



# **MILWAUKEE LUTHERAN HIGH SCHOOL**

## **2016-2017 STUDENT HANDBOOK**

***SHARE JESUS. SHAPE LIVES. DEVELOP LEADERS.***

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# Expectations for Students, Parents, and Milwaukee Lutheran

*Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and **teaching them to obey everything I have commanded you**. And surely I am with you always, to the very end of the age.*  
(Matthew 28:19-20)

Education is a critical aspect of every person's life. As Scripture indicates, education is a component of the Great Commission. Further, the primary responsibility for education rests on the parents (*Deuteronomy 6:4-7*). Schools have been established to assist parents in this task. In order to achieve success, a partnership must be developed between the student, parent(s), and school.

## What can families expect from Milwaukee Lutheran High School?

- Milwaukee Lutheran will approach each situation and decision from a Biblically-based, Christian worldview, even when that goes against popular culture or political correctness.
- Faculty will strive for excellence in the classroom which includes the development of positive relationships with students, effective design and delivery of instruction, working with students who need additional support, and in the management of professional duties.
- Milwaukee Lutheran will strive to provide a safe and friendly environment that promotes student learning.
- Parents and students will be treated with respect and consideration.
- Communication to families from administration and faculty will be realistically timely and relevant.
- Milwaukee Lutheran will work to help solve problems and resolve conflicts as they arise.
- Students will receive guidance regarding the next level of education or stage of life.
- Milwaukee Lutheran will provide a variety of curricular and co-curricular activities that encourage student involvement and excellence.

## What does Milwaukee Lutheran expect from students?

- Students will support the mission of MLHS by providing their best efforts in academic studies. Students take ownership of their learning.
- Students will attend school faithfully and be prompt in arriving to school and class.
- Students will be respectful of administrators, teachers and other school personnel and treat fellow students in a considerate manner.
- Students will respect and obey all school rules and help others to recognize that rules exist as proper training for their future and the welfare of everyone in school.
- Students will dress and act in a way that reflects their Christian faith and a desire to be an asset to the Milwaukee Lutheran family.

## What does Milwaukee Lutheran expect from parents/guardians?

- Parents will support the mission of providing a Christ-centered education and help promote our school to the greater community.
- Parents will encourage and assist their children by providing an atmosphere where academic success is nurtured.
- Parents will ensure their children are on time and in attendance every school day. Parents will promptly notify the school when absences are necessary.
- Parents will partner with the school by addressing any issues, questions, or conflicts with the proper person so resolution can be reached.
- Teachers and school personnel will be treated with respect and consideration.
- Parents will volunteer for school-sponsored activities.

## **1. MISSION**

The Lutheran High School Association of Greater Milwaukee is owned and operated by a group of congregations of The Lutheran Church – Missouri Synod in the Milwaukee area. It functions as an educational agency of its member congregations.

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 assure 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.

Mission: Share Jesus. Shape Lives. Develop Leaders.

## **2. ADMINISTRATIVE PERSONNEL**

Chief Executive Officer (CEO) – Cole Braun  
Head of Schools – Mark Bahr  
Principal – Adam Kirsch  
Assistant Principal of Academics – Mike Waugh  
Assistant Principal of Student Life – Justin Armitage  
Dean of Students – Sam Seefeld  
Director of Athletics – Keith Kalous  
Director of Admissions – Jim Datka  
Director of Student Activities – Rachel Janousky

## **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 operation of the school redeemed live for Christ 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 Worship  
All students and faculty participate in a 30-minute chapel on Monday, Wednesday, and Friday. Chapel is a devotional time of reflection. Chapel is led by faculty, students, pastors and other members of our high school family.
2. Prayer and Devotions  
Prayer and Devotions are shared on Tuesday and Thursday mornings by a faculty member or student. Throughout the day, opportunities to pray include the start of class periods, lunch, and the end of the day.
3. Integration of Faith into Curriculum  
All staff are instructed to integrate God's Word into applicable lessons. Connections between the world and Scriptural references are vital to the development of each student.

### **3.2 CHRISTIAN CONFLICT RESOLUTION**

Because we have all fallen short of God's expectations, sins and challenges will occur in our community. When it does, 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 person seen as the offender.
2. Second take a helper with him 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.

