

MARTIN LUTHER HIGH SCHOOL

STUDENT HANDBOOK 2017-2018

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MARTIN LUTHER HIGH SCHOOL

STUDENT/PARENT HANDBOOK DIRECTORY

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1. OUR 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.

The Lutheran High School Association of Greater Milwaukee is a group of premier high schools dedicated to sharing Jesus, shaping lives, and developing future leaders by providing relevant, rigorous academics and life preparation from a Christian worldview.

How we accomplish our mission is as important as the mission itself. Every action we take will be guided by these values:

Our Christian beliefs compel us to integrate the faith in all aspects of life.

- *We lead by serving, modeling ourselves after Jesus Christ.*
- *Our caring is marked by the presence of compassion, integrity, collaboration, and accountability.*
- *Our commitment to the success of all students calls us to provide programs and instruction dynamic enough to meet the demands of the future.*

1.1 ENROLLMENT POLICY

The Lutheran High School Association through its three high schools, Milwaukee Lutheran, Martin Luther, and Lake Country Lutheran is dedicated to the purpose of offering an educational setting for students holding membership in one of the Association churches. It is further obligated to educating students from Missouri Synod congregations not presently members of the Association, students from Lutheran congregations of other synods that are in agreement with our educational setting, and finally to others that are in harmony with our schools' goals and objectives.

The Lutheran High School Association, through its three high schools, Milwaukee Lutheran, Martin Luther and Lake Country Lutheran, admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

2. THE PARENT SCHOOL PARTNERSHIP

The faculty and staff of Martin Luther High School are committed to helping each student develop to the fullest the abilities which he or she has been given by God. To accomplish this demands a strong home-school partnership.

The following expectations are identified to strengthen the partnership of our parents and our school so that their son or daughter may reach his or her full potential during these critical high school years.

EXPECTATIONS WHICH PARENTS SHOULD HAVE OF OUR SCHOOL

The expectations which parents can have of our school are best stated in the Management Principles adopted by the Board of Directors:

- A. Christian ministry is the objective of the Association and its schools. This principle shapes and directs all subsequent principles.
- B. The Association and its schools will be distinctly Christian from the Lutheran perspective based on God's Word and the Lutheran Confessions.
- C. The Lutheran high school program shares the Christian ministry of family, congregation, and pastor. The Home-Church-School circle will be maintained.
- D. Teachers will possess commitment to ministry and high academic quality.
- E. We stand for quality education which leads the student to assess their talent, develop their potential, and set goals of Christian vocation.
- F. We seek students who by attitude and conduct display willingness to be part of the Christian school family.
- G. The co-curricular program will provide planned opportunity for practice in the Christian lifestyle.
- H. We view ourselves to be an integral part of the American education scene, a contributing partner in public, private, church-related, and particularly Lutheran education on all levels.
- I. Provide Christian ministry to young people requiring an ongoing search for people to identify with and support this program.
- J. Campuses will reflect pride of ownership.

EXPECTATIONS WHICH THE SCHOOL HAS OF PARENTS

- A. Parents will recognize the importance of the partnership, which they have with the school in nurturing the intellectual, social, physical and spiritual development of their son or daughter.
- B. Parents will actively participate in school activities and support the ministry of the school through membership in at least one of the following:
 - Spartan Athletic Club
 - The ML Club
 - The Music Boosters
 - A Night for Kids Auction
- C. Parents along with their sons and daughters will be active members of their local congregation.
- D. Parents will provide a home atmosphere, which is conducive to the intellectual and spiritual development of their son or daughter.
- E. Parents will remit tuition payments in a timely fashion. When financial difficulties are experienced causing a delay in payments, parents will notify the business office of the situation.
- F. Parents will remember the Ministry of Martin Luther High School in their prayers.

3. PARENT AUXILIARY GROUPS

Martin Luther High School has four active organizations, which lend support throughout the school year. As parents, your membership in one or more of these organizations/activities is urged. Membership will provide opportunities for service and acquaintance with other parents and friends of the high school.

The **ML CLUB** consists of mothers, fathers, friends, and alumni who CARE about Martin Luther High School and are willing to SHARE through SERVICE. Their principal activity is the Sugar Plum Faire and the Father/Daughter Dance. Annual meetings are held in the fall and spring of each year.

The **SPARTAN ATHLETIC CLUB** is an organization of parents, friends and alumni whose objective is to provide opportunities for raising funds to assist the athletic programs of Martin Luther High School. These activities include but are not limited to the Concessions, 5K Walk/Run, Grade School Tournaments and Meets, Tournament Dinners and Social Gatherings.

The **MUSIC BOOSTERS** is an organization of parents whose objectives are to promote an enthusiastic interest in the choral and instrumental programs and to lend moral and financial support to the high school music program. Activities of this organization include the annual sausage and candy sale, the profits of which go to the support of the band and choir tours. Annual meetings are held in September and May of each year.

