



MARTIN LUTHER HIGH SCHOOL

Handbook Contents:

- ◆ The name, address, and phone number of the school and the name of one or more contact persons at the school.
- ◆ A list of the members of the school's governing body and shareholders, if any.
- ◆ A notice stating whether the school is operated for profit or not for profit, and an IRS certificate of nonprofit status (or equivalent), if applicable.
- ◆ A copy of the appeals process used if the school rejects an applicant.
- ◆ A copy of the Student Enrollment Process
- ◆ A copy of the academic standards adopted by the private school.
- ◆ A copy of the non-harassment policy used by the private school, with the procedures for reporting and obtaining relief from harassment.
- ◆ A copy of the suspension and expulsion procedures, including appeal procedures.
- ◆ A copy of the policy for accepting or denying the transfer of credits from another MPCP school.
- ◆ A copy of the visitors' policy.
- ◆ A copy of the listing of Student Rights

I have received all the above information.

Parent /Guardian Signature _____ Date_____

Parent/Guardian Printed Name _____

(FOR OFFICE USE)



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(PARENT COPY)

Martin Luther High School
5201 S. 76th Street
Greendale, WI 53129
Phone: 414-421-4000
Fax: 414-421-4071

Principal: Dr. Wayne Jensen

Dean of Students: Mr. Paul Wollersheim

Athletic Director: Mr. Corey Scheel

Director of Enrollment Management: Ms. Abbie Amling

Director of Global Studies: Mr. Phil Wingfield

Choice Program Coordinator: Mrs. Karla Miles

Director of Student Services: Mrs. Erin Janetzke

Class Counselor: Mrs. Caralee Hammerling

Class Counselor: Mr. Kirk Langenkamp

Board of Directors

The Lutheran High School Association of Greater Milwaukee

Kathy Allen

Monica Ashery

Rev. Dan Czaplewski

Rev. Seth Flick

Nathan Gabler

Daniel Garlock

Mark Hans

Rev. Chad Kogutkiewicz

John O'Connor

Jennifer Rhodes

Mitchell Stanford

Sharon Wallace

Joel Waltersdorf

Kyle Witte

Martin Luther High School is operating as a "not for profit status 501(c)3."

Form 637 (Rev. July 1973) Department of the Treasury Internal Revenue Service	Registration for Tax-Free Transactions Under Chapter 32 of the Internal Revenue Code This Application Should Also Be Used by Producers and Importers of Gasoline and Manufacturers of Lubricating Oil	For District Director's Use Only 39-73-1048-F No.
Please type or print	Name of individual, corporation, partnership, association, etc. Lutheran High School Ass'n. of Greater Milwaukee	Social Security or Employer Identification Number 39-0889672N
	Name under which business is operated Above, Martin Luther H. S., & Milwaukee Lutheran H. S.	Will you be required to file Form 720? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
	Business address (Number and street) 5201 S. 76 St. (Milwaukee Lutheran H.S.) (9700 W. Grantosa Dr. City, State, and ZIP code (Milwaukee, Wis. 53222 Greendale, Wis. 53129	File this application in duplicate with your District Director of Internal Revenue. See the instructions on pages 2 and 4.
Application is hereby made for a Certificate of Registry in the name(s) indicated above. The applicant is a: <input type="checkbox"/> Manufacturer <input type="checkbox"/> Producer <input type="checkbox"/> Importer <input type="checkbox"/> Wholesaler <input type="checkbox"/> Jobber <input checked="" type="checkbox"/> Selling or <input checked="" type="checkbox"/> Purchasing (specify type of product) Educational <input type="checkbox"/> Retailer <input type="checkbox"/> Other (specify) 501(c)(3) School Ass'n. 7/2/53		
The applicant affirms that use of articles purchased or sold tax-free is to be for the exempt purposes specified in the applicable provisions of the law and regulations and understands that misuse of this certificate will lead to its revocation and/or the penalties provided by law. See item 2 on page 2 and check applicable letter(s). I qualify as a: <input type="checkbox"/> a. <input type="checkbox"/> b. <input type="checkbox"/> c. <input type="checkbox"/> d. <input type="checkbox"/> e. <input checked="" type="checkbox"/> f. <input type="checkbox"/> g. <input type="checkbox"/> h. <input type="checkbox"/> i. <input type="checkbox"/> j. <input type="checkbox"/> k. <input type="checkbox"/> l. <input type="checkbox"/> m. and/or <input type="checkbox"/> n (other—specify) >		
Under the penalties of perjury, I declare that I have examined this application and to the best of my knowledge and belief it is true, correct, and complete. Signature <i>William V. Boho</i> Title Business Mgr. Date 12/28/73		
District Director's Validation A certificate of registry for the above applicant is approved and issued under the number shown. <i>R. Prouse</i> JAN 8 1974 <i>T. E. Coates</i> By _____ Date _____ District Director of Internal Revenue		

