



# MILWAUKEE LUTHERAN HIGH SCHOOL

## 2019-2020 STUDENT HANDBOOK

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

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**MILWAUKEE LUTHERAN HIGH SCHOOL**  
**2019-2020 STUDENT HANDBOOK**

Contents

1. Mission, Vision, & Core Values
2. Administrative Personnel
3. Spiritual Development
  - 3.1 Chapel & Prayer
  - 3.2 Christian Conflict Resolution
4. Student Rights
  - 4.1 Confidentiality of Student Records
  - 4.2 Non-Discrimination Policy
  - 4.3 Appeals Process
5. Admissions Policy
  - 5.1 Prospective Freshmen Student
  - 5.2 Transfer Student
6. Withdrawal Policy
  - 6.1 Self-Exclusion
7. Academics
  - 7.1 Educational Programs
  - 7.2 Program Planning
  - 7.3 Grade-Level Promotion
  - 7.4 Credit Load
  - 7.5 Course Audit
  - 7.6 Schedule Changes
  - 7.7 Academic Recognition
  - 7.8 Academic Evaluation
  - 7.9 Grading Percentages
  - 7.10 Late Work
  - 7.11 Incompletes
  - 7.12 Grade Point Average
  - 7.13 Repeating a Course for Improvement
  - 7.14 Credit Recovery
  - 7.15 Advanced Placement / Honors
  - 7.16 Dual Credit Courses
8. Attendance
  - 8.1 Attendance Procedures
  - 8.2 Types of Absences
  - 8.3 Makeup Work
  - 8.4 Chronic Absences
  - 8.5 Truancy
  - 8.6 Tardy Policy
  - 8.7 Early Release
  - 8.8 Building Passes
9. Discipline
  - 9.1 Behavioral Intervention Steps
  - 9.2 Detentions
  - 9.3 Referrals
  - 9.4 Suspension
  - 9.5 Expulsion
  - 9.6 Appeals
10. Harassment
  - 10.1 Types of Harassment
  - 10.2 Harassment Discipline Process
11. Academic Integrity
  - 11.1 Cheating
  - 11.2 Plagiarism
  - 11.3 Academic Discipline Process
12. Dress Code
  - 12.1 Dress Code Enforcement
  - 12.2 Standards of Dress
  - 12.3 Student ID's
13. Technology & Electronics
  - 13.1 Cell Phones
  - 13.2 Other Electronics
  - 13.3 Computer Network Acceptable Use Policy
14. Health
  - 14.1 Health Records
  - 14.2 Immunization Requirements
  - 14.3 Medication
  - 14.4 Illness/Injury
  - 14.5 Pregnancy
15. Campus
  - 15.1 Building / Campus Hours
  - 15.2 Closed Campus
  - 15.3 Visitors to Campus
  - 15.4 Parking Lot Regulations
  - 15.5 Parking Violations
  - 15.6 Student Drop Off & Pick Up
  - 15.7 Vandalism
16. School Related Information
  - 16.1 Abuse, Neglect & Exploitation of Children
  - 16.2 Alternative Lifestyles
  - 16.3 Backpacks / Athletic Bags
  - 16.4 Busing
  - 16.5 Cafeteria & Lunch
  - 16.6 Crisis Plan
  - 16.7 Emancipated Students
  - 16.8 Hall Lockers
  - 16.9 Lost & Found
  - 16.10 Public Affection
  - 16.11 School Dances
  - 16.12 Search & Seizure
  - 16.13 Textbooks
  - 16.14 Work Permits
17. Parents / Families
  - 17.1 Parent/Family Visitor Policies
  - 17.2 Parent/Family Conduct
  - 17.3 Communication

## **1. MISSION, VISION, & VALUES**

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

The Association, formed in 1952, grew out of the first community Lutheran high school which was established in Milwaukee in 1903. The Association was founded to 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.