LUTHERAN HIGH SCHOOL ASSOCIATION NIGHT FOR KIDS AUCTION

The annual **NIGHT FOR KIDS AUCTION** is a major fund-raising event in support of Martin Luther, Milwaukee Lutheran and Lake Country Lutheran High Schools. It is sponsored by the Board of Directors of the Lutheran High School Association of Greater Milwaukee. Parents and friends of the schools serve as volunteers. Items are donated by parents and friends, with some donors giving items, some giving cash donations, and others sponsoring gift gathering parties where items to be auctioned are donated. All proceeds from the Dinner Auction directly support our schools. Please contact the Development office, 421-9100, Ext. 211 regarding donations or to volunteer.

4. OFFICE OF STUDENT SERVICES (OSS)

The Office of Student Services (OSS) exists to help students fulfill academic, personal, social, spiritual, college, career, and vocational goals. The OSS coordinates school activities for students and parents in a ministry of Christian concern and caring.

The goals of the OSS are to

- Enable each student to achieve success in the school community.
- Help each student identify and develop personal interests and abilities in order to achieve God-given potential.
- Assist each student in evaluating, planning, and making God-pleasing decisions regarding his/her personal life style, high school academic program, co-curricular involvement, and college/career entry.
- Collaborate with teachers and other staff members to identify and serve the needs of each student.
- Support parents in identifying and achieving the academic, personal, social, and spiritual goals of their son/daughter.

The OSS is located in the front of the school building, to the south of the main office.

Continued

Serving you in the OSS are:

Jacob Burkee – Guidance Counselor
Caralee Hammerling – Guidance Counselor
Jessi Wittig - OSS Office Assistant
Erin Janetzke – Director of Transitional Services

The OSS is the place to come for information and direction about courses, grades, academic assistance, careers, colleges, technical school, military service, financial aid, summer school, community volunteer work, part-time work, and co-curricular programs.

4.1 ACADEMIC ASSISTANCE

At times, some students require assistance with their course work in order to achieve course requirements and earn a passing grade.

ACADEMIC ASSISTANCE IS AVAILABLE FROM:

- A. **THE TEACHER.** Academic assistance should **FIRST** be sought from the course teacher. Contact the teacher via email or telephone before a crisis develops. Many teachers have regularly scheduled times before, during, and after the class day to meet with students.
- B. **STUDY HALL TEACHER.** The study hall teacher is there to assist students with course work whenever possible.
- C. **GUIDED STUDY HALL** Students will be required to attend Room 203 during their study hall if they have not met the expectations of each grading period. Students who have academic concerns may also be required to attend guided study. During this study hall, students will be required to work on daily homework, check in with the teachers, complete weekly grade checks, study for tests and quizzes, and receive any extra help they need in course work.
- D. **TRANSITIONAL SERVICES** If a student continually experiences difficulties in a course, they should meet with the Director of Transitional Services to evaluate the situation and make plans for improvement.
- E. **ACADEMIC PROBATION.** All students who have failed 2 or more courses at semester or whose GPA is below 2.0 will be placed on Academic Probation. A student must meet academic requirements defining a full-time student and have received no failing grades along with maintaining a GPA at or above a 2.0 during the next grade-reporting period or may face academic expulsion. A student who is placed on Academic Probation will remain as such until determined by the Office of Student Services.

4.2 ATHLETIC AND CO-CURRICULAR STANDARDS AND ELIGIBILITY

Martin Luther High School has three progress report checks every semester at the 3, 9 and 15-week mark and three formal grading periods at 6, 12 and 18 weeks.

In order to be academically eligible to participate in athletics/activities at Martin Luther High School, a student must meet the following standards:

- A. A student must have **NO** failing grades (including incompletes) at the 6 and 12-week formal grading period.
- B. A student must have **NO MORE THAN ONE** failing grade (including Incompletes) as well as maintain a **minimum (GPA) of 2.0** or above at the 18 week/semester grading period.
- C. A student who does not meet these academic standards will be ineligible to participate in athletics and activities at Martin Luther until he or she regains eligibility as described in the following section.

During any period of ineligibility, the student must attend required after school academic support sessions.

1. Formal Grading Periods – 6 and 12 weeks

A student with **ANY** failing/incomplete grades at the 6 and 12-week formal grading period will be deemed academically ineligible until the failing grade is raised. Once the student has improved their academic status to be **NO** failing/incomplete grades, they will regain eligibility immediately. The student will be required to attend after school academic support time until the next grading period to continue to aid their improvement.

