application to the instructor. Some upper-level course sections are offered as Advanced Placement courses which may lead to college credit as well as high school credit. The College Board administers a test each spring to determine if college credit can be granted to each student. In most circumstances, college credit is awarded with a score of 3 to 5 on the AP test. Other scores may be considered based on the institution. Additional information on AP courses and exams may be found at www.collegeboard.com.

7.16 DUAL CREDIT COURSES

Dual credit courses enable students to earn college credits while in high school. The advantage of these courses is that credit is granted for successfully completing a course, unlike Advanced Placement credits which are based on passing a single, comprehensive exam. The high school credit is reflected on the Milwaukee Lutheran transcript. The college credit is awarded through the participating institution and can be transferred according to the transfer policies of the accepting institution. It is the institution receiving the credit that determines if the credit is accepted and how it is applied. See the Class Dean for information on available programs and courses, enrollment, and other policies.

8. ACADEMIC INTEGRITY

Maintaining academic integrity is of vital importance for Milwaukee Lutheran. Students must play an active role in maintaining their own personal integrity as well as the integrity of the school. Milwaukee Lutheran expects all students to be honest and lead lives of integrity.

8.1 CHEATING

Cheating is the deliberate or attempted use of unauthorized materials, information, technology, study aides, or unauthorized group work on assignments, projects, tests, or other academic exercises during class or outside of class. The student is responsible for consulting with the teacher concerning whether group work is permissible. Any attempt to give or receive improper assistance is cheating.

Representing or attempting to represent oneself as another or having or attempting to have oneself represented by another in the taking of a test, preparation of an assignment, or other similar activity constitutes cheating.

Examples include, but are not limited to, the following:

- Providing access to materials or information so that credit may be dishonestly claimed by others
- Creating and distributing copies of one's own work so that credit may be dishonestly claimed by others
- Giving or receiving unauthorized assistance on an assessment
- Forging a signature or falsifying information related to documents or programs.

8.2 PLAGIARISM

"Plagiarism" comes from the Greek root word "kidnapping," and is the theft of someone else's ideas, words, or other work without clearly acknowledging the creator and using that material as one's own. Plagiarism includes an exact copying of another's work, or a rewording, paraphrasing, partial quotation, or summarization of another's work without properly acknowledging the creator of the original work. Plagiarism includes copying assignments, presentations, lab reports, graphs, charts, essays, compositions, and term papers.

Plagiarism is a form of intellectual and academic dishonesty that can be done intentionally or unintentionally. Intentional plagiarism is the deliberate presentation of another's work or ideas as one's own. Unintentional plagiarism is the inadvertent presentation of another's work or ideas without proper acknowledgement because of poor or inadequate practices. Unintentional plagiarism is a failure of scholarship; intentional plagiarism is an act of deceit.

Examples include, but are not limited to, the following:

- Downloading information from the Internet or other source and submitting it as one's own work
- Submitting as one's own work that which is copied or translated from another source
- Utilization of Artificial Intelligence (A.I.) with the intent of passing the work off as one's own

8.3 ACADEMIC DISCIPLINE PROCESS

When an act of academic misconduct may have occurred, the classroom teacher will notify the student of the incident. The student will be given the opportunity to respond to the allegation. The teacher's professional judgment will then be used to determine whether an infraction has occurred.

Violations of the Academic Integrity Policy will follow the incremental discipline plan described below:

- 1st offense: The classroom teacher will require the student to redo the work involved (a test, paper, essay, quiz, homework assignment, etc.) and receive a 50% reduction in credit for the work involved. The classroom teacher will notify the Administration and the parent/guardian.
- 2nd offense: The classroom teacher will require the student to receive a zero for the work involved (a test, paper, essay, quiz, homework assignment, etc.). The classroom teacher will notify the Administration and the parent/guardian.
- 3rd offense: The classroom teacher will notify the Administration, who will contact the student's parent/guardian notifying them of the offense. The student will receive a failing grade upon the third offense and will be removed from the course.

Any infraction beyond the third incident will result in a referral to administration for disciplinary action that may include expulsion.

9. ATTENDANCE

The compulsory attendance law (Wisconsin Statutes Section 118.15) recognizes the educational value of regular school attendance. Students being present and punctual to school is the critical first step in ensuring academic achievement. The student's responsibility to maintain regular attendance is necessary to ensure continuity in the education process.

9.1 ATTENDANCE PROCEDURES

- a. All absences must be reported to the Attendance Office (Phone: 414-461-6062 or email: attendance@milwaukeeelutheran.org) by a parent/guardian prior to 9:00 am on the day of the absence. Parents are asked to call or email each day the student is absent.
- b. If a parent/guardian has not called, the Attendance Office will mark the student with an unexcused absence.
- c. Students may not leave school without reporting to the Attendance Office. If it is necessary for a student to leave during school hours, a note signed by a parent must be presented to the Attendance Office at least one hour prior to the student leaving. The student will receive a pass to report to the Attendance Office at the designated time and be given a *Permit to Leave* slip.
- d. Students who arrive at school after 11:00 am are unable to participate in any extracurricular activities that day.

9.2 TYPES OF ABSENCES

- a. Excused absences are absences due to illness, doctor appointments, family-related illness, family emergencies, funerals, and other approved reasons. The school will require a doctor's excuse if the student is absent three or more consecutive days. All work may be made up for full credit.
- b. Unexcused absences are absences due to negligence in communicating with the school, truancy, suspension, oversleeping, or other unapproved reasons. Academic achievement may be impacted by an unexcused absence through the lowering of the grade(s) of an assessment given during the unexcused absence.
- c. Any student who intentionally skips a class – by avoidance in the building or by leaving the building – may be subject to suspension.