*Brand:* We Teach Truth. Jesus Makes All the Difference

*Mission:* Share Jesus. Shape Lives. Develop Leaders.

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

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

## **2. ADMINISTRATIVE PERSONNEL**

Chief Executive Officer (CEO) – Cole Braun

Head of Schools – Mark Bahr

Principal – Adam Kirsch

Assistant Principal – Joel Bahr

Dean of Culture – Neil Boettcher

Dean of Students – Marcus Jackson

Dean of Students – Joe Kalkopf

Director of Athletics – Jerad Luedtke

Director of Admissions – 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 operations of the school and all of life’s activities are a service to Him.

### **3.1 CHAPEL & PRAYER**

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

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

- a. All records maintained by the school for the pupil shall be confidential including:
  - a. Directory data of address, telephone listing, and email address.
  - b. Other personal student data and physical health records including student number, immunization records, primary disability category, Free and Reduced lunch eligibility, or homeless status.
  - c. Progress Records including courses taken, grades, and test results.
  - d. Behavioral Records including attendance, truancy, retention, referrals, suspension, or expulsion.
- b. All confidential records shall be maintained for an appropriate length of time:
  - a. Progress Records, which contain only objective pupil data (transcripts), shall be kept permanently.
  - b. All other records, including Directory Data and Behavioral Records, shall be maintained for five years following graduation (per state requirements) and thereafter destroyed.
- c. Records may be disclosed:
  - a. Parents of minor students have the right to inspect their records. Parents desiring to inspect their records shall address a request to the principal in writing.
  - b. To the student by written consent from the parent or legal guardian.
  - c. Upon receipt of court order.
  - d. Upon receipt of request from another school due to transfer.
- d. The procedure for challenging records shall be:
  - a. Written notice to the Principal requesting a hearing.
  - b. If satisfaction is not achieved, a statement of challenge may be addressed to the Head of Schools.

### **4.2 NON-DISCRIMINATION POLICY**

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

### **4.3 APPEALS PROCESS**

A student or family has recourse in the event of 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 is a good fit for the student and Milwaukee Lutheran. Milwaukee Lutheran accepts and reviews applications from any students who have met the criteria for enrollment. If

circumstances exist that would significantly prevent the student from being successful at Milwaukee Lutheran, admission may be denied.

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

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

## **5.2 TRANSFER 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 typically accept requests for transfer after a student's junior year, however, in special circumstances a student may appeal for admission.
- b. All prospective transfer students will be subject to review by 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 documentation 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 12 weeks at which point an informal review of enrollment will be conducted.

## **6. WITHDRAWAL POLICY**

In cases where a student is asked to or chooses to withdraw from Milwaukee Lutheran during a semester, paperwork must be completed with the Academic Advising secretary before any academic records are released to the student. If the paperwork is not completed and verification is received of transfer from another school, the student will be automatically withdrawn after 3 school days for internal purposes (enrollment figures, grades, etc.). Credit will not be granted for any uncompleted courses. At the discretion of administration, grades may be "frozen" which would award credit for any course currently being passed.

### **6.1 SELF-EXCLUSION**

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

## **7. ACADEMICS**

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

### **7.1 EDUCATIONAL PROGRAMS**

#### **a. RED KNIGHT INSTITUTE**

The Red Knight Institute is an educational leadership program designed to meet students' academic and career needs on an individual basis. Divided into two Academies, Career and Honors, The Red Knight Institute focuses upon identifying and enhancing each student's God-given talents.

##### **a. Art Academy**

The Art Academy at Milwaukee Lutheran is designed to inspire and train students to pursue careers as professional artists. Students will connect to the local art community through professional internships, partnerships with local art studios, and opportunities to work with professional designers. Art Academy students will focus on developing a professional skill set, coupled with a professional work ethic, to make a positive impact by serving the community around them through Art and Design.