2. Formal Grading Period – 18 week/end of Semester/Semester End Grading

A student with **more than ONE** failing grade and a GPA **under 2.0** at the 18 week/semester end grading period will be deemed academically ineligible for fifteen (15) school days and will be eligible to rejoin competition on the sixteenth (16th) day if they are now meeting the requirement of no more than one “F” and a GPA of at least 2.0. The student will be required to attend after school academic support until the next grading period to continue to aid their improvement whether they become eligible or stay ineligible.

3. Informal Progress checks – 3, 9 and 15 weeks

A student with **1 or more F’s** at any of the progress check periods at 3, 9 and 15 weeks will be required to attend academic support sessions until the next grading period. The student is **STILL** eligible to participate in all contests and activities. This time serves as a chance for students to improve their grades before the formal grading period and to help prevent ineligibility.

4. In the case of **Fall sports in which the earliest allowed competition is before the first day students are in class; the minimum ineligibility period shall be the lesser of:**

- a. 21 consecutive calendar days beginning with the date of earliest allowed competition in a sport. *Or*
- b. One-third of the maximum number of games/meets allowed in a sport (rounded up if one-third results in a fraction).

➤ **Students who do become ineligible during the season for any academic reason may not participate in competitions or performances, but are still allowed to practice and should be expected and encouraged to by their coaches.**

➤ **NOTE: The Director of OSS and/or Athletic Director will notify the student personally of their updated status within (2) school days or less after each grade review date. A student shall never assume they are just eligible.**

4.3 STUDENT SUPPORT SYSTEM

The Student Support System is designed to meet the needs of students and their families by providing education, assistance, and support for those affected by tobacco, alcohol, or drug related problems. Our goal is to enhance the view that not using either drugs or alcohol is the best way to live. Those students who have made the decision to abstain can share with others in a useful and powerful form of positive peer pressure.

However, the Counseling is not limited to these areas. Other situations of life that may be problematic may also be addressed. Some of these situations include helping students who are struggling with divorce in the family, grief over the loss of a loved one, low self-esteem, depression, abusive relationships, or simply the anxiety of being a new student at ML.

4.4 CONFIDENTIALITY OF STUDENT RECORDS

Federal Family Right and Educational Privacy Act states that all records maintained by the school for the pupil shall be confidential. Progress Reports, which contain only objective pupil data (transcript), shall be kept permanently. Other records shall be maintained one year following graduation and thereafter destroyed. Parents of minor students or adult students have the right to inspect their records following a written request addressed to the principal.

4.5 WORK PERMITS

Work permits must be secured from the Wisconsin Industrial Commission. Many public high schools can also issue Work Permits. Check with the public high school in the school district in which you reside to see if they are able to issue a permit. Students need to request a letter from the Office of Student Services to take to the public high school. Since Martin Luther is not a public school, we cannot issue Work Permits.

4.6 GRADING SCALE

Percentage	Letter Grade
92-100	A
90-91	A-
88-89	B+
82-87	B
80-81	B-
78-79	C+
72-77	C
70-71	C-
68-69	D+
62-67	D
60-61	D-
Below 60 (with effort)	E
Below 60	F
Audit	AU

4.7 SENIOR FINAL EXAM EXEMPTION POLICY

- Teacher Approval for Exemption
- A- or higher in the class
- Cumulative 3.0 GPA

Full Year Classes: Seniors in full year classes will be eligible for a final exam exemption 2nd semester only.

Semester Classes: Seniors in one semester classes will be eligible for a final exam exemption at the end of the semester (1st or 2nd).

5. ATTENDANCE

Regular attendance at school is viewed to be essential for successful earning of credits at the high school level. The school day should have priority status over outside activities. However, events do occur occasionally when parents may consider removing their child from school. Parents should use discretion in removing their child from school realizing that missing school puts the student and teacher in a difficult situation. Education that takes place in school cannot always be made up outside the classroom. The following will be excused:

- A. Personal illness (w/ call from parent/guardian)
- B. Doctor, Dentist, Orthodontist, etc. appointments (with note from office)
- C. Family emergencies (w/ call from parent/guardian)
- D. Death in the immediate family (w/ call from parent/guardian)
- E. Family vacations (w/ call from parent/guardian and completing the Pre-Planned Absence Form when students will be absent more than 2 days)
- F. Driving tests, college campus visits (please attempt to schedule these during non-school hours.)

MARTIN LUTHER HIGH SCHOOL RESERVES THE RIGHT TO DETERMINE WHETHER ANY ABSENCE WILL BE EXCUSED. AN UNEXCUSED ABSENCE CONVERTS TO A ZERO IN EACH CLASS MISSED AND THE WORK CANNOT BE MADE UP. UNEXCUSED ABSENCES MAY PROHIBIT THE STUDENT FROM PARTICIPATING IN CO-CURRICULAR ACTIVITIES.