9.3 MAKEUP WORK

It is the student's responsibility to arrange for makeup work due to an excused absence. Makeup work must be completed according to the teacher's directions and time frame. Due dates for long-term assignments remain the same – provided the student was present when it was assigned and had adequate time to complete it.

All students who participate in a school-sanctioned field trip will be responsible for all the work in other classes for that day. The student is also responsible for the requirements of work given on that day and any other deadlines for projects, quizzes, and tests as established by the teacher in each class.

9.4 CHRONIC ABSENCES

Generally, course status will change following the seventeenth absence in a semester – this includes both excused and unexcused absences. On the eighteenth absence in the semester, the student will:

- For core classes (English, math, science, social studies) – the student will be withdrawn from the class. Other options for earning the credit (retake the course, online or summer school) will be necessary to recover the credit.
- For non-core classes – the student will remain in the class but will receive zeroes for work on additional days absent. Students who can demonstrate mastery despite the chronic absences may still receive credit for that class.

Email communication generally will be sent following the ninth, twelfth, and fifteenth absences in a semester. In cases where extended absence is required for emergency reasons, the administration may waive the regulations on the forfeiture of credit. Documentation may be required to demonstrate the emergency reasons.

On the fifteenth absence in the semester, the student may forfeit the privilege of attending school-sponsored events including, but not limited to: dances (including homecoming and prom), student activities including sporting events, and graduation.

9.5 TRUANCY

If a student accumulates five unexcused absences in a semester, they are considered habitually truant under Wisconsin Statue Section 118.16. The statue holds the parent/guardian of a child between the ages of 6 to 18 responsible for failing to ensure regular, full-time attendance when school is in session. In cases of excessive absences, Milwaukee Lutheran will work with the Milwaukee Police Department through their Truancy Abatement System (TABS). Possible consequences include municipal citations, fines, and/or imprisonment.

9.6 TARDY POLICY

To maintain a proper atmosphere for learning, Milwaukee Lutheran stresses punctuality for its students. It is the desire that families partner with the school to encourage timeliness to school and classes. Students who demonstrate consistent and excessive tardiness, even if technically staying within specific policy guidelines, remain subject to school discipline. For example, students consistently nearing the tardy maximum on numerous six-week increments will be subject to school discipline.

- a. Tardy to School
 1. Occurs when a student arrives to class after the first hour tone. Students may only be excused for a first hour tardy with a note from a doctor or dentist.
 2. 1st period tardy numbers reset at the beginning of each six-week grading period.
 3. Generally, correspondence and discipline will occur as follows:
 - a. 5 tardies: Initial correspondence
 - b. 10 tardies: Removal from the first period class
 4. Students must report to the tardy kiosk. Attempts to avoid the tardy kiosk may lead to additional discipline.
 5. Students who are disruptive upon entering into the classroom after having been tardy or who do not go directly to their assigned classroom after having first reported to the tardy kiosk may face additional discipline.
- b. Tardy to Classes Other than 1st Period
 1. Cumulative 2nd – 8th period tardies reset each six-week grading period.
 2. Generally, correspondence and discipline will occur as follows:
 - a) 8 tardies: Initial correspondence
 - b) 15 tardies: Suspension
 - c) 20 tardies: Expulsion
 - d) Students who are disruptive upon entering into the classroom after having been tardy or who do not go directly to their assigned classroom after having been given a pass may receive additional discipline.
- c. Excessively Late Tardy- There is a notable difference between a tardy in which a student is a few seconds late to class and a tardy in which a student arrives long after the tardy bell has sounded. Excessively late tardies seldom have identical circumstances. Therefore, depending upon the circumstances, an excessively late tardy may lead to additional disciplinary action.
- d. A student is truant if he/she arrives more than 10 minutes late to any class without a pass.

9.7 EARLY RELEASE

- a. Students may request early release by completing the forms available in the Attendance Office.
 - a. Seniors must have a 2.00 cumulative GPA
 - b. Second-semester Juniors must have a 3.00 cumulative GPA
- b. Students who are granted early release are expected to leave and not loiter on campus following their last class. Parents must indicate that there is a transportation plan at the time of early release, or it will not be granted.
- c. School rules remain in effect for students with early release while they are in the building – including dress code and phone/electronic device use.
- d. Students involved in extra-curricular activities are ineligible for early release during their season. During the season they will be assigned to study hall.

10. DISCIPLINE

Lutheran high schools are Christian education settings in which God seeks to accomplish His good and gracious will for students. Students, as children of God, are simultaneously both sinners and saints. Therefore, Lutheran high schools endeavor regularly to lead all students to recognize themselves as sinners, to repent, and trust Jesus Christ as their Savior. Living in the assurance of God's love, mercy and forgiveness, students are encouraged by the power and leading of the Holy Spirit to live Christian lives in accordance with God's will for them.

When a student conspicuously or consistently violates a rule(s) of Christian conduct, administrators and staff must deal with and minister with the goal of leading that student to a recognition of his/her behavior as sin against God,

repentance, acceptance of God's forgiving love in Jesus Christ, and a demonstration of intent to live a Christian life with the help of God. If appropriate, the administration and staff will utilize the resources of a student's pastor, parents, and other resources and agencies that may help achieve the goal of ministry for the student. Within the context of ministry, it may be appropriate that a student be deprived of school privileges, including suspension and expulsion, so that the student and the entire student body recognizes the seriousness of sin, and values the Christian setting in which God seeks to accomplish His good and gracious will for His children.

Milwaukee Lutheran has the right to discipline students for any reason, but failure to comply with the expected standards of conduct will subject the student to potential disciplinary action, up to and including expulsion. In the event a student apparently refuses to accept the ministry offered and willfully or consistently demonstrates an unwillingness to live a Christian life, the student, by virtue of attitude and action, disqualifies himself/herself from continued ministry.