## **4. STUDENT RIGHTS**

### **4.1 CONFIDENTIALITY OF STUDENT RECORDS**

Milwaukee Lutheran will be in compliance 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 one year following graduation 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. 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 requesting a hearing.
  - b. If satisfaction is not achieved, a statement of challenge may be addressed to the CEO.

### **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 APPEALS PROCESS**

A student has recourse in the event of concern or disagreement with a faculty or staff member decision:

- a. The student or parent/guardian must first try to resolve the issue with the faculty or staff member.
- b. A written account of the situation will be crafted by the staff member and available to the student upon their request.
- c. A student will be given the opportunity to tell their version of the incident.
- d. If a student or parents/guardians disagrees with the consequences or decision, the right is granted to appeal to the Principal in writing within five days.
- e. The Principal will render a decision on the appeal in writing within five school days of receipt of the written appeal.
- f. If disagreement still exists, the decision of the Principal may be appealed in writing to the Head of Schools.

## **5. ADMISSIONS POLICY**

The admissions process is used to determine whether enrollment at Milwaukee Lutheran is a good fit for the student and the school. 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 withdraw.

## **5.1 PROSPECTIVE FRESHMEN STUDENT**

- a. Any student who has successfully completed 8<sup>th</sup> grade and wishes to attend Milwaukee Lutheran will be considered for admission.
- b. Families must complete an online application along with confidential recommendation forms from the current pastor, school administrator, and teacher. 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 admission will be rendered by the Admissions Director. All decisions may be appealed to the Principal of Milwaukee Lutheran.

## **5.2 TRANSFER STUDENT**

- a. Any student wishing to transfer to Milwaukee Lutheran High School as a freshman, sophomore, or junior will be considered for admission upon completing the application process. Milwaukee Lutheran does not 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 Milwaukee Lutheran administration. 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 students must be received before a student will be permitted to enroll.
- c. Upon review by the MLHS administrator, 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 of Milwaukee Lutheran.
- d. All admitted transfer students are considered to be on Probationary Status for a semester at which point an informal review of enrollment will be conducted.

## **6. ATTENDANCE**

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

### **6.1 ATTENDANCE PROCEDURES**

- a. All absences must be reported to the Attendance Office (414-461-6062) by a parent/guardian prior to 9:00 am on the day of the absence. Parents are asked to call each day the student is absent.
- b. If a parent/guardian has not called, the Attendance Office will consider the student truant.
- 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. The student will receive a pass to report back 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.

### **6.2 TYPES OF ABSENCES**

All absences are recorded as absences. However, the following terms will be used:

- 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 3 or more consecutive days. All work may be made up for full credit.

- b. Unexcused absences are absences due to truancy, suspension, oversleeping, or other unapproved reasons. No academic credit for assignments, classwork, or quizzes will be awarded for the days that a student has unexcused absences from class, however projects and tests will be allowed with a 25% reduction.

### **6.3 MAKEUP WORK**

It is the student's responsibility to arrange for makeup work. 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.

### **6.4 CHRONIC ABSENCES**

When students miss more than sixteen (16) days in any course per semester (excused or unexcused), credit will be forfeited. The limit does not include absences due to school activities or funerals. Exceptions to the policy for extenuating circumstances may be granted on an individual basis.

Communication will be sent following the tenth absence in a semester.

### **6.5 TRUANCY**

Students who are truant will not be allowed to return to class without a parent/administrator contact and/or conference. Students who skip a class will not be allowed to return to class without a parent contact by a school official.

If a student accumulates 5 unexcused absences in a semester they are considered habitually truant under Wisconsin Statue Section 118.16. Milwaukee Lutheran may involve local law authorities when students are deemed habitually truant. 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. Possible consequences include municipal citations, fines, and/or imprisonment.

### **6.6 TARDY POLICY**

In order to maintain a proper atmosphere for learning, Milwaukee Lutheran stresses punctuality for its students. It is also a preparation for students' future where tardiness continues to be the primary reason for employee termination in the U.S. Tardiness is unacceptable. It is the desire that families partner with the school to encourage punctuality.

If a student arrives more than 20 minutes late to any class, the student is considered absent for that period and the parent must call the Attendance Office to excuse the absence.