U. S. TREASURY DEPARTMENT
 INTERNAL REVENUE SERVICE
 DISTRICT DIRECTOR
 MILWAUKEE 1, WIS.
 Federal building - P. O. Box 1157

IN REPLY REFER TO
 AUD: P&D:RLV
 Br. 2-8600 Ext. 431
 Room 402

November 3, 1958

Milwaukee Lutheran High School
 (formerly, The Lutheran High School
 Association of Greater Milwaukee)
 9700 West Grantosa Drive
 Milwaukee 16, Wisconsin

Attention: Mr. R. C. Ernst.

Gentlemen:

In reply to your request, there is enclosed a copy of the exemption ruling issued to you on July 2, 1953, under section 101(6) of the Internal Revenue Code of 1939, which corresponds to section 501(c)(3) of the 1954 Code.

~~You are included in the "Cumulative List, Revised to June 30, 1957, of Organizations Described in Section 170(c) of the Internal Revenue Code of 1954", I.R.S. Publication No. 78 Rev. 6-57, at page 155 under the group ruling listing, "Lutheran High Schools in the United States."~~

The 3rd paragraph of the July 2, 1953 ruling, concerning the filing of an annual information return on Form 990-A, is no longer applicable to you, since you are excepted from such requirement by section 6033(a)(2) and (4) of the 1954 Code.

Very truly yours,
E. J. Nelson
E. J. Nelson
District Director

FEW
 39-0889672

MPCP Appeals Process for Martin Luther High School

The following is Martin Luther's policy on the appeals process for a rejected MPCP application to satisfy the requirements of 119.23(6m)(a)(4):

Under 119.23(2) (a) a pupil must reside in the city of Milwaukee and meet the income requirements defined below to qualify for the MPCP:

The pupil is a member of a family that has a total family income that does not exceed an amount equal to 3.0 times the poverty level determined in accordance with criteria established by the director of the federal office of management and budget. In this subdivision and sub. (3m) family income includes income of the pupil's parents or legal guardians. The family income of the pupil shall be determined as provided in subd. 1 b., a pupil attending a private school under this section whose family income increases may continue to attend a private school under this section.

119.23(3)(a) states that a school must, "Within 60 days after receiving the Application, the private school shall notify the applicant, in writing, whether the application has been accepted."

If the private school rejects an application, the notice shall include the reason. "A school may only reject an applicant for not meeting income and residency requirements, or for losing a random selection lottery."

Under Martin Luther's appeal process, the parent(s)/guardian(s) of a rejected applicant has five working days from the date of receipt of the student's rejection notice to request an appeal. This appeal request must be made in writing. In the appeal, the parent(s)/guardian(s) must prove that the information and documentation submitted for the applicant during the open application period has been incorrectly used to deny the applicant based on income or residency. No new information or documentation will be considered in the appeal except that which was submitted during the open application period. Denial due to losing a random selection lottery cannot be appealed.