Examples of absences which parents and students should not expect to be excused are those involving:

- Leaving school to run errands (i.e. getting homework, uniforms, etc.)
- Recreational or leisure-time activities, unless these fall under "E" above.
- Shopping trips and meals off campus
- Anything that could be done on weekends or during non-school hours.

Parents are to check with the Principal before making any plans which would take the student out of school. When absences become necessary, a written request is to be sent to the school office in advance whenever possible. Teachers should be notified via the Pre-Planned Absence Form the student will take to each teacher for the teacher's advisability and effect of the absence on the class.

5.1 THE ATTENDANCE POLICY IS AS FOLLOWS:

- A. Course credit may be forfeited on the seventeenth period of absence in a semester course.
- B. The home will be alerted regarding the number of absences following the tenth and fifteenth absence in a semester course.
- C. When extended absences are unavoidable (surgery, medical conditions, etc.), the parents may make a written request to the school administration to waive the regulation on the forfeiture of credit.

5.2 PROCEDURE TO FOLLOW WHEN AN ABSENCE OCCURS:

- A. If a student must miss a school day for an illness or will be arriving later in the morning because of an appointment, please remember: **On the day of the absence, parents should call the school office by 9:00 AM.**
- B. If a student needs to leave school during the day for any reason, parents are to send a note with the student or call the office that morning. Students are then given a pass to leave.
- C. If a student will be out of school for an extended time, they need to pick up a Pre-Planned Absence Form from the office. This form must be signed by the parents, all of the student's teachers, guidance counselor and the principal. Also, a note should be sent to the office.
- D. In some cases, a doctor's statement may be required before students are permitted to return to class. This is particularly true in the event of communicable diseases or prolonged absences. The office will notify parents when this requirement is necessary.
- E. **Students participating in ANY after school activity must be in attendance in ALL of his/her regularly scheduled classes on the day of the activity. Unique situations will be handled by the Principal.**
- F. All absences must be accounted for by the home.
- G. Parents who leave students under the supervision of another caretaker while out of town, must leave the following information with the school:
 - duration of their absence.
 - name and phone number of person assuming responsibility for the student

5.3 TRUANCY

- A. Anyone who is absent without official excuse from any classes or portion thereof (although may possibly be within the building or on campus) is considered truant.
- B. Any student who leaves school without permission from the office is considered truant.
- C. All students must check at the office when leaving school. If a student becomes ill during school time, he/she should come to the office. Parents will be contacted and the student will be sent home.
- D. Every student is required to be present at all final exams. Failure to attend is considered truant.
- E. Truancy may result in suspension from school. Classes missed will be considered unexcused absences.

5.4 TARDINESS

Any student arriving to school late MUST report directly to the office before going to classes. The daily schedule permits students ample time to get to their classes without being late. Most tardiness is avoidable. If tardiness occurs while in school, go directly to your classroom. The teacher will decide whether you will be excused. If tardy, the office will be notified. Anyone not in the classroom, when the bell rings, is considered tardy. If a teacher detains you, you must be given a pass which excuses you to the next class. In emergencies, the office will also issue you a pass if you are detained.

5.5 TARDY POLICY

- A. Martin Luther requires students to be in their classroom when the bell rings. It is a matter of courtesy to teachers that students are on time and come to order when the bell rings.
- B. Parents are encouraged to view their student's attendance on Skyward.

C. Tardiness to class periods (cumulative) within the school day or per quarter may result in the following consequences:

- 1-8:** No discipline beyond what the teacher assigns. Teachers may assign after school detention.
- 9-11:** Dean of Students will automatically assign one detention for each tardy.
- 12:** Dean of Students will assign a Saturday detention that will also result in a \$10 fine.
- 13:** Saturday detention: \$10 fine; required parent conference
- 14 or more occasion:** in school and/or out of school suspension and an attendance contract

D. Tardiness to School can result in the following consequences (per quarter):

- 1-5:** No discipline beyond what the teacher assigns. Teachers may assign after school detention.
- 6-8:** Dean of Students will automatically assign an after-school detention.
- 9:** Dean of Students will assign either a Saturday; \$10 fine.
- 10:** Saturday detention; required parent conference
- 11 or more occasions:** in school and/or out of school suspension and an attendance contract

****Important note regarding disciplinary consequences: After a student has incurred 5 detentions for any reason, all subsequent detentions may be Saturday detentions. A student who is assessed more than one Saturday detention in any six-week assessment period risks suspension from school and/or loss of extra-curricular privileges.**

5.6 SCHOOL HOURS

School begins at 8:00 AM. Students are expected to arrive prior to 7:55 AM and to be in the classroom by 8:00 AM when attendance will be taken. School dismisses at 3:15 PM. The building will be closed at 4:30 except for co-curricular activities. **The school office is open from 7:30 AM until 4:00 PM.**

5.7 SENIOR EARLY RELEASE

The policy of early release is a privilege for seniors only. Senior Early Release is designed for students who have last hour study hall and want to leave for a job, community service projects, or wish to study at home rather than their study hall. Parents are encouraged to monitor where their child goes when released from school early. Students who have after school co-curricular activities are discouraged from leaving school early.