- a. Tardy to School
  - a. Occurs when a student arrives to class after the first hour tone.
  - b. Excessive tardiness to school is based on the semester and will be handled in the following manner:
    - i. Student will receive 3 "free/excused" tardies during the course of the semester.
    - ii. Upon the 4<sup>th</sup> to 6<sup>th</sup> tardy, the student will be held out of their 1<sup>st</sup> hour class with an unexcused absence. They are required to complete a writing assignment that must be completed prior to attending their next class.
    - iii. Upon the 7<sup>th</sup> to 9<sup>th</sup> tardy, the student will be held out of their 1<sup>st</sup> hour class with an unexcused absence to complete the writing assignment and will also receive an after school detention.
    - iv. A letter will be sent home after the 7<sup>th</sup> tardy.
    - v. On the 10<sup>th</sup> tardy, a meeting with between parent and administrator will be required.
    - vi. Upon the 10<sup>th</sup> to 15<sup>th</sup> tardy, the student will be held out of their 1<sup>st</sup> hour class with an unexcused absence to complete the writing assignment, will receive an after school detention, will be issued a referral, and will be banned from school sponsored events for the remainder of the semester.
    - vii. Upon the 15<sup>th</sup> tardy of the semester, a student will be recommended for expulsion.
- b. Tardy to Class (including Homeroom)
  - a. Occurs when a student arrives after the tone for periods 2 through 8.
  - b. Tardiness to class is based on the 6-week grading period and will be handled in the following manner:

- i. 5<sup>th</sup> Tardy – Unexcused Absence
- ii. 10<sup>th</sup> Tardy – Detention
- iii. 15<sup>th</sup> Tardy – Detention and Referral
- iv. 20<sup>th</sup> Tardy – Detention, Referral, and student will be placed on a Truancy Behavior Contract which includes a warning letter from TABS (Truancy Abatement Program from Milw. PD)
- v. 25<sup>th</sup> Tardy – Detention, Referral, and student is referred to TABS for possible statutory fines
- vi. 30<sup>th</sup> Tardy – Detention, Referral, the student will forfeit course credit for the semester, a certified Habitual Truancy Letter will be sent to the parent/guardian, and a contributing truancy citation will be issued to the parent/guardian through TABS

## **6.7 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 Junior must have a 3.00 cumulative GPA
- b. Students involved in extra-curricular activities are ineligible for early release during their season.
- c. Students who are granted early release are expected to leave and not loiter on campus following their last class.

## **6.8 BUILDING PASSES**

There are two types of passes for students to be excused around the building:

- a. Green passes are issued by a staff member to excuse a student to another class or office.
- b. Student Planner Passes are issued to use the bathroom or a locker. There is a limit of 5 per week and must be signed by a teacher.

## **7. 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 both sinners and saints simultaneously. 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 accord 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 to such a student 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, his 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, so that the student and the entire student body recognizes the seriousness of sin against God, and value the Christian setting in which God seeks to accomplish His good and gracious will for His children.

In the event a student apparently refuses to accept the ministry offered him and willfully or consistently demonstrates his unwillingness to live a Christian life, the student, by virtue of his own attitude and action, disqualifies himself from continued ministry. When, as a result of continued ministry, a student demonstrates and expresses his desire to return to the Christian education setting so that God may accomplish His good will for the student, the school administrators should seek to provide for re-enrollment.

## **7.1 BEHAVIORAL INTERVENTION STEPS**

The following escalating steps are utilized as a process for modifying behaviors:

- a. The teacher will use proximity as a warning system in the classroom.
- b. The student will be asked to exit the classroom to talk with the teacher.
- c. The student will be sent to the office to complete a Processing form. Information regarding the behavior will be communicated home from the teacher.
- d. Detention – this step is used for behavior that continues after the Processing Form step or for other offenses that warrants an automatic detention (including inappropriate language, disrespect, defiance, repeated dress code issues, etc.).



- e. Referral – this step is used when all steps of intervention have been exhausted or for behavior that warrants an automatic referral (including fighting, academic dishonest, repeated disrespect, repeated defiance, continual dress code violations, etc.).

## **7.2 DETENTIONS**

Detentions are held on Monday, Wednesday, and Friday from 3:15 to 4:15 pm. Students are required to be in attendance and complete the writing assignment during that period. Students must provide written notice if a detention will be missed due to extenuating circumstances. Failure to attend detention may result in additional detention time or suspension from school.