##### **b. Urban Education Academy**

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

##### **c. Honors Academy**

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

##### **d. Career Academy**

The Career Academy at Milwaukee Lutheran is a technical education program that prepares students for professional work experiences and full-time employment during their high school years. While most technical education programs end with skill development, the Career Academy takes this training to the next level by offering internships, employment, and continuing education opportunities. Specific skills are developed over the course of a student's high school program as they continue to pursue their chosen career. The graduation requirements for the Career Academy are outlined below.

##### **e. Free Enterprise Academy**

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

#### **b. COLLEGE PREPARATORY**

This is a well-balanced program, embracing subjects of academic and cultural value. Students who do not choose to enroll into the Red Knight Institute are automatically enrolled in the College Preparatory track described below. While college preparation is the focus, our student body size and teaching expertise allows us to provide a variety of elective courses that supplement the core curriculum and round out a student's academic experience. The curriculum emphasizes critical thinking, problem solving, discernment, and assessment of reading, writing, computation, and communication skills.

**c. TRANSITIONAL EDUCATIONAL SERVICES**

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

**7.2 PROGRAM PLANNING**

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

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

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

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

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

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

### 7.3 GRADE-LEVEL PROMOTION

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

<b>Grade 9:</b> 13 Credits	<b>Grade 10:</b> 25 Credits
<b>Grade 11:</b> 37 Credits	<b>Grade 12:</b> 50 Credits (upon graduation)

Students needing additional credit to achieve grade-level promotion can speak with the Academic Advising Office for credit recovery options.

### 7.4 CREDIT LOAD

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

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

### 7.5 COURSE AUDIT

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

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

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

### 7.6 SCHEDULE CHANGES

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

Schedule changes will only be considered for acceptable reasons including:

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

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

### 7.7 ACADEMIC RECOGNITION

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

### 7.8 ACADEMIC EVALUATION

The standard recommended grading scale at Milwaukee Lutheran is as follows:



A	4.000	(93.5-100)	C+	2.333	(78.5-81.49)	D-	0.667	(63.5-66.49)
A-	3.666	(90.5-93.49)	C	2.000	(75.5-78.49)	E	0.000	(Credit received based upon effort)
B+	3.333	(87.5-90.49)	C-	1.667	(72.5-75.49)	F	0.000	(0-63.49)
B	3.000	(84.5-87.49)	D+	1.333	(69.5-72.49)			
B-	2.666	(81.5-84.49)	D	1.000	(66.5-69.49)			

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

Milwaukee Lutheran believes that appropriate and timely communication for both our students and their parents is essential to maximizing the potential of each student. Grades may be accessed at any time by students and parents using the online gradebook. Students and parents will be given access to separate online accounts. Parents will be emailed a *Progress Report* at the end of each six-week period from each teacher. *Progress Reports* differ from a report card in that it lists all test, quiz, and project grades, as well as comments regarding the student's effort.

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

## 7.9 GRADING PERCENTAGES

As a school, we have established weighting percentiles for all core courses based on their course number. This will apply to all classes in English, foreign language, math, religion, science, and social studies. This does not apply to art, business, music, physical education, or technical education courses.

This consistency ensures that we are able to appropriately measure students learning based on their grade level. High school bridges the expectations between middle school and college. Freshmen students course grades will be determined by a higher percentage of their work (formative) and less upon what they know. As students advance to higher level courses, less emphasis is on the completion of work and a higher percentage is based on their understanding and learning (summative). Formative grades are based on daily work, labs, quizzes, participation, having materials, etc. Summative grades are based on presentations, projects, tests, and the semester final exam. Final exam percentages may range between 10% and 20% of the total semester grade. Each teacher may further break down the formative and summative components of the grade into specific categories within their course.

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

## 7.10 LATE WORK

- a. All daily assignments, homework, and quizzes will be accepted for credit up to the end of a unit. However, teachers may deduct points for lateness per their classroom policy.
- b. All tests are required to be taken at the end of the unit.
- c. All major projects, presentations, or test retakes will be accepted for credit up to the end of the 6-week grading period. However, teachers may deduct points for lateness per their classroom policy.
- d. Any work missed due to an excused absence will be given two days to complete (this includes tests).