10.1 CLASSROOM BEHAVIORAL INTERVENTION STEPS

The following escalating steps are generally utilized as a process for modifying classroom behaviors. Depending upon the severity of the disciplinary situation, steps may be skipped or not followed in the order as written.

- a. The teacher will issue a warning.
- b. The student will be asked to exit the classroom to wait and talk with the teacher in the hallway.
- c. The student will be issued a discipline form by the teacher. Information regarding the behavior will be communicated home by the teacher.
- d. Detention – this step is used for behavior that continues after a discipline form has been issued or for other offenses that warrant an automatic detention (including inappropriate language, disrespect, defiance, etc.).
- e. Probation – this is an agreement between the student and the school that outlines the expectations and immediate changes (academic, attendance, or behavioral) necessary for continued enrollment. Violation of an agreement is grounds for immediate expulsion.
- f. Suspension
- g. Expulsion

10.2 DETENTIONS

Detentions are held during lunches or after school Monday through Friday for 45 minutes. Students are required to be in attendance and may be required to complete a writing assignment during that period. Heads are not permitted to be down on desks. Students must provide written notice if a detention will be missed due to extenuating circumstances. Failure to attend detention may result in suspension from school.

10.3 REFERRALS

General (non-classroom behavior related) referrals are used to identify major issues with student behavior, dress code, or attendance issues. All referrals serve as notice of significant school concern.

The disciplinary referral process will normally be handled in the following manner. The severity of an offense or the frequency with which an offense occurs in a particular time frame may alter the stated disciplinary process. At any point, suspension or expulsion may occur.

- a. 1st Referral – Teacher and/or Office of Student Life notify home; student meets with the Office of Student Life
- b. 2nd Referral – Teacher and/or Office of Student Life notify home; student meets with the Office of Student Life
- c. 3rd Referral – Teacher and/or Office of Student Life notify home; student and parent/guardian meet with the Office of Student Life
- d. 4th Referral – Student is suspended until a meeting with the Director of Student Life where a decision on continued enrollment is rendered.

10.4 SUSPENSION

Student behavior that results in suspension from school includes, but is not limited to:

- a. Severe or consistent behaviors detrimental to Milwaukee Lutheran (also see expulsion).
- b. Attendance matters (also see expulsion).
- c. Any minor altercation (verbal, pushing, shoving, etc.) between individuals in the school building, on campus, near the school, or at a school-sanctioned event that results in a disruption to the school. A second offense in the student's career will result in recommendation for expulsion.
- d. Theft or vandalism of school or student property.
- e. Gambling on campus.
- f. Allowing others into the school building (also see expulsion).

Any behavior that results in suspension from school could also result in law enforcement involvement and/or expulsion. Additionally, participation or attendance of extracurricular activities are not allowed during the suspension period.

Suspensions may be either in-school or out-of-school, determined solely at the discretion of the Office of Student Life.

While suspensions generally do not result in a loss of academic credit, exceptions may be made at the discretion of the Office of Student Life.

10.5 EXPULSION

Student behavior that may result in expulsion from school includes, but is not limited to:

- a. Any student who repeatedly violates the expectations of Milwaukee Lutheran or consistently demonstrates disrespect towards those in authority.
- b. Possession on campus or at any school-related event of any instrument that would normally be considered a weapon. This includes guns, knives, pepper spray, or any other device capable or likely to cause death or bodily harm. Violation will result in confiscation of the weapon and may include law enforcement notification.
- c. Any student who has habitual attendance issues. See the Attendance Section of this handbook for details.
- d. Any major physical altercation (striking another individual, fight, etc.) that takes place in the school building, on campus, near the school, or at a school sanctioned event.
- e. Use of technology/social media that brings disrepute upon Milwaukee Lutheran and/or members of the school community
- f. Harassment
- g. Any student determined to be selling, in the possession of, utilizing, or under the influence of any foreign substance including vape/vaping paraphernalia, tobacco, alcohol, marijuana, illegal drugs, other controlled substances, or possession of related paraphernalia while on/near campus or at a school event. Additional drug testing and/or drug treatment may be required should the student be allowed to return to school.
Note: any person carrying the odor of tobacco or marijuana use will be asked to leave the classroom or building until the smell discontinues to be a distraction to others around them. Continued issues regarding this topic can lead to expulsion.
- h. Continued refusal to actively participate in the learning process.
- i. Criminal behavior or acts of an illegal nature in the community such that it misrepresents the mission of the school.
- j. There are instances when students who are dismissed from in-person learning at Milwaukee Lutheran may have the option of continuing their education through Milwaukee Lutheran On-Line. Such instances are determined at the sole discretion of the Office of Student Life.
- k. Allowing others into the school building resulting in potential danger to Milwaukee Lutheran.

No academic credit is awarded for courses not completed if a student is expelled.

10.6 APPEALS – See Section 4.4 APPEALS

10.7 DRUG/ILLEGAL SUBSTANCE/WEAPON SEARCH

Milwaukee Lutheran High School reserves the right to conduct random drug/illegal substance/weapons searches. Though not necessarily the case, such a random search may be conducted by trained canines. Refusal to participate in a search may result in expulsion.

11. HARASSMENT

Milwaukee Lutheran High School supports a secure school environment, conducive to teaching and learning in an environment free from mistreatment, harassment, and bullying behaviors. Harassment is prohibited by state and federal law and school policy. Milwaukee Lutheran will not tolerate harassment of students or staff and will review and investigate allegations in a prompt, confidential (when possible), and thorough manner.