If the parent(s)/guardian(s) appeal(s) the admissions denial and it is determined that the student applicant was denied due to school error, the school will award an MPCP seat to the student. If a waiting list already exists for the student's grade level, the school will add an additional MPCP seat to accommodate the student.

Choice Seat Acceptance Policy for Martin Luther High School

Applicants accepted into the choice program have 30 days to confirm seat acceptance. Parents are required to call to accept the seat, but requested to email acceptance if possible. If the seat is not accepted within 30 days of the date of the acceptance letter, the seat will be considered declined by the parent. Applicants are responsible for having current contact information on file at the school for the school to notify them of their status.

MPCP Wait List Policy for Martin Luther High School

119.23(3)(a) states that a school must “within 60 days after receiving the application”...notify the applicant, in writing, whether the application was accepted.

In the event that more applications are received than seats available, a random drawing will be held to fill seats. Those applications not selected will be placed on the waiting list. **Families will have 10 days to respond to this letter to remain on the wait list.** As seats open, families choosing to be on the wait list will be offered the opportunity to accept them.

Students that have accepted Choice seats must report for classes at the start of the school year. If, after 2 days of missed classes the student has not shown, the family will be notified in writing of the forfeiture of the Choice seat. At this time, a student on the wait list will be offered the forfeited seat.

Random Drawing Selection Process taken from the Department of Public Instruction documentation.

At the random drawing, all applications submitted during the open application period shall have an equal chance of being drawn, with the following exceptions:

The private school may give preference to the following in accepting applications, in order of preference listed:

1. pupils who attended the private school under the choice program during the previous year and their siblings;
2. pupils who attended a different private school under a choice program during the previous year and their siblings;
3. siblings of pupils who have been randomly accepted to attend the private school under the choice program who did not attend a private school under a choice program in the previous year.

Student Tuition and Fees Page for the 2020-2021 School Year for the Milwaukee Parental Choice Program (MPCP)

Wis. Stat. 118.60 (3m) and 119.23 (3m), which became effective for the 2011-2012 school year under 2011 Act 47, establishes that for students in grades 9 to 12 whose family income exceeds 2.2 times the applicable poverty level, schools are permitted to charge tuition in addition to the voucher amount.

As of the 2019-2020 school year, Martin Luther High School charges a tuition fee for new students, as well as current Gap 220 students, whose family income exceeds 2.2 times the applicable poverty level. The fee is per student not per family. This tuition fee is referred to as Gap 220 and is the difference between the annual tuition amount at Martin Luther High School (as approved by the board of directors) and the Choice voucher. Families may qualify for donor-funded financial aid to help subsidize this tuition amount. Each family will be provided with a tuition sheet at the time of MPCP enrollment. Gap 220 families must provide income verification every year. Students whose families are not Gap 220 may be required to provide income verification every year to determine eligibility for the Gap 220 tuition-fee. Martin Luther High School will not require income verification for returning students whose families are not Gap 220 for the 2020-2021 school year but reserves the right to do so in future years.

Under 2011 Act 47, starting on November 19, 2011 a school may charge Choice students, regardless of their income, fees to recover the cost of the following as set forth in statute:

- a. Personal use items, such as uniforms, gym clothes, and towels.
 - b. Social, athletic, and extracurricular activities if not necessary to the school's curriculum.
 - c. Musical Instruments.
 - d. Meals consumed by the pupils of the school.
 - e. High School classes that are not required for graduation and for which no credits toward graduation are given.
 - f. Transportation.
 - g. Before-school and after-school child care.

Martin Luther High School does charge fees for many of the items listed above. The school does not provide transportation to or from school. Transportation to school and from school are the responsibility of the student and his/her family. The school does not participate in the federal hot lunch program. Students can purchase lunch a la carte in the school cafeteria, or they can bring a lunch from home.

Martin Luther High School will collect a fine from students for lost, damaged, or unreturned school property such as textbooks. The amount of the fine cannot exceed the cost of the item.