## 7.11 INCOMPLETES

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

## 7.12 GRADE POINT AVERAGE

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

## 7.13 REPEATING A COURSE FOR IMPROVEMENT

Students may retake a course to improve their grade, but credit will only be awarded one time for taking the course. In this case, the original grade will be recorded as an audit (AUD on the transcript) and the new grade will be placed on the permanent transcript. Teacher approval must be granted in circumstances that arise where a student desires to retake a course that has already been successfully completed.

## 7.14 CREDIT RECOVERY

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

### a. **Demonstration of Mastery of Retroactive Content**

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

### b. **Repeating Courses**

When a student requests to repeat a course due to a failing grade, he or she will be allowed to do so once. The student will be scheduled for the course on a space-available basis. Students who have not previously taken the course will be given priority when scheduling.

### c. **Milwaukee Lutheran Summer School**

Summer school may be offered in English and/or Math. Students must follow directives concerning summer school attendance and performance to be granted credit.

English – Students who fail Applied English or English I for one or multiple semesters may be required to complete Summer School. The recovered credits will be added to a students' transcript.

Math – Students with a course grade of D or F Algebra may utilize this option to demonstrate content knowledge. Students who received an F and successfully complete the summer session will have the grade added to the transcript and the student will be able to progress to the next math course in sequence. For students who earned a D, after successful completion of the summer course, the course grade will be changed (this grade will not be changed to higher than a C+).

Blended Learning - Students who fail Biology, Geometry or US History may be required to complete a summer school option at Milwaukee Lutheran. Students will complete coursework online through a learning management system and will also have to attend a few face-to-face classes to complete labs, projects or tests. There are additional fees required to complete this option.

### d. **Credit Recovery for Physical Education Due to Medical Condition**

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

### e. **Alternative Credit Recovery**

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

## 7.15 ADVANCED PLACEMENT / HONORS COURSES

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

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

## **7.16 DUAL CREDIT COURSES**

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

## **8. ATTENDANCE**

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

### **8.1 ATTENDANCE PROCEDURES**

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

### **8.2 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 negligence in communicating with the school, 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.

### **8.3 MAKEUP WORK**

It is the student's responsibility to arrange for makeup work due to an excused absence. Students should access Schoology for a listing of assignments. 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.

### **8.4 CHRONIC ABSENCES**

Course credit will be forfeited following the seventeenth absence in a semester – this includes both excused and unexcused absences. Email communication will be sent following the ninth, twelfth, and fifteenth absence in a semester. In cases where extended absence is required for emergency reasons, the administration may waive the regulations on the forfeiture of credit. Documentation may be required to demonstrate the emergency reasons.

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

On the eighteenth absence in the semester, the student will:

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

## 8.5 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. The statue holds the parent/guardian of a child between the ages of 6 to 18 responsible for failing to ensure regular, full-time attendance when school is in session. In cases of excessive absences, Milwaukee Lutheran will work with the Milwaukee Police Department through their Truancy Abatement Program (TABS). Possible consequences include municipal citations, fines, and/or imprisonment.

## 8.6 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 a primary reason for employee termination. Tardiness is unacceptable. It is the desire that families partner with the school to encourage punctuality.