11.1 TYPES OF HARASSMENT

Harassment occurs when an individual is subjected to treatment or a school environment which is hostile or intimidating because of an individual's ethnicity, creed, color, national origin, physical disability, or gender. We believe that every person must be afforded compassion, love, kindness, respect, and dignity. Harassment is intended to cause

distress upon or negatively affect the reputation of a member of the community. It includes, but is not limited to, any or all of the following actions:

- a. Verbal Harassment – threatening or derogatory comments or jokes with intent to harass.
- b. Physical Harassment – unwanted physical touching, contact, hazing, assault, deliberate impeding or blocking movements or any intimidating interference with normal work or movement.
- c. Visual Harassment – publically displaying derogatory, demeaning, or inflammatory images or making obscene gestures with the intent to harass.
- d. Sexual Harassment – includes unwelcome sexual advances, unwelcome requests for sexual favor and other unwelcome verbal or physical conduct of sexual nature.
- e. Cyberbullying – verbal, visual, or sexual harassment directed toward any student, family member or staff member using cyber methods or social media – including the filming, photographing, posting, or sharing of materials that portrays any student or member of the school poorly. Any comments made about a MLHS faculty or staff member on the Internet or social media will be dealt with as if the comments were made in person and disciplinary action will be taken.

It is the student's responsibility to avoid any personal conduct or activity that may be considered harassment.

11.2 HARASSMENT DISCIPLINE PROCESS

- a. Students should immediately inform the accused offender that the harassing behavior is offensive and unwelcome.
- b. If the student does not feel comfortable doing this or if the incidents continue, this should immediately be reported to a faculty member or administrator.
- c. The student may be asked to write a statement of exactly what happened.
- d. If the situation meets the definition of harassment, appropriate steps will be taken to discipline the offender which may include suspension, expulsion, and/or referral to law enforcement. The severity and pattern of any harassment will be taken into consideration when disciplinary decisions are made.

Because of the confidential nature of cases of harassment, all information will be limited to those individuals with a need to know.

Retaliation against alleged victims of harassment is grounds for suspension and/or expulsion.

11.3 SEXUAL MISCONDUCT

Milwaukee Lutheran is committed to providing an educational environment free from sexual misconduct. This misconduct includes, but is not limited to, sexual harassment, the use of technology to capture or transmit anything of sexual nature, and inappropriate sexual relationships. MLHS will respond to all reports of sexual misconduct and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this policy.

Issues of sexual misconduct, especially those involving a minor, will be referred to the Milwaukee Police Department. This ensures that evidence is collected appropriately, and that the victim receives the necessary supports.

12. DRESS CODE

MLHS has adopted a dress code that requires all students to wear a prescribed wardrobe. An attractive school wardrobe promotes school spirit and an improved self-image, while maintaining a neat appearance of the student body. This wardrobe further identifies students as members of the school community and fosters a spirit of cooperation, participation, and safety.

The dress code applies during building hours of 7:00 am to 4:30 pm and is strongly recommended for any activity in which students represent MLHS to the community.

No dress code can anticipate every fashion change or specific question. The administration reserves the right 1) to make decisions on what is or is not acceptable regarding the dress code during the course of the school year; 2) to make clarifications on the dress code as is necessary; 3) to alter the dress code at its sole discretion. Dress code decisions are made by the school administration and are not subject to appeal. Refusal of families to cooperate with the dress code can lead to the dismissal of a student from MLHS.

12.1 DRESS CODE ENFORCEMENT

A student with a dress code infraction will be sent to the Office of Student Life where he/she will be advised to seek alternate clothing from his/her locker. If that option does not work, the student will be suspended from class until a parent/guardian can bring appropriate clothes to school or for the rest of the day.

1st Offense- Change of clothes compliant with dress code before returning to class. It will be documented as a warning.

2nd, 3rd Offense- Change of clothes compliant with dress code before returning to class. A detention will be issued.

4th + Offense- Change of clothes compliant with dress code before returning to class. A suspension will be issued.

12.2 STANDARDS OF DRESS

Tops:

Students are required to purchase all school tops through MLHS.

- a. Students will always wear a school-approved top which will consist of the following: polo shirts, quarter-zips, or crew neck sweatshirts (no hoods or hoodies), purchased through MLHS. If it is an MLHS prescribed full-zip jacket, a school-approved polo shirt must be worn underneath.
- b. School-approved tops from MLHS will bear an MLHS school-approved logo. Shirts must be of a reasonable fit, i.e., not far too small/tight or baggy. A long-sleeved shirt may be worn under a short-sleeved polo shirt provided it is without any writing or graphics. Hoods are not allowed.
- c. No outerwear (coats, jackets, jean jackets, etc.) will be worn during the school day. Students should dress appropriately for the weather without requiring outerwear to be worn.

Bottoms:

Clothing bottoms are not available through MLHS. They must be acquired from other vendors and meet the requirements below:

- a. Students are allowed to wear pants, capris, or shorts made of khaki/chino/dress material in solid colors of black, grey, khaki/tan, or navy blue. Shorts must be of modest length (defined as 4 inches above the kneecap while standing). Pants that meet the material and color requirements may have elastic at the bottom of the legs and/or drawstrings at the waist. Cargo pants or cargo shorts may not be worn.
- b. Girls may wear skirts made of khaki/chino/dress material which must be of modest length (defined as 4 inches above the kneecap while standing) and will be either solid colors of black, grey, khaki/tan, or navy blue, or plaid of any of those colors.
- c. Clothing bottoms must be worn at the waist level. A belt may be required of a student if undergarments are exposed.
- d. Blue jeans, leggings, athletic pants, and pants that have tears, rips, or frays are not allowed.

Footwear:

- a. Students must wear shoes, boots, or sandals at all times in school.
- b. Not permitted – slippers, house shoes.