APPEALS PROCESS FOR TUITION FEES FOR FAMILIES ENROLLED IN THE MILWAUKEE PARENTAL CHOICE PROGRAM

“State of Wisconsin 2011 Act 47, which went into effect on November 19, 2011, allows schools to charge Tuition and Fees of the Milwaukee Parental Choice Program families whose income exceeds 2.2 times (220%) of the applicable level of Poverty.”

Martin Luther High School has charged tuition for families whose income is above 220% of Poverty level. This amount is set yearly based on the comprehensive Tuition Rate less the voucher payment.

If a family feels they are unable to pay all or some of the tuition, a written letter of appeal needs to be addressed to the Financial Aid Committee.

All appeals are considered at the discretion of the committee.

Student Enrollment Process

Students who apply to Martin Luther High School and are accepted will be required to complete enrollment online. Once this is completed, students will either be invited to Course Selection Night or to schedule classes with a counselor.

Course Selection Night is designed to give parents and students more information about the upcoming school year and select courses based on current school progress. This process may also include testing into an advanced class, based on teacher recommendations.

As classes are selected and schedules are created, this does **NOT** guarantee a seat in the Milwaukee Parental Choice Program, Racine Parental Choice Program or the Wisconsin Parental Choice Program.

Schedules are created as the next step in the enrollment process.

Students and parents will not have access to the schedule until they have received a seat in the Milwaukee Parental Choice Program, Racine Parental Choice Program or the Wisconsin Parental Choice Program.

Graduation Requirements

An extensive curriculum is provided for students, which allows for maximizing individual potential as well as appropriately enhancing the skills necessary for success in today's modern society. While college preparation is the focus of our academic program, our student body size and teaching expertise allow us to provide a variety of elective courses that supplement the core curriculum and round out a student's academic experience.

Regardless of the course of study a student selects, Martin Luther is determined to train every individual for effective living in the five major areas in which he/she will spend his/her life: 1) the home, 2) the church, 3) the civic community, 4) vocation, and 5) leisure.

College Preparatory

This is a well-balanced course, embracing subjects of general academic and cultural value. Students earn 1 credit for achieving a passing grade in a given subject. That grade is determined by performance on homework assignments, quizzes, tests, projects, presentations, and class participation. A passing grade in a given course is indicative that the teacher recommends that the student receive credit for that course. The Wisconsin Department of Public Instruction recommends that a student who plans to enroll at a College or university should minimally complete the following credits at the high school from these five academic areas:

English: 8 credits (1 credit= 1 semester of study)

Mathematics: 6 credits

Science: 6 credits

Social Studies: 6 credits

Foreign Language: 4 credits

Graduation Requirements for Diploma

English: 8 credits

Theology: 8 credits

Social Studies: 6 credits

Mathematics: 6 credits

Physical Education: 4 credits

Science: 6 credits

Electives: 10 credits

Total 48 credits

(1 credit=1 semester of study)

Students participating in the Milwaukee Parental Choice Program may opt out of Religion classes. If a Choice student's parent or guardian submits to the student's counselor or the school's principal a written request at the time of scheduling classes each year, that the student be excused from any religious activity, the teacher and school must honor that request. If a student chooses to opt out then he/she must replace the 8 Religion credits required for a diploma with 8 credits from another academic area to meet the 48 credit requirement.

All students must take and pass the civics exam per DPI standards. Passing each semester of Advisory is a requirement for graduation. There is an opportunity to make up this missed standard.

Harassment

The Lutheran High School Association of Greater Milwaukee maintains a firm policy prohibiting all forms of discrimination. All persons are to be treated with respect and dignity. Harassment by any person, male or female, which creates an intimidating, hostile or offensive environment, will not be tolerated under any circumstances and should be reported promptly.