Students must abide by the following guidelines:

- A. A Senior Early Release Contract must be on file in the office before any release will be granted to the student. A contract must be signed at the beginning of each semester.
- B. Seniors released early must leave the building and campus five (5) minutes after their last class period ends. Students are not to return to the building or campus during these hours. Students are not to linger in the parking lot, hallways or classrooms.
- C. Permission must be obtained from the office if, on occasion, senior student wishes to remain at school during his/her release time. A pass will be issued for study in the IMC or other areas desired.
- D. Seniors who are having academic difficulties may lose their privilege for early release until it is determined that such matters have been resolved.
- E. In the event of violation of these guidelines, the student may lose his/her early release privilege and be placed in a study hall.

6. 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 accept 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 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 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 the student's pastor, parents, and other resources and agencies that may help achieve the goal of ministry. 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 recognize the seriousness of sin against God, and value the Christian setting in which God seeks to accomplish His good and gracious will for students.

In the event a student apparently refuses to accept the ministry offered and willfully or consistently demonstrates unwillingness to live a Christian life, the student, by virtue of his own attitude and action, disqualifies himself for continued enrollment. Should enrollment be discontinued, the school administrators and staff shall continue to seek opportunities for continued ministry, or to provide for same.

When, as a result of continued ministry, a student demonstrates and expresses a 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.

This policy is in harmony with the distinctive character and purpose of our Lutheran high schools and aids in clarifying that policy.

Parents will be notified at the discretion of the Principal when a student is referred to him regarding a problem at school. Parents will be notified any time a student is truant, or will be suspended from class(es).

Fighting and smoking will result in automatic suspension from school for a period of time to be decided by the Principal. Suspension converts to an unexcused absence for each class period missed.

Students, who use or possess alcohol, illegal drugs, or are involved in the abuse of the intended use of legal drugs, on school property or at a school event, may be expelled from school for the remainder of the semester.

Students who are determined to be under the influence of alcohol, illegal drugs, or abused legal drugs while on school property or at a school event, shall be subject to disciplinary procedures.

Any student carrying or having in their possession at school or at school functions a concealed weapon or any item that could bring bodily harm to someone may be expelled from school.

Students who willfully and consistently show and demonstrate disrespect for teachers, staff and others in authority shall be expelled from school for the remainder of the semester.

Students may face Academic Expulsion from Martin Luther High School if they:

1. Fall below a 2.0 GPA at the end of a semester.
2. Have 2 or more failing grades at any time in the semester.

6.1 COURTING ON CAMPUS

"There is a time and place for everything." That bit of wisdom suggests a principle of Christian living which can help produce a positive approach in a Christian high school. Young people who are dating have a need to express their feelings for each other. Mutual expression of fondness can be displayed in many ways. The public relationship of a boy and girl is an excellent opportunity to demonstrate moderation and concern for our neighbor. We urge our students to use good judgment, to avoid embarrassment to others, and to create an atmosphere conducive for the practice of Christian values about sex, dating, relationships, and love for others.

6.2 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 Martin Luther High School, 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. Publicly demonstrating an alternative lifestyle is not allowed at Martin Luther High School.

6.3 DRESS CODE

Martin Luther High School is a place for instruction and learning. We dress for the occasion; in this case, school. Students should be neat, orderly, and attractive in their dress. Dress and personal grooming are to be in good taste and should reflect Christian modesty. Dress Code is in effect during any school activities when students represent Martin Luther to the community (such as field trips, co-curricular teams or groups.)

Any styles, fads, apparel or accessories that may be considered offensive or immodest for school dress will be considered inappropriate. We reserve the right to determine the appropriateness of any clothing. Before wearing any clothing that may be questionable, please confer with the Principal. Students violating the Dress Code will be suspended from classes until they meet these expectations. Students who have multiple violations will be suspended from school.

- A. All clothing must be neat, clean and in good repair. It will not be appropriate to wear **torn, patched, frayed or sloppy clothing for school dress.**
- B. Jackets and other outer apparel are not to be worn in the classroom during the school day.
- C. Monogramming, manufacturer logos, team names and Martin Luther High School will be permissible. Any clothing pictures or lettering advertising tobacco, alcohol, drugs, musicians or musical groups, or displaying vulgarity or suggestive writing or pictures may not be worn or worn under other clothing. Clothing may not be worn inside out.
- D. Accessories not to be worn in the building are as follows: caps, hoods, sunglasses, headphones, earbuds, chains, tattoos, body piercing and earrings for boys. Boys who desire a pierced ear should have this done early in the summer as bandages intending to conceal or any posts will not be acceptable for school.
- E. All clothing should be appealing rather than revealing. The following items are **not** acceptable: skin-tight clothing, **sleeveless tops and dresses**, any tops exposing the midriff, any underclothing or inappropriate clothing that is visible. Pants need to be high enough on the waist so as not to expose any under garments. Skirt length should be no shorter than the length of the fingertip when the arms are extended down at the sides.