Miscellaneous:

- a. Hair must be clean and of reasonable style. Simple designs cut into the hair are permissible. Boys' facial hair must be neatly trimmed.
- b. Excessive piercings are not permitted (determined by the Office of Student Life).
- c. All tattoos are discouraged. Those deemed offensive must be covered at all times.
- d. Not permitted – headwear (including caps, hoods, bandanas, and do-rags), earmuffs, sunglasses, and "grills."

12.3 STUDENT IDs

Student ID cards serve multiple purposes for our students:

1. They can serve as identification for coming into the building.
2. They serve as your entry pass into school events (athletics, drama, music, dances, etc.).

Students will receive one ID at the beginning of the school year. Students should be able to present their ID at any point during the school day. If a student needs a replacement ID, they will be charged a \$5 fee.

The ID must not be altered in size, shape, appearance, and/or defaced in any manner (no stickers). Wearing another student's ID or taking another student's ID may result in a disciplinary referral. All students must utilize the student ID from the current year.

13. TECHNOLOGY & ELECTRONICS

Milwaukee Lutheran recognizes that technology is a part of our culture and the lives of our students. It also understands the benefits of technology devices and the value they can provide to students and educators. The policies surrounding technology use in our building are intended to promote acceptable, educationally focused use of technology and ban social use for students. In all situations, these devices are to be used in a manner that enhances education and brings glory to God.

Any improper use of an electronic device, including but not limited to taking photos, filming of any situation without permission, or sharing such imagery/film with others (including through social media), may be subject to suspension or expulsion.

13.1 CELL PHONES

Milwaukee Lutheran High School prohibits students' in-school use of cell phones from five minutes prior to the start of classes through the final bell for the school day. Unless specific permission is given by an instructor for a particular classroom learning activity, student cell phones must not be used, visible or audible during this entire time period. Cell phones may never be used (before, during, or after school) in a locker room, restroom, or other places where privacy is expected (Wis. Stat. § 175.22).

Parents/guardians are asked not to contact/text their child by cell phone during the school day. If a parent needs to contact his/her child, they should contact the Attendance Office (414) 461-6062. Milwaukee Lutheran is not responsible for lost, stolen, or broken cell phones.

If a phone is heard or a student is using it for any unapproved purpose during the school day, it will be confiscated by the staff member.

Any phone heard or used during the school day will be confiscated. The phone will be returned as follows:

1. First Offense – device is returned at the end of the school day
2. Second and Third Offense – device is returned at the end of the school day and the student will serve a detention
3. Fourth Offense and additional offenses – one day suspension

School administrators may observe cell phone history including voicemail, text messages, photographs, video, social media accounts, etc. in cases of suspicious activity. In instances of serious disregard of school policy, other students' cell phones may be confiscated and searched. Students are responsible for all content on their phones. Violations will be dealt with according to school policy and may involve legal authorities.

13.2 OTHER ELECTRONICS

Students are not allowed to use AirPods, headphones, iPods, Smartwatches, or other electronic equipment from 7:55 am through the final bell for the school day. This includes the wearing of headphones around the neck. If AirPods or headphones are visible, a staff member will take them, and they will be returned at the end of the school day.

Students may use laptops, notebooks, or tablet devices in the study center or classrooms if authorized by a staff member. Students may only use these devices for academic purposes. When using a laptop or tablet device, students must login using the MLHS-Guest network. The use of other wireless devices or networks is prohibited.

13.3 COMPUTER NETWORK ACCEPTABLE USE POLICY

- a. The internet is a network of networks used by educators, businesses, the government, the military, and other organizations. The internet can be used to educate and to inform. As a learning resource, the internet is similar to books, magazines, video, and other information sources.
- b. Access to the internet at Milwaukee Lutheran High School is a privilege - not a right. Access entails responsibility.

- c. Because the internet is a fluid environment, the information which will be available to students is constantly changing; therefore, it is impossible to predict with certainty what information students might locate. We do use a filtering device to automatically screen the sites which are called up. While our intent is to make internet access available to further educational goals and objectives as well as to apply technology in accordance with Christian principles, students may find ways to access other materials. We believe that the benefits to students from access to the internet, in the form of information resources and opportunities for collaboration, exceed the disadvantages. MLHS will preserve academic freedom with certain standards; ultimately, parents and guardians of minor students are responsible for establishing and communicating the standards that their children should follow when using media and information sources.
- d. The networking environment requires that the Lutheran High School Association of Greater Milwaukee (LHSAGM) define guidelines for student exploration and use of electronic information resources. (See Internet Use Rules and Regulations Below) Such guidelines address issues of privacy, ethical use of information with respect to intellectual property, using the networks for illegal activities, or knowingly spreading embedded messages or other computer programs that have the potential of damaging or destroying programs or data.
- e. Students may use the internet to participate in distance learning activities, to ask questions of and consult with experts, to communicate with other students and individuals, and to locate material to meet their educational and personal information needs. School and library media specialists and teachers have a professional responsibility to work together to help students develop the intellectual skills needed to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet their educational goals.
- f. MLHS reserves the right to delete any files put onto the computer due to internet use.
- g. MLHS reserves the right to prioritize the use and access to the system.
- h. MLHS requires that all students have a signed Acceptable Use Policy on file.

The following are examples of actions that are not allowed:

- a. Sending or displaying offensive or pornographic messages or pictures.
- b. Using obscene or defamatory language.
- c. Harassing, insulting, defaming, or attacking others verbally.
- d. Damaging computers, or computer systems.
- e. Destroying data of another user.
- f. Violating copyright laws.
- g. Using another person's password.
- h. Intentionally wasting limited resources.
- i. Using the internet for commercial purposes.
- j. Interactive game playing.
- k. Downloading non-school related files or programs.
- l. Other uses deemed unacceptable by the general standards of our faith and our school.