Students who feel that they are being subjected to harassment should report the reasons for the alleged harassment and the persons involved to the Principal or a School Counselor. The Principal will investigate the incident(s) reported and determine what form of discipline should be administered if merited. If warranted, and depending on the severity of the harassment, forms of discipline may include anything from a meeting with the Principal to the incident being reported to the appropriate local authorities.

Cyber-Bullying

Any student/parent posting slanderous information (words or photos), threats, or any type of cyber-bullying regarding a Martin Luther student or Martin Luther High School on the internet will be subject to disciplinary action which may include expulsion from school. In extreme cases law enforcement will also be contacted. This includes web sites such as Facebook, Twitter and any other social media web sites. Please note that these sites will be monitored by the high school administration. Any comments made about a Martin Luther faculty or staff member on the internet will be dealt with as if the comments were made in person and disciplinary action will be taken.

Suspension and Expulsion Procedures

In the event a student refuses to accept the ministry offered and willfully or consistently demonstrates unwillingness to live a Christian life, the student, by virtue of his or her own attitude and action, disqualifies himself or herself from continued enrollment at Martin Luther High School.

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 abuse legal drugs while on school property or at a school event, shall be subject to disciplinary procedures. Any student carrying or having in his or her 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

Any student expelled or withdrawn may not be on school property or be present at school functions without the permission of the principal. Under the guidelines put forth by the Department of Public Instruction for schools participating in the Milwaukee Parental Choice Program, we must accept the application of all children, including those who may have been expelled from any Association school previously. However, if a child was expelled from our school or any Association school in any previous year or years, that child may be officially expelled on the first day of the upcoming school year.

Students desiring to appeal a suspension should present their appeal in writing to the Principal. After reviewing the appeal, the Principal may grant or deny that appeal. Decisions made by the Principal are final.

Students desiring to appeal an expulsion from Martin Luther High School should present their appeal in writing to the CEO of the Lutheran High School Association of Greater Milwaukee (LHSAGM). After reviewing the appeal, the CEO may grant or deny that appeal. Decisions of the CEO of the LHSAGM are final.

ADMISSIONS POLICY - TRANSFER STUDENTS

Martin Luther High School

Any student wishing to transfer to Martin Luther High School as a freshman, sophomore, junior, or senior must complete the transfer application process.

All prospective transfer students will be subject to review by Martin Luther High School administration. Prospective transfer students wishing to enroll under the Milwaukee Parental Choice Program (MPCP), Racine Parental Choice Program (RPCP) or the Wisconsin Parental Choice Program (WPCP) must complete the Parental Choice application process during the application period that each program is open, to determine eligibility for that program. (Each student must be eligible under the program guidelines to be considered for that particular program.) The administrative review of all transfer students can include, but is not limited to (at the discretion of Martin Luther) the academic, attendance, behavioral, discipline, and testing results of the transfer student from all previous high schools. All records must be received before a student will be permitted to enroll. If records are falsified or information is withheld, a student's acceptance will be impacted and the student will be asked to withdraw.

A credit review will be conducted of all transfer students to determine appropriate grade placement. A student who transfers at the beginning of any of the following semesters should already have completed the number of credits corresponding below:

1 st Semester Sophomore – 12 credits	2 nd Semester Freshman – 6 credits
1 st Semester Junior – 24 credits	2 nd Semester Sophomore – 18 credits
	2 nd Semester Junior – 30 credits

In addition, the following criteria are used to determine whether credits will be accepted by Martin Luther:

1. The course must correspond to a similar course in the Martin Luther curriculum. Course work that is unique to a particular school or district will not be accepted as a transfer credit.
2. The previous grade must qualify as a passing grade according to the Martin Luther grading scale. Any course from a school that uses percentages rather than letter grades will be converted using the Martin Luther grading scale. The minimum percentage required for passing is 60%. Any transfer course below the 60% mark would be considered a failing grade and would not receive credit in our system.
3. Credits received from other schools are converted to the Martin Luther system of 1 credit earned for 1 semester of satisfactory work.
4. Courses from other schools that are "weighted" may not receive similar consideration at Martin Luther. Because Martin Luther does not weigh grade classes that are not AP or provide "extra credit" for courses, all grades will be converted to the Martin Luther grading scale.
5. Martin Luther reserves the right to deem any course unsatisfactory and refuse to transfer the credit based upon its standards.