## **7.3 REFERRALS**

Referrals are used to identify major issues with student behavior, dress code, or attendance issues. All referrals serve as notice of significant school concern. Referrals must be completed by the student and include a meeting where remorse on the part of the student is shown.

The disciplinary referral process will be handled in the following manner:

- a. 1<sup>st</sup> Referral – Teacher & Administrator calls home; student meets with Administrator
- b. 2<sup>nd</sup> Referral – Teacher & Administrator calls home; student meets with Administrator
- c. 3<sup>rd</sup> Referral – Teacher & Administrator calls home; student and parent/guardian meets with Administrator
- d. 4<sup>th</sup> Referral – Administrator calls home; student meets with Administrator; letter is sent home
- e. 5<sup>th</sup> Referral – Student is suspended and continued enrollment is contingent on decision rendered during meeting with the Principal.

## **7.4 SUSPENSION**

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

- a. 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.
- b. Smoking in the school building, on campus, or in cars on campus. Possession of tobacco, smoking paraphernalia, or lighting materials is not permitted by state statute and school policy.
- c. Any student determined to be under the influence of marijuana, alcohol, illegal drugs, other controlled substances, or possession of drug paraphernalia while on campus or at a school event. Additional drug testing and/or drug treatment may be required before the student returns to school.
- d. 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.
- e. Theft or Vandalism of school or student property.
- f. Gambling on campus.
- g. Criminal behavior or acts of an illegal nature in the community such that it misrepresents the mission of the school.

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 may be removed.

Suspensions are considered unexcused absences, and therefore, result in a loss of academic credit for assignments, classwork, and quizzes for the duration of the suspension. Projects and tests will be allowed with a 25% reduction.

## **7.5 EXPLUSION**

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

- a. Any physical altercation (fight) that takes place in the school building, on campus, near the school, or at a school sanctioned event. An appeal for reinstatement by the Principal may be requested within five days. Expulsion due to a second fight in the student's career may not be appealed.
- b. Possession of any illegal drug, including marijuana or alcohol, at school or at a school function, either home or away.
- c. Any student who consistently demonstrates disrespect toward teachers, staff, and others in authority will be expelled from school.

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

Based on the timing and severity of the incident, the Principal may establish a time when re-enrollment would be considered. The decision to readmit a student will be based on evidence of steps taken to change the behavior.

## **8. HARASSMENT**

Milwaukee Lutheran High School supports a secure school environment, conducive to teaching and learning in an environment free from treat, harassment, and any type of bullying behavior. 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 (where possible), and thorough manner.

### **8.1 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. Harassments 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.

- 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 member of the school of student 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.

### **8.2 HARASSMENT DISCIPLINE PROCESS**

- a. Students should immediately inform anyone harassing him that the 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 an administrator.
- c. The student will be asked to write a statement of exactly what happened.
- d. If the situation meets the definition of harassments, appropriate steps will be taken to discipline the offender which may include suspension, expulsion, and/or referral to law enforcement. The severity and pattern, if any, of the harassment will be taken into consideration when disciplinary decisions are made.

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

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

## **9. 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.

### **9.1 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 may be 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:

- Forging a signature for the purpose of earning credit in a class
- 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
- Falsifying or altering grade related documents, programs, or information

## **9.2 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 presentations, programs, class assignments, 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

## **9.3 ACADEMIC DISCIPLINE PROCESS**

When an act of academic misconduct may have occurred, the classroom teacher will notify the student of the incident in person. It is recommended that a third party be present whenever possible. 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.

Following the first violation of the Academic Integrity Policy, all or some of the following steps will be taken:

- a. The classroom teacher will require the student to redo the work involved (a test, paper, essay, quiz, homework assignment, etc.), receive a reduction of credit for the work involved, and/or receive a zero for the work involved.
- b. The classroom teacher will contact the student's parent/guardian, Dean of Students (via referral), and counselor. The Dean of Students will record the incident in the school data system.
- c. The principal and organization advisors will review the student's eligibility for honor societies and academic awards.
- d. The Dean of Students will notify the student and parent in writing that any two future infractions in any class will result in an F grade and removal from the class in which the third infraction occurs.