- F. Clothing that reflects a style too casual for the classroom is not acceptable, such as: athletic jerseys, sweat/athletic pants, athletic slide sandals, nylon pants - yoga pants and leggings are considered undergarments and must be accompanied by an appropriate length skirt.
- G. Hair styles, for both boys and girls, should reflect a clean and neat appearance. AVOID EXTREMES IN STYLE AND COLOR. Hair should not fall over the eye(s) as this tends to affect the direct eye contact needed with teachers. Boys hair should not extend below the collar of a dress shirt. Students are permitted to have well groomed facial hair.
- H. Wisconsin State law requires shoes or sandals to be worn at all times in school.
- I. Students are allowed to wear shorts to school during the months of August, September, October, April and May. Only shorts similar in style to pants or jeans are acceptable. Athletic shorts (PE, soccer, sweat shorts, lycra, spandex, nylon, etc.) may not be worn. Short length should be no shorter than the length of the finger-tips when the arms are extended at the sides and not to extend well below the knees.

6.4 THEFT AND VANDALISM

Each year students complain of books, wallets, calculators and other valuables being lost or stolen. With more electronic devices being on campus, has come increased temptation for students to make poor choices regarding theft and the taking of other student's possessions. In the majority of cases, this is due primarily to carelessness and not locking items in both hall and gym lockers. Put your name in your books and on other valuables and intentionally secure mobile learning devices while on campus. If you have a large amount of money or special valuables which you must bring to school, check them in at the school office for safekeeping. The school cannot be responsible for any items which are lost or stolen. Please actively participate in not tolerating theft, vandalism and other sinful selfishness like this as we go throughout each day. In other words, let us all not steal and not silently allow for others to do it around us.

7. STUDENT LIFE

7.1 AUTOMOBILE PICK-UPS AND WAITING FOR RIDES

After school pick-up: ALL VEHICLES PICKING UP STUDENTS MUST NOT PARK IN THE BUS ZONE WHICH IS DIRECTLY IN FRONT OF THE BUILDING AT THE RIGHT (WEST) CURB.

All students participating in after-school events are requested to exit through the main doors in front of the building. It will be important to bring your books, etc. with you after school to your activity areas.

7.2 TEXTBOOK FINES

The Instructional Fee includes the rental of textbooks for student use during the year. Normal wear is expected. However, the following fines will be charged students for textbooks when a hardcover text is lost or damaged beyond normal wear and tear:

New Condition: \$80.00

Good Condition: \$40.00

Poor Condition: \$20.00

Students losing or damaging a soft cover textbook in useable condition will be assessed the actual cost of the book as set by the teacher or department head.

7.3 BUILDING PASSES

Building passes are issued if students must be out of the classroom during a class period. The excusing teacher issues the pass. Every student must have a pass/assignment notebook if he/she is not in his/her classroom.

7.4 CASHLESS CAFETERIA SERVICE

The cafeteria provides daily hot lunch service or students can bring their own lunch. No food purchased in the cafeteria is to be taken from the cafeteria area. Food from any of the area restaurants is NOT to be brought into the school during the lunch hour. We do not have an open-lunch policy. Students are not to leave our campus for lunch with family or friends. Martin Luther High School has a cashless lunch system. This system provides a more convenient and efficient way to make lunch purchases, as well as an efficient online process for our parents.

7.5 BUILDING EVACUATION/HOLD DRILLS

At Martin Luther we value school safety and security. We have been blessed with cooperative partners in both the Greendale High School and police departments in working collaboratively to ensure a safe and substance free campus. These organizations have been generous to ML over a period of years in providing resources, support, and information on maintaining the safety and security of our campus. We will be continuing our safety and security protocols on campus with their assistance in areas ranging from lock down exercises to fire drills to campus safety searches. We remain committed to doing all we possibly can in a proactive attempt to maintain the safety and security of the students and families we serve.