In addition to the inappropriate behaviors listed above, these ground rules for use of the world wide web are also included:

- a. Do not give out personal information, phone numbers, social security numbers, credit card information, or addresses.
- b. Do not enter news groups or chat rooms without approval of an administrator or teacher.
- c. Do not fill out questionnaires without the permission of an administrator or teacher.
- d. Do not order a product over the internet.
- e. If you arrive at a site that is offensive to Christians, use the "back" button to leave the site and report it immediately to an administrator or teacher.

Violation Consequences

Violations of this acceptable use policy will be dealt with through the discipline cycle and may result in:

- a. Withholding privileges
- b. In-school suspension
- c. Out-of-school suspension
- d. Expulsion
- e. Students and their families are responsible for any financial expenses resulting from improper technology use. This includes payments to staff members for their time to correct problems due to abuse.

14. HEALTH

14.1 HEALTH RECORDS

The parent/guardian is responsible for annually completing and updating a current health record with appropriate information. This record should inform the school of any health issues that may cause special problems or require special handling on the part of the school.

14.2 IMMUNIZATION REQUIREMENTS

Wisconsin State Statute 252.04 requires that all students have the following required immunizations.:

- 4 DTaP/DTP/DT/Td
- 3 Hepatitis B
- 2 Varicella (Chicken Pox)
- 1 Tdap / 4 Polio / 2 MMR

Written proof is due to the school before classes may be attended. Any parent who does not comply with Immunization requirements within 60 days of being admitted to the school must be reported by Milwaukee Lutheran to the Milwaukee County District Attorney.

14.3 MEDICATION

It is recommended that prescription medications be taken at home. When this is not possible, the school will follow state law (Wis. Stat. § 118.29) for dispensing over-the-counter and prescription medication.

- a. All prescription medication must be kept in the office. No student should be carrying or self-administering prescription medication in the building. It is the students' responsibility to report to the office to take their medication and have it recorded.
- b. Parents must complete a form granting authorization to administer prescription medication with specific directions including dosage and time of administration. Only prescription medication in a labeled pharmaceutical container with doctor's instructions will be administered.
- c. Over-the-counter medication administration requires parent/guardian consent.
- d. Students with asthma may have an inhaler in their possession with written consent of a parent/guardian.

14.4 ILLNESS/INJURY

Students who are ill (which includes experiencing a fever) should remain home from school. Please contact the attendance office to report the absence. Students may return to school when symptoms have passed.

Students who become ill during the school day must obtain a pass from the classroom teacher and report directly to the Attendance Office. If necessary, arrangements will be made with the parents/guardians for the student to go home. Students should make the arrangements through the Attendance Office and not on their own.

When a student is injured, the school will administer appropriate first aid. The student's parent/guardian will be notified. If medical attention is required, arrangements will be made with parent's/guardian's consent whenever possible. Following the injury, an incident report form must be completed and filed in the main office by the student and/or individual supervising the activity.

14.5 PREGNANCY

When the administration of Milwaukee Lutheran becomes aware of a student pregnancy, a consultation program will immediately be designed by the school to involve the student(s) and parent(s). Additional selected resources – including possibly the student's/students' pastor and other counselors – may be utilized. Separation from the school setting until necessary consultations are scheduled may occur at the determination of the administration. Arrangements for the student's/students' continued enrollment at Milwaukee Lutheran will be determined on an individual basis. Part of the decision will be influenced by the circumstances and response of those involved. The student's/students' spiritual and physical health will be the utmost priority, which also includes the student's/students' social-emotional wellbeing.

14.6 ABUSE, NEGLECT, & EXPLOITATION OF CHILDREN

All employees of Milwaukee Lutheran have specific legal obligations to report suspected abuse, neglect, or exploitation of children. Employees will follow the established procedures as outlined in the faculty handbook. Employees will not contact a student's family regarding a disclosure by a student indicating that he/she may have been a victim as a result of any member of that student's family.

15. CAMPUS

15.1 CRISIS PLAN

Milwaukee Lutheran High School has a comprehensive plan to deal with crisis situations. Included in this plan are the preventative measures taken to minimize issues on campus, the roles and responsibilities of school staff and students, and the procedures associated with various emergency situations.

It is understood that no guarantees are implied by the plan. Rather, Milwaukee Lutheran has taken every reasonable effort to ensure the safety of all individuals and property by establishing a plan which seeks to mitigate, prepare for, respond to, and recover from incidents.

15.2 BUILDING/CAMPUS HOURS

Access to the building is allowed at 7:00 am. Students who arrive between 7:00 am and 7:40 am will go to the cafeteria unless they have an appointment with a teacher.

School is regularly dismissed at 3:20 pm. Students not involved in after-school activities must report to the gym by 3:30 pm and wait for their rides inside the building or leave campus immediately. At 4:00 pm students must leave not only the school building, but also the campus itself. Therefore, campus is effectively closed to all students other than those participating in extracurricular activities at 4:00 pm. We ask that MLHS' willingness to allow students to remain on campus for the 40 minutes from the end of school (from 3:20 pm – 4:00 pm) not be taken advantage of. Students who can leave campus immediately at 3:20 should do so. Likewise, students who are driven home, drive home, or Uber home should also make every effort to leave campus as closely to 3:20 as possible.

When Milwaukee Lutheran has an alternative schedule dismissing at a time other than 3:20, the same procedures as above will be followed but with different corresponding times. In effect, the school campus will be required to be exited 40 minutes after the end of the school day irrespective of the actual time school is dismissed.

15.3 CLOSED CAMPUS

Milwaukee Lutheran is a closed campus. Students are to be in the building from the time school begins until dismissal. Once students enter campus for the day, they should not leave unless permission is granted from the attendance office. Any student leaving the building or campus without permission will face additional consequences.