Following the second violation of the Academic Integrity Policy, all or some of the following steps will be taken:

- a. Steps a, b, and c for a first infraction.
- b. Administrative disciplinary action which may or may not include suspension.
- c. The Dean of Students will schedule a student, parent, and Assistant Principal for Academics meeting. At that meeting the parent and student will be notified in writing that any further infraction will result in a loss of credit.

Following the third violation of the Academic Integrity Policy, all or some of the following steps will be taken:

- a. Steps a and b for a second infraction.
- b. The Dean of Students will arrange a meeting with the student, his/her parent/guardian, the student's guidance counselor, and Assistant Principal for Academics. The student will earn no credit for the class in which the third infraction occurred.

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

Students are responsible for complying with the Academic Integrity Policy throughout their high school career. The record of a student's infractions is maintained from year to year and is not cleared at the beginning of each new school year.

## **10. HEALTH**

### **10.1 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.

### **10.2 IMMUNIZATION REQUIREMENTS**

Wisconsin State Statute 252.04 requires that all students have the following required immunizations. Written proof is due to the school before classes may be attended.

- 4 DTP/DTaP/Td
- 3 Hepatitis B
- Varicella (Chicken Pox)

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.

### **10.3 MEDICATION**

It is recommended that prescription medications be taken at home. When this is not possible, the school will assist in following 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 responsibility of the student 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.

### **10.4 ILLNESS / INJURY**

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 with the Attendance secretary 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. Following the injury, an incident report form should be completed and filed in the main office by the student and/or individual supervising the activity.

### **10.5 PREGNANCY**

The Lutheran Church-Missouri Synod and Milwaukee Lutheran High School endorse a pro-life position and the need to nurture a deep reverence and gratitude for God's precious gift of human life.

When it is confirmed that a student is pregnant, is responsible for a pregnancy, or had an abortion, the following actions must take place for the student to continue enrollment.

- a. The student in cooperation with the student's parents will meet with school personnel. The goal of the meeting will be to provide Christian counsel for the student in making a God-pleasing decision for the future.
- b. The administration and counselor will work with the student, and when possible the families' pastor, to offer counseling and support with a goal toward repentance; offering forgiveness, reassurance, and love. If counseling is preferred to be sought elsewhere, it must be documented through a licensed counselor or ordained minister.

- c. In consideration for the well-being of the student, the student body, the development of the pregnancy, together with other pertinent factors, a decision will be made on how the student's education at Milwaukee Lutheran will continue.
- d. Since students are a representation of Milwaukee Lutheran, participation in extracurricular activities will not be allowed for the calendar year of the pregnancy.
- e. Children of students should not be brought to school or school activities.

When a pregnancy results in termination of enrollment, the student may reapply for admission when circumstances permit. Re-admittance is contingent upon Principal approval.

## **11. DRESS CODE**

Milwaukee Lutheran has established a direction and guidelines for dress that enable us to be an institution that teaches the principles of God and ensures a suitable environment for instruction and learning. While principles that God has established in Scripture apply consistently through time, apparel changes from culture to culture. Therefore, Milwaukee Lutheran's dress code is reviewed as necessary.

The dress code applies during the hours of 6:30 am to 5:00 pm and is strongly recommended for any activity in which students represent Milwaukee Lutheran to the community (including field trips, extra-curricular teams or groups).

Every student's appearance and clothing should be neat, clean, appropriate for a school setting, and reflect Christian modesty. Any styles, fads, apparel, accessories, or look that do not reflect those standards, or that is deemed to be disruptive to the education process, will be considered inappropriate. Final decisions about acceptability are made by the Administration.

### **11.1 DRESS CODE ENFORCEMENT**

Students in violation of the dress code will be sent to the attendance office and suspended from classes until they meet the guidelines by correcting the issue. Any student not meeting the guidelines may additionally be given the following:

- 1. First violation – Warning
- 2. Second violation – Detention
- 3. Third violation – Disciplinary Referral
- 4. Additional violations – Continued Disciplinary Actions

### **11.2 STANDARDS OF DRESS**

All Clothing:

- A. Must be neat, clean, and in good repair. Clothing that is torn, cut, or frayed is not permitted.
- B. Must be modest. Exposure of undergarments, midriffs, or low necklines is not permitted. Backless or see-through clothing is not permitted. Students should ensure they can stand, sit, bend and reach without becoming immodest.
- C. Must be appropriate for school. Clothing with vulgar or suggestive messages or those that advertise tobacco, alcohol, drugs, musicians or musical groups may not be worn.
- D. Should fit properly. Skin tight or extremely loose fitting clothing is not permitted.