7.6 BELL SCHEDULE

Mon/Wed/Fri - Chapel

Tues/Thurs - Resource

42 Minute Classes

Advisory	8:00	8:05
Period 1	8:09	8:51
Period 2	8:55	9:37
Chapel/Resource (32 min)	9:41	10:13
Period 3	10:17	10:59
Period 4	11:03	11:45
First Lunch	11:45	12:11
Period 5A	11:49	12:31
Period 5B	12:15	12:57
Second Lunch	12:31	12:57
Period 6A	12:35	1:17
Period 6B	1:01	1:43
Third Lunch	1:17	1:43
Period 7	1:47	2:29
Period 8	2:33	3:15

7.7 HEALTH SERVICE

In case of an accident, emergency first aid will be given and the school will notify parents. If medical attention not available at the school is required, arrangements will be made when parents are called. Students who become ill during the school day are to report directly to the school office. Parents will be contacted and a decision made if they are to be sent home. Teachers will be notified via Skyward.

7.8 COMPUTER USE POLICY

Students who violate the Computer Network Acceptable Use Policy may forfeit the right to use the computer system at Martin Luther High School.

7.9 INSTRUCTIONAL MEDIA CENTER (IMC)

The library is open from 7:30 a.m. to 4:30 p.m. every school day unless otherwise notified. Besides thousands of books and magazines, the library has a networked computer lab available for use by the students. Students may use the library during any study hall period provided they have obtained a library pass from a teacher or the IMC Director prior to their study hall period. Students also use the library when their teachers bring their classes to the library for research.

7.10 LOCKERS

Each student is assigned one locker and may not use or share another locker without permission from the Principal. Students who violate this policy will be fined. Students should keep their locker combination confidential to keep the contents safe. Money, jewelry or other valuable items should not be kept in your locker. Lockers are the property of Martin Luther which reserves the right to search lockers selectively, randomly, or en masse.

Students are to keep their locker clean and neat. Avoid using stickers or tape which can remove paint or leave a sticky residue if you wish to hang appropriate items in your locker.

7.11 PARKING PRIVILEGES AND STUDENT DRIVERS

Students who desire parking privileges must fill out a registration form and properly display the Martin Luther hang tag when using the student parking lot. All cars are to be registered even if driven occasionally. The cost of the hang tag is \$5.00. It is transferable to any vehicle the student drives and is valid as long as the student is at Martin Luther. Replacement hang tags are available in the office for \$5.00. The following parking lot regulations must be followed:

1. A student not registering his/her car will be fined \$25.00.
2. A \$10.00 fine will be assessed students who do not follow parking lot regulations—
 - 2.1 Student parking is permitted only in the far north lot.
 - 2.2 Speed limit is 15 mph.
 - 2.3 Park only in designated parking spaces.
 - 2.4 No careless or reckless driving.
 - 2.5 The registration hang tag must be properly hung from the inside rearview mirror.
3. Students may not go out to the parking lot at any time during the day without a pass from the main office.
4. Students who continue to demonstrate a lack of responsibility will not be allowed to have a car on campus and will forfeit their parking pass.

7.12 STUDENT ACTIVITY PASS/ID CARD

Students will be issued an ID card with his/her picture on it. This card will serve to identify them as a student of Martin Luther. Students are to carry this card with them at all school functions, both on and off campus. Admission is free to most school events with the ID card.

7.13 MOBILE LEARNING DEVICES, CELL PHONE AND ELECTRONIC DEVICE USE DURING SCHOOL HOURS.

Students may not use these devices during the school day other than checking them at their locker between classes. Devices can be kept in lockers or carried “on their person” and used in class with prior teacher approval. When a student is found to be using (texting, talking, etc.) their device in an unapproved area a member of the faculty or staff may confiscate the device and turn it over to the Dean of Students for safe keeping. Confiscated phones are subject to review by Administration and students will be held responsible for all content on their phone or electronic device.

1st Offense – return item to the student at the end of the school day, detention.

2nd Offense – parent or guardian must repossess the item, detention.

3rd Offense – item returned to a parent, Saturday detention and pay a fine.

Further offenses may result in the student suspension from school.

7.14 VISITORS TO THE BUILDING

Only students interested in attending Martin Luther HS and shadowing another student may visit our school. Students who wish to bring a student to shadow must make arrangements with the Principal and/or Director of Enrollment at least two days in advance. The procedure is as follows:

- A. Bring your visitor to the office before school on the day of the visit to complete a Guest Form and meet the Principal.
- B. Remind visitors that they are to observe our guidelines for student dress.
- C. No visitors will be allowed during the first and last week of each semester or during final exams. Unique situations will be handled by the Principal.

Visitors are unfamiliar faces to our students, faculty and staff. Questions arise as to who they are and why they are on our campus. To remove any uncertainty in our school community visitors are allowed in our building only when events are open to the public. During school and non-school hours visitors should not be in the building. If students have friends who come to meet them before or after school, they should only spend the time on campus that it takes to drop off or pick them up. Visitors are not to loiter on our campus.