Students may not allow others into the school building. Such action may lead to suspension or expulsion.

15.4 VISITORS TO CAMPUS

All visitors must report to the main office to check in. Each visitor must wear a visitor ID pass while in the building.

No visitors are allowed to enter the building between 3:00 and 3:20 pm.

Visitors during the school day may not be high school aged. All prospective student visits must be arranged through the Admissions Office.

Any student who has visitors on the MLHS campus will be responsible for the visitors' behavior. Inappropriate conduct during the school day, before and after school hours, or extra-curricular events may penalize the Milwaukee Lutheran student according to discipline policies.

15.5 PARKING LOT REGULATIONS

- a. All vehicles must be registered along with proof of a valid license. The cost of vehicle registration is \$20 and is valid for the school year. Each vehicle driven to school must be registered; however, the parking permit may be transferred from one registered car to another registered car belonging to the same student. A replacement permit is \$5.

- b. All cars must be parked in the designated parking lots accessed via Grantosa Drive. Parking spaces are available on a first come, first served basis. Students are not allowed to park in the fire lane or in spaces designated for reserved, handicapped, or visitor parking. Parking on the streets around school is discouraged. Unregistered vehicles in violation may be towed at the owner's expense.
- c. Students who drive to school must remember that their cars are to be used for transportation to and from school. Drivers can give rides to others but should not cruise the city streets or neighborhoods.
- d. Students are not allowed to go the parking lots or drive their cars during the school day without permission from a parent and school official.
- e. Student drivers should exercise caution and restraint at all times. Excessive speed, unsafe activities, or unnecessary noise will not be tolerated.
- f. Administration reserves the right to search vehicles on school property if warranted.
- g. Milwaukee Lutheran High School is not responsible for theft and/or vandalism to vehicles parked on school property.

15.6 PARKING VIOLATIONS

It is each student driver's responsibility to follow all driving and parking regulations. Discipline steps for parking violations are as follows. As with other disciplinary matters, the consequences do not need to follow in the order written depending upon the severity of the infraction.

- a. First violation – student will be notified and warned that a second violation will result in a fine.
- b. Second violation – the student will be assessed a \$20 fine.
- c. Third violation – the student will be assessed a \$40 fine, and a parent/guardian will be notified.
- d. Fourth violation – the student will receive a disciplinary referral for refusing to follow driving and parking regulations. The student will not be allowed to return to class without paying all fines and attending a student/parent/administrator conference. Loss of driving privileges should be expected.

15.7 STUDENT DROP OFF & PICK UP

Safety is our highest priority during these times.

- a. When dropping off in the morning, you may pull up next to the canopy or next to the parking lot. Please do not stop in the middle of the driveway.
- b. When picking up after school, please do not park between the orange cones. This area is designated for buses. Please drive slowly at all times and watch out for pedestrians crossing.

15.8 VANDALISM

Vandalism is expensive and senseless. MLHS is your school; take pride in ownership. Students will be held financially responsible for vandalism and/or for items assigned to them (books, lockers, desks, etc.). Additional disciplinary action may be taken, up to and including suspension or expulsion.

16. SCHOOL-RELATED INFORMATION

16.1 BACKPACKS/ATHLETIC BAGS

Students are allowed a book bag/backpack as their only "carry-in" to the classroom. Students may not carry a purse or fanny pack during the school day unless it is inside the backpack. Bags are to be stored under the desk or in the classroom location assigned by the teacher. No bags or purses are allowed in chapel or assemblies. Athletic bags should be secured in athletic lockers, which are available by contacting the Athletic Office.

16.2 BUSING

Busing to and from school is based on the policy of MPS Pupil Transportation Services; students living at least one mile from City of Milwaukee public transportation may qualify. Call the Milwaukee Lutheran school office for more details. Information regarding the name of the bus company, route number, location of the stop, and pick-up times will be communicated with homes as soon as possible.

16.3 CAFETERIA – BREAKFAST & LUNCH

The cafeteria provides a hot breakfast and lunch service. All enrolled students can receive breakfast and lunch at no charge. Household applications are not required to receive free meals.

The cafeteria is the only place for eating food. Students are expected to be in the cafeteria during their assigned lunch period. Students are not allowed to take food or drinks outside the cafeteria during the school day.

No outside food deliveries (DoorDash, Uber eats, Grub Hub, etc.) are allowed to Milwaukee Lutheran.

16.4 HALL LOCKERS

- a. The locker assigned to each student is the property of the school. Inspection of lockers may be conducted at any time, without notice, without student consent, and without a search warrant.
- b. The locker is intended to be a place where personal property will be safe. Combinations should remain confidential, and the sharing of lockers is strongly discouraged. Students are responsible for anything in the locker that is assigned to them. The school is not responsible for lost or stolen articles from your locker.
- c. Locker combination changes require use of maintenance personnel. Therefore, a \$2 fee is charged for a requested change.
- d. Lockers should be kept neat and clean. No decorations are allowed on the outside of lockers except for MLHS activity stickers, or those items approved by the Office of Student Life. Only magnets or masking tape should be used to hang items inside the locker.
- e. Costs to clean or repair damaged, scratched, or defaced locks or lockers will be charged to the student.

16.5 LOST & FOUND

- a. Valuable items should not be brought to school. If necessary, these items should remain in a secure locker. The school is not responsible for any items that are lost or stolen.
- b. All items that are found should be taken to and then claimed from the Office of Student Life. Items that are not claimed by the end of each semester may be donated.
- c. If you have lost or stolen items, report the loss to the Office of Student Life office immediately.