Shirts / Tops / Dress Tops:

- A. Students may wear t-shirts, collared shirts, sweaters, or crew sweatshirts.
- B. Any MLHS-sponsored hooded sweatshirt is allowed as the outermost layer.
- C. Students may not wear athletic jerseys, plain white t-shirts as the primary shirt, sleeveless shirts or dresses, non-MLHS hoodies, or coats in the classroom.
- D. Boys only – any shirt that extends past arm length must be tucked in.

Pants / Capris / Shorts / Skirts / Dress Bottoms:

- A. Students may wear solid colored (black, blue, khaki, etc.) jeans, dress pants, or cargos at waist level.
- B. Boys must properly wear a belt which runs through belt loops on all pants or shorts.
- C. Shorts, skirts, and dresses must be of modest length (defined as four inches from the top of the kneecap).
- D. Students may not wear athletic pants or shorts, cut-offs, or yoga pants. Leggings are permitted only when worn under an appropriate skirt or dress of appropriate length.

Footwear & Other Accessories:

- a. Students must wear shoes, boots, or sandals at all times in school.

- b. Girls may wear earrings and one small stud (2.5 mm or smaller) in the nose and boys may wear one stud earring in each ear. Body piercings for boys and girls including piercings of the lip, eyebrow, face, or nose rings are not permitted.
- c. Headwear (including caps and hoods), sunglasses, and chains are not permitted.

**Grooming:**

- A. Hair must be clean, of natural color, and of reasonable style (no designs cut into hair or Mohawk style). Boy's facial hair must be neatly trimmed.
- B. All tattoos are strongly discouraged. Those that are offensive must be covered at all times.

### **11.3 STUDENT ID'S**

Student ID cards identify you as a student in good standing at MLHS and should be visibly worn around the front collar/chest area. The ID must not be altered in size, shape, appearance, and/or defaced in any manner (No stickers). A second ID will be issued to be carried in the wallet/purse to gain admission to school related events where and when applicable. A \$5 fee will be charged for a replacement.

**Violations per Semester – sent to the office**

- a. 1<sup>st</sup> offense           Warning, temporary ID will be given to the student
- b. 2<sup>nd</sup> offense       Warning, temporary ID will be given to the student
- c. 3<sup>rd</sup> offense       Replacement Fee of \$5 and ID will be printed and given to the student
- d. 4<sup>th</sup> offense       Replacement Fee of \$5, parent phone call and ID will be printed and given to student

Wearing another student's ID or taking another student's ID may result in a disciplinary referral. Also all students must wear the student ID from the current year. Only 2 student ID cards (\$10) may be charged to a student's account. If a student already has 2 ID cards (\$10) charged to their account and needs another student ID card they must have the \$5 to pay for the ID card. If they do not have the money, they must call home to have the money or an ID card brought to them. If that is not an option, the student will be sent home. No students are allowed to stay at MLHS without a current, proper Student ID card.

## **12. 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 or filming of any situation without permission, may be subject to suspension or expulsion.

### **12.1 CELL PHONES**

Milwaukee Lutheran High School prohibits students' in-school use of cell phones during the school day. Photos, video, audio recording, or text-messaging is prohibited. Student cell phones must not be visible or audible from the start of the school day until the end of the school day.

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).

If a student's cell phone is detected during the school day, the student will surrender the device to MLHS staff without objection or hesitation and shall be dealt with in the following manner:

- a. 1<sup>st</sup> Offense – device is returned only to a parent/guardian
- b. 2<sup>nd</sup> Offense – device is returned only to a parent/guardian after the student has served a detention
- c. 3<sup>rd</sup> Offense – device is returned only to a parent/guardian after one full week and a referral is issued
- d. 4<sup>th</sup> Offense – device is returned only to a parent/guardian at the end of the semester and a referral is issued
- e. 5<sup>th</sup> Offense – device is returned only to a parent/guardian and student may be asked to withdraw from school

With permission from the Office of Student Life or Academic Advising, students may use their cell phone or school phone to make a call during the school day. Parents/guardians are asked not to contact/text their child by cell phone during the school day. If a parent needs to contact their child, they should contact the Attendance Office (414) 461-6062. Milwaukee Lutheran is not responsible for lost, stolen, or broken cell phones.