7.15 STUDENT INTEGRITY

Martin Luther expects students to be honest in their dealings with the school and the teachers. Students are not to gain an advantage over other students by using unapproved sources for information. Students should not submit work that is not their own or misrepresent someone else’s work as their own. Students who choose to be dishonest on an assignment, quiz, test or project will not receive credit for that work.

Teachers will help students understand what constitutes academic integrity (and conversely dishonesty) in their courses, providing information and resources to assist students in avoiding the temptations of cheating.

8. SPIRITUAL LIFE ACTIVITIES

Focus + Jesus Christ

The focal point of Martin Luther High School is Jesus Christ, our Lord and Savior. Because of Christ we desire to give special attention to God's promises. We use various opportunities during each week of the school year to pray, praise, and give thanks to God.

Prayer and Devotions

We begin and end the school day with prayer led by a faculty member or a student. General concerns as well as the personal concerns of the Martin Luther family are brought before God in these prayers.

Chapel

Chapel service for the student body and teachers takes place in the Gymnasium every Monday, Wednesday and Friday. Worship is led by faculty members, pastors, students, and special guests.

All activities are done because Christ suffered, died, rose, and ascended for us all. We therefore are dedicated to work with each other in these spiritual life activities because we are God's people living together at Martin Luther High School.

9. CO-CURRICULAR ACTIVITIES

It is our hope that every student will take the opportunity to participate in at least one co-curricular activity every year. These activities are an important part of Martin Luther High School. Co-curricular events provide an opportunity to develop skill and understanding in a variety of areas. Through experiences of cooperation, self-discipline, leadership, and the spirit of wholesome competition Christian character may be developed.

In addition to a respectable grade point average and minimum ACT scores, college admission officers and employers consider participation in co-curricular activities as an important factor for acceptance into college and doing well on the job. This is especially true when leadership, commitment, and long-term responsibility is demonstrated through co-curricular activities.

To be eligible for co-curricular activities students must maintain a 2.00 cumulative GPA and not receive any failing marks in a preceding semester. Participation may be restored to students who are in the Academic Monitoring Program.

Martin Luther High School is a member of the Wisconsin Interscholastic Athletic Association (WIAA, and belongs to the Metro Classic Conference.)

Athletics

Football
B/G Soccer
Girls Volleyball
B/G Cross Country
Cheerleading
Dance Team
B/G Basketball
Wrestling
Hockey
Baseball
B/G Track
B/G Tennis
Softball
B/G Swimming
Boys Golf
Trapshooting

Activities

Phalanx (Yearbook)
International Club
National Honor Society
In-School Volunteer Service
Weight Lifting
Spirit committee
Service Committee
Dance Committee
Robotics Club

Fine Arts

Brass Choir
Jazz Lab
Troubadours
Fall Drama
Spring Musical
Music Contests
Concerts/Recitals
Flute Choir
Saxophone Choir
Clarinet Choir
Visual Arts Club

DIRECTORY OF SERVICES

Admissions	Principal 414-421-4000, Ext. 203
Alumni Relations Coordinator.....	414-421-9100, Ext. 213
Attendance	414-421-9100, Ext.500
Athletic Director	414-421-4000, Ext.206
Auction Development Associate	414-421-9100, Ext. 211
Business Office.....	414-421-9100
Chief Financial Officer	414-421-9100, Ext. 203
Delegate Meetings	Executive Director/CEO 414-421-9100, Ext. 206
Discipline.....	Dean of Students 414-421-4000, Ext. 204
Enrollment	Director of Enrollment Management 414-421-4000, Ext. 233
Executive Director/CEO	414-421-9100, Ext. 206
Facility Rental.....	414-421-4000, Ext. 206
Financial Aid	414-421-9100, Ext. 209
Graduation Requirements ...	Director of Student Svcs. 414-421-4000, Ext. 209
Guidance and Counseling	414-421-4000, Exts. 208 and 209
LHSAGM	414-421-9100
LHSAGM Fax	414-421-9120
Mission Advancement	414-421-9100, Ext 204
Office of Student Services	414-421-4000, Ext. 211
Principal.....	414-421-4000, Ext. 203
School Fax	414-421-4071
School Office.....	414-421-4000, Ext. 0
Sponsorship, Advertising & Promotions	414-421-9100
Student Grades & Assessments	414-421-4000, Ext. 211
Transcripts	Office of Student Services 414-421-4000, Ext. 211
Tuition.....	Director of Student Accounts 414-421-9100, Ext. 215

MARTIN LUTHER HIGH SCHOOL SCHOOL SONG

We're the mighty Spartan team,
And we'll have victory
Green and gold and white - our colors
Stand forth fearlessly!
(u-rah-rah)
Fight 'em hard and see how they fall
Never let that team get the ball.
Give a cheer, our team is here!
Make way for Martin Luther High!



MARTIN LUTHER SPARTANS