If a student arrives more than 10 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. Students may only be excused for a first hour tardy with a note from a doctor or dentist.
  - b. If a student does not make it to their 1<sup>st</sup> hour class before 8:10, the student will not be allowed into their 1<sup>st</sup> hour class and will be required to report to a specified classroom.
    - i. Students will receive an unexcused absence from 1<sup>st</sup> hour.
    - ii. Students in that room will be expected to complete an appropriate administrator assigned task silently.
    - iii. A student who consistently is in the late room may experience consequences, including:
      1. Removal from participation or attendance of school-sponsored events
      2. Loss of course credit (*See Section on Chronic Absences*)
      3. Possible expulsion
- b. Tardy to Class
  - a. Students should be in the classroom, seated, and ready for class prior to the tone sounding or they will be marked tardy. For physical education classes, students must be in the locker room changing prior to the tone sounding of they will be marked tardy. Any student more than 10 minutes late to class without a pass during the school day is considered truant.
  - b. Tardiness to class is based on the six-week grading period and will be handled in the following manner:
    - i. Students are granted 10 "free" tardy to class marks during the course of the six weeks.
    - ii. Detentions will be assigned on the 11<sup>th</sup> and 15<sup>th</sup> tardy.
    - iii. On the 18<sup>th</sup> tardy, students will serve a 1-day suspension.
    - iv. Students earning additional tardies may experience additional consequences, including:
      1. Lunch or Saturday detentions
      2. Additional suspensions
      3. Removal from participation or attendance of school-sponsored events
      4. The tardy point when the student will be recommended for expulsion.

## 8.7 EARLY RELEASE

- a. Students may request early release by completing the forms available in the Attendance Office.
  - a. Seniors must have a 2.00 cumulative GPA

- b. Second-Semester Juniors must have a 3.00 cumulative GPA
- b. Students who are granted early release are expected to leave and not loiter on campus following their last class. Parents must indicate that there is a transportation plan at the time of early release or it will not be granted.
- c. Students involved in extra-curricular activities are ineligible for early release during their season. During the season they will be assigned to study hall.

## **8.8 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.

## **9. DISCIPLINE**

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

Milwaukee Lutheran has the right to discipline students for any reason, but failure to comply with the expected standards of conduct will subject the student to potential disciplinary action, up to and including expulsion. In the event a student apparently refuses to accept the ministry offered 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.

### **9.1 BEHAVIORAL INTERVENTION STEPS**

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

- a. The teacher will use proximity to the student as a warning system in the classroom.
- b. The student will be asked to exit the classroom to wait and talk with the teacher.
- c. The student will be issued a Processing form by the teacher. 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, etc.).
- e. Referral – this step is used when all steps of intervention have been exhausted or for behavior that warrants an automatic referral (including academic dishonest, repeated disrespect, repeated defiance, repeated dress code violations, etc.).
- f. Probation – this is an agreement between the student and the school that outlines the expectations and immediate changes (academic, attendance, or behavioral) necessary for continued enrollment. Violation of a previous agreement are grounds for immediate expulsion.

### **9.2 DETENTIONS**

Detentions are held afterschool Monday through Friday for 45 minutes. 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.

### 9.3 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 notify home; student meets with Administrator
- b. 2<sup>nd</sup> Referral – Teacher & Administrator notify home; student meets with Administrator
- c. 3<sup>rd</sup> Referral – Teacher & Administrator notify home; student and parent/guardian meets with Administrator
- d. 4<sup>th</sup> Referral – Administrator notify home; student meets with Administrator
- e. 5<sup>th</sup> Referral – Student is suspended until a meeting with the Principal where a decision on continued enrollment is rendered.

### 9.4 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 and may elevate to notification of law enforcement or expulsion.
- b. Smoking or vaping in the school building, on campus, or in cars on campus. Possession of tobacco, smoking or vaping paraphernalia, or lighting materials is not permitted by state statute and school policy.
- c. Any student determined to be under the influence of any foreign substance including alcohol, marijuana, 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.  
Note: any person carrying the odor of tobacco or marijuana use will be asked to leave the classroom or building until the smell discontinues to be a distraction to others around them.
- 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.

All suspended students are required to complete a "SUSPENSION FORM" prior to meeting with the administrator or returning to 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 permitted with a 25% reduction.