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 phone. Violations will be dealt with according to school policy and may involve legal authorities.

## **12.2 OTHER ELECTRONICS**

Students are not allowed to use headphones, iPods, or other electronic equipment during the school day. These items should be turned off and stored in the locker. This includes the wearing of headphones around the neck.

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-Student network. The use of other wireless devices or networks is prohibited.

## **12.3 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, CD-ROM, 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. The schools will preserve academic freedom with certain standards but, 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. LHSAGM reserves the right to delete any files put onto the computer due to internet use.
- g. LHSAGM reserves the right to prioritize the use and access to the system.
- h. LHSAGM 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.

### **13. CAMPUS**

#### **13.1 BUILDING/CAMPUS HOURS**

Building hours are from 7:20 am to 3:20 pm. Students are allowed in the building if they arrive before 7:20 am, have appointments with teachers, or are involved in a supervised school activity. Students not involved after school must be in the study center by 3:20 pm or leave campus by 3:45 pm on school days.

Students wishing to attend an on-campus event after 4:30 pm should plan to be in the study center or leave campus. Students may not arrive until 30 minutes before the scheduled event.

Students who are consistently on campus after 3:45 pm may be issued a referral.

#### **13.2 CLOSED CAMPUS**

Milwaukee Lutheran is a closed campus. Students are to be in the building from the time school begins until dismissal. Once a student enters 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 is considered truant.

#### **13.3 VISITORS TO CAMPUS**

All visitors must report to the main office and sign the visitor registration book. Each visitor must wear a visitor ID during their visit.

Students may not bring visitors for the sake of visiting school. 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 visitor’s behavior. Inappropriate conduct during the school day, before and after school hours, or extra-curricular events may penalize the MLHS student according to our discipline policies.

#### **13.4 PARKING LOT REGULATIONS**

- a. All vehicles must be registered. The cost of vehicle registration is \$10 and is valid for the 2016-2017 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!
- c. Vehicles that do not fit in the school’s parking spaces may not be driven to school.
- d. 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.



- e. Student drivers should exercise caution and restraint at all times. Excessive speed, unsafe activities, or unnecessary noise will not be tolerated.
- f. 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.
- g. Administration reserves the right to search vehicles on school property if warranted.
- h. Milwaukee Lutheran High School is not responsible for theft and/or vandalism to vehicles parked on school property.

### **13.5 PARKING VIOLATIONS**

It is each student driver's responsibility to follow all driving and parking regulations. Parking violation records will be destroyed at the end of each school year. Discipline steps for parking violations are:

- 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 \$10 fine.
- c. Third violation – the student will be assessed a \$20 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.
- e. Unregistered vehicles in violation will be towed at the owner's expense.

### **13.6 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 for pedestrians crossing.

### **13.7 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.).

## **14. SCHOOL RELATED INFORMATION**

### **14.1 ALTERNATIVE LIFESTYLES**

The Lord teaches us in His Word that sexuality is a gift granted by God. Deviations from His perfect design, including homosexuality, gender dysphoria, etc., are intrinsically sinful. At Milwaukee Lutheran, we hold to the Biblical teaching and acknowledge the sin of these behaviors, as well as all other sins. Students who struggle with the sin of homosexuality should feel safe and welcome at our school while simultaneously understanding that their lifestyle is contrary to our teachings and God's Word. The student is encouraged to seek guidance and counseling from our staff regarding these issues. Publically demonstrating an alternative lifestyle is not allowed at Milwaukee Lutheran High School.

### **14.2 BOOK BAGS / BACKPACKS / ATHLETIC BAGS**

Any bag that is brought to school, must remain in your locker during the day. Bags may not be taken to class. Appropriate size purses for females are acceptable. Bags or backpacks should not be used to carry items from the locker to PE during the school day.

### **14.3 BUSING**

Busing to and from school is based on the policies of the public school district of the family residence. Reference the district website for information related to their requirements. Information regarding the name of the bus company, route number, location of the stop, and pickup times will be mailed to homes as soon as it is available.