Upon review by the Martin Luther 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 Martin Luther.

TRANSFERRING OF STUDENT RECORDS IN THE EVENT OF A SCHOOL CLOSURE

If, for any reason, Martin Luther High School ceases to operate as a private parochial high school, all of the progress records of the pupils who attended the school as part of the Milwaukee Parental Choice Program will be immediately transferred to the Lutheran High School Association of Greater Milwaukee. If the Lutheran High School Association of Greater Milwaukee ceases operation, said records will be transferred to the Lutheran Church Missouri Synod - South Wisconsin District office. A copy of these records will also be sent to the Milwaukee Public Schools Board.

The Lutheran High School Association of Greater Milwaukee will send a declaration to the students and parents of Martin Luther High School that the school ceases to operate as a private parochial high school in accordance with Wisconsin statutes (s. 119.23(7)(b)7.b., Wis. Stats.). Martin Luther High School shall send written notice to each pupil, or to the parent or guardian of a minor pupil, of the transfer of such progress records in accordance with Wisconsin statutes. (s. 119.23 (7)(b) 7.a., Wis. Stats.) Records will be transferred once the parent or guardian of a minor pupil consents in writing to the release of the progress records to The Lutheran High School Association of Greater Milwaukee. Martin Luther High School will also send the Wisconsin Department of Instruction a copy of the consent form for each pupil who consents to the transfer of progress records. The written notice shall be signed by the pupil, or the parent or guardian of a minor pupil, and shall include the name, phone number, mailing address, and other relevant contact information of the Lutheran High School Association of Greater Milwaukee, who will maintain the progress records.

Visitors to Martin Luther High School

Martin Luther High School operates as a closed campus. Visitors must report to the main office and sign the visitor registration book. All visitors will be required to wear an identification badge during their visit.

Students are not allowed to bring visitors for the sake of visiting school. Students wanting to “discover” what a day at Martin Luther is all about will be asked to pre-register to “shadow” another student. To shadow a student, please contact the Director of Enrollment Management at 414-421-4000, ext. 180. Passes for shadow days are limited.

Students who were not in good standing upon withdrawal from Martin Luther are not permitted on campus without prior permission from the Principal.

STUDENT RIGHTS

1. The Wisconsin Pupil Nondiscrimination Act, s. 118.13, and PI 9, which prohibits discrimination against students on the grounds of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.
2. Title IX of the Education Amendments of 1972, as amended, 20 U.S.C. 1681 et. seq., which prohibits discrimination on the basis of sex in educational programs.
3. The Age Discrimination Act of 1975, as amended, 42 U.S.C. 6101 et. seq., which prohibits discrimination on the basis of age in programs or activities.
4. Section 504 of the Rehabilitation Act of 1973, as amended, 29 U.S.C. 794 et. seq., which prohibits discrimination on the basis of handicap in programs and activities. To comply with Section 504, the Department of Public Instruction must assure that no qualified handicapped persons are excluded from its programs; and must assure that all handicapped students in funded placements have opportunity for a free appropriate education.
5. The Family Education Rights and Privacy Act, 20 U.S.C. 1232g, 34 CFR 99, which regulates access and release of student educational records.
6. All federal and state constitutional guarantees protecting the rights and liberties of individuals, including freedom of religion, expression, association, against unreasonable search and seizure, equal protection, and due process.
7. All regulations, guidelines, and standards lawfully adopted under the above statutes by the appropriate administrative agency.
8. Pupils charged with misconduct and subject to suspension or expulsion shall be accorded state and federal constitutional due process of law.