16.6 PUBLIC AFFECTION

The showing of public affection (i.e. hand holding, kissing, hugging, caressing, etc.) is not appropriate for school and causes offense to others. Whether an action is appropriate or not is at the discretion of the staff. Students violating these expectations will be dealt with according to the school's discipline policies.

16.7 SCHOOL DANCES

Dances are held throughout the school year. Some of the dances are formal while some are casual. Students are to dress with modesty and appropriate attire. Information regarding specific dress code requirements and the details of dances will be available to the students prior to the dance ticket sales. Students will be checked as they enter the dances and may be denied entry to the dance based on their dress.

Students must arrive within thirty minutes of dance starting times and cannot leave until thirty minutes before the end time of the dance. Students who leave the dance may not return to the school. Exceptions will be made for students who clear their reason beforehand with the Office of Student Life

Students must be picked up within thirty minutes of the conclusion of the dance (NO EXCEPTIONS).

Casual dances are for MLHS students only. Students must provide their IDs to gain entrance to the event. Formal dances allow for guests of only our Junior and Senior students to attend provided they meet the requirements of the Visitor Dance Form which will be provided by the school, and all deadlines for such forms are met. The visitor forms are unique to each formal dance and will be available from the Office of Student Life.

It is understood that:

- a. A guest for the formal dances must be a Junior or Senior in high school or a MLHS graduate of the prior school year.
- b. The Milwaukee Lutheran High School student will accompany his/her guest to the dance. The MLHS student will be held responsible for any actions of their guest.
- c. The guest is subject to all school rules pertaining to dances and conduct at school activities. Violations may result in the removal of the MLHS student and his/her guest from the dance and/or other appropriate administrative action.
- d. Students who have left MLHS for disciplinary reasons must receive permission to attend a dance.

Students who fail to follow the above rules and other general appropriate behaviors at dances will not be allowed to attend future dance(s). Appeals will be handled by the Office of Student Life.

Students who receive three or more referrals during a school year will lose the privilege of attending dances. Seniors will lose the right to be a part of homecoming and/or prom court.

16.8 SEARCH & SEIZURE

All items on the school campus can be searched and seized by a school official at any time.

16.9 TEXTBOOKS

Textbooks are furnished to students on a loan basis. Students are responsible for returning all loaned materials in good condition. Damage or loss of textbooks will result in fines being levied by the teacher.

16.10 WORK PERMITS

Work permits are required for anyone under the age of 16. Parents and guardians may obtain a work permit online through the State of Wisconsin Department of Workforce Development website:

<https://dwd.wisconsin.gov/er/laborstandards/workpermit/>

17. PARENTS/FAMILIES

Parents are a critical asset to the functionality and success of Milwaukee Lutheran. The parent-school relationship is critical for a positive high school experience.

17.1 PARENT/FAMILY VISITOR POLICIES

Parents who visit the building from 7:00 am to 3:00 pm must check in with the main office or proceed directly to where directed at time of admittance into the building. No parents/family visitors are admitted into the building from 3:00 p.m. to 3:20 p.m.

- a. Parents are not permitted in any part of the building during the school day without a visitor pass.
- b. Parents who wish to speak to a teacher or visit a classroom must have an appointment scheduled.
- c. Parents are not to deliver food to students during the school day.

17.2 PARENT/FAMILY CONDUCT

Any parent who misrepresents the expectations of Milwaukee Lutheran by using inappropriate language or conduct (including towards a faculty or staff member) may be banned from the campus. This includes at extra-curricular events on our campus and at away events. Parent/Family conduct can impact the enrollment status of an MLHS student.

17.3 COMMUNICATION

It is the expectation that parents will remain connected to what is going on to Milwaukee Lutheran through appropriate channels:

- a. The primary method of communication with families is through email and the school information system. It is important that email addresses are kept current and checked regularly.
- b. Parents should read the regularly published school newsletter – KnightWatch – which includes announcements and information from the school.

18. HANDBOOK LIMITATIONS

No handbook can cover every eventuality of school life at Milwaukee Lutheran High School nor anticipate every interpretation or necessary change which becomes essential or prudent as determined by the Milwaukee Lutheran High School Administration. As such, the Milwaukee Lutheran High School Administration reserves the right to amend, add to, and interpret the student handbook throughout the school year at its sole discretion with or without student and/or parent/guardian notice.



**MILWAUKEE LUTHERAN
HIGH SCHOOL**

Acknowledgement of Student Handbook

The policies and procedures contained in the Milwaukee Lutheran High School Student Handbook are intended to:

- Carry out the Mission of Milwaukee Lutheran High School – Share Jesus. Shape Lives. Develop Leaders.
- Provide for the orderly function of the school
- Create an environment where high achievement is the focus
- Produce a system of personal responsibility on the part of all students

Throughout the handbook, the term ***parent*** is consistently utilized. Please note that the usage of the word parent is – in this publication, as with other Milwaukee Lutheran High School publications – synonymous with the term ***parent/guardian***.

We acknowledge that we have received and read the Milwaukee Lutheran High School Student Handbook. We have taken the opportunity to gain clarification on the policies and procedures outlined in the handbook. We agree it is our responsibility to understand and adhere to the information and expectations contained in the handbook. We further acknowledge that the contents of the handbook are subject to interpretation and that the final decisions and enforcement will be made by the Milwaukee Lutheran High School administration.

We agree to work with the faculty, staff, and administration to provide an environment that supports proper Christian relationships, nurtures the learning of all students, and provides a safe and orderly place for all Milwaukee Lutheran High School students.

We understand that annual changes occur with the handbook and our signature below signifies that we will abide to this agreement and/or the revised agreement until enrollment discontinues, or a new agreement is signed.

Student Name

Grade

Parent/Guardian Signature

Parent/Guardian Signature

Student Signature

Date