### **14.4 CAFETERIA**

The cafeteria provides hot lunch service. Students may purchase lunch or bring lunch from home. Milwaukee Lutheran does not participate in the Federal Free and Reduced Lunch Program. The cafeteria is the only place for eating food.

Students are not allowed to take food or drinks outside the cafeteria during the school day. Soda from the soda machine may be taken from the cafeteria after school only.

#### **14.5 CRISIS PLAN**

Milwaukee Lutheran High School has a comprehensive plan to deal with any crisis situation. 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.

#### **14.6 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.

#### **14.7 FROSH**

The FROSH (Freshmen Relying on Senior Help) Program is a mandatory Thursday Morning program for all freshmen students. Recognizing the need for a successful transition into high school, the program has the following objectives:

- Help all new freshmen successfully integrate into the culture of Milwaukee Lutheran High School.
- Allow opportunities for students to connect with classmates
- Encourage student involvement in school and extra-curricular activities.
- Begin the College and Career Advising Process
- Provide opportunities for upperclassmen to lead students.

#### **14.8 HALL LOCKERS**

- a. The locker assigned to you 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 your property will be safe. Keep your combination confidential. Sharing lockers is not allowed! The school is not responsible for lost or stolen articles from your locker.
- c. Locker combination changes require use of maintenance man-hours. Therefore, a \$2 fee is charged for a requested change.
- d. Lockers should be kept neat and clean. Only magnets or masking tape may be used to hang items on your locker. Avoid hanging anything that would be offensive to anyone.
- e. Costs to clean or repair damaged, scratched, or defaced locks or lockers will be charged to the student.

#### **14.9 LOST & FOUND OR STOLEN ITEMS**

- a. Each year students complain that books, wallets, and other valuables are lost or stolen. In the majority of cases, this is due primarily to carelessness on the part of the student. Put your name in your books and on other valuables. Always make sure your hall/gym locker is locked. Keep your combination to yourself. The school is not responsible for any items that are lost or stolen.
- b. Valuable items (jewelry, purses, wallets, glasses, etc.) that are found should be taken to and claimed from the Main Office. Items such as clothing, books, athletic equipment, etc. should be taken to and claimed from the Attendance Office. Items that are not claimed by the end of each semester are disposed of in a fitting manner.
- c. If you have lost or stolen items, report the loss to the Attendance office immediately.

#### **14.10 PUBLIC AFFECTION**

The showing of public affection between boyfriend and girlfriend sometimes goes beyond moderation and causes offense to others. The display of affection in school such as kissing, hugging, caressing, etc. should be avoided. Whether an action is appropriate or not is at the discretion of the staff.

#### **14.11 SCHOOL DANCES**

Dances are held throughout the school year. Some of the dances are formal while some are casual. Information regarding dress code and the details of dances will be available to the students prior to the dance ticket sales.

Students are to dress with modesty and appropriate attire. Students will be checked as they enter the dances and may be denied entry to the dance based on their dress. Tank tops and hats are not allowed, while footwear should be worn at all times.

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 Student Activities Director or the Assistant Principal for 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 ID's 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 by the Student Activities Director.

It is understood that:

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

#### **14.12 SEARCH & SEIZURE**

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

#### **14.13 TEXTBOOKS**

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

#### **14.14 WORK PERMITS**

Milwaukee Lutheran High School issues work permits during normal office hours.

Students requesting a work permit must bring the following with them:

- a. Proof of age – At least one of the following:
  - a. Original birth or baptismal certificate.
  - b. Wisconsin driver's license with a photo.
  - c. Wisconsin photo ID (not school photo)
- b. Student's original social security card (you must bring the actual card, not just your number)
- c. Letter from your employer with the name, address, and phone number of the company and a brief description of the work you are being hired to do.
- d. Parental Consent: Parental consent can be either: (1) a letter from minor's parent, guardian or court-ordered foster parent consenting to the employment or (2) parent/guardian(s) may sign the employer's letter.
- e. Permit fee of \$10.00.



## Acknowledgement of Student Handbook 2016-2017

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

We acknowledge that we have received and read the Milwaukee Lutheran High School Student Handbook for the 2016-2017 school year.

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.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Date

**Please return this form to the main office by Friday, September 9, 2016**