### 9.5 EXPLUSION

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

- a. Any student that repeatedly violates the expectations of Milwaukee Lutheran or consistently demonstrates disrespect towards those in authority will be expelled from school.
- b. Any student that has habitual attendance issues. See the Attendance Section of this Handbook for details.
- c. Possession of any illegal drug, including marijuana or alcohol, at school or at a school function, either home or away.
- d. Any major physical altercation (striking another individual, fight, etc.) that takes place in the school building, on campus, near the school, or at a school sanctioned event. Involved students who do not engage or retaliate may appeal for reinstatement to the Principal.

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.

## **9.6 APPEALS**

Appeals of any disciplinary actions will include a review of all records related to the student, which may include behaviors from previous schools, current academic progress, and attendance records.

## **10. HARASSMENT**

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

### **10.1 TYPES OF HARASSMENT**

Harassment occurs when an individual is subjected to treatment or a school environment which is hostile or intimidating because of an individual's ethnicity, creed, color, national origin, physical disability, or gender. We believe that every person must be afforded compassion, love, kindness, respect, and dignity. Harassment is intended to cause distress upon or negatively affect the reputation of a member of the community. It includes, but is not limited to, any or all of the following.

- 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.

### **10.2 HARASSMENT DISCIPLINE PROCESS**

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

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

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

## **11. 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.

## 11.1 CHEATING

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

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

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

- 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

## 11.2 PLAGIARISM

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

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

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

- Downloading information from the Internet or other source and submitting it as one's own work
- Submitting as one's own work that which is copied or translated from another source

## 11.3 ACADEMIC DISCIPLINE PROCESS

When an act of academic misconduct may have occurred, the classroom teacher will notify the student of the incident in person. The student will be given the opportunity to respond to the allegation, should the student wish to do so, with the teacher and an administrator present. The teacher's professional judgment will then be used to determine whether an infraction has occurred.

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

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

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

## 12. 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 style changes. 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.

## 12.1 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:

1. First violation – Warning
2. Second violation – Detention & Disciplinary Referral
3. Third and any additional violations – Suspension for the remainder of the day

## 12.2 STANDARDS OF DRESS

All Clothing:

- A. Should be neat, clean, and in good repair. Clothing that is torn, frayed, cut, or see-through is not permitted.
- B. Must be modest. Exposure of the midriff, back, or low necklines is not permitted. Undergarments must always be covered. Students are responsible for ensuring that they can stand, sit, bend, and reach while remaining in dress code.
- C. Must fit properly. Skin tight or extremely loose-fitting clothing is not permitted.

Shirts / Tops / Dress Tops:

- A. Collared shirt with sleeves – single-color, striped, plaid, or print; all but top two buttons must be buttoned.
- B. Crew-neck t-shirts, tops, sweatshirts, sweaters, or hoodies without messaging
  - a. Collars may not extend more than a fist length below the clavicle.
  - b. Messaging Exception – MLHS sponsored tops, grade-school, university
- C. Not permitted – tops with messages, jerseys, sleeveless dresses, jackets, coats, or other outerwear during the school day

Pants / Capris / Shorts / Skirts / Dress Bottoms:

- A. Denim jeans or casual slacks or dress pants
- B. Shorts and skirts must be of modest length (defined as 4 inches above the kneecap when standing).
- C. All bottoms must be worn above the hips. A belt may be required of a student if pants do not fit properly.
- D. Not permitted – athletic pants or shorts, leather or vinyl pants, leggings, yoga pants, cut-offs.

Footwear

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

Grooming & Other Accessories:

- a. Hair must be clean, of natural color (no pink, green, purple, blue, etc.), and of reasonable style. Simple designs cut into the hair are permissible. Boy's facial hair must be neatly trimmed.
- b. Females 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, tongue, eyebrow, face, or nose rings are not permitted.
- c. All tattoos are discouraged. Those deemed offensive must be covered at all times.
- d. Not permitted – headwear (including caps, hoods, bandanas, and do-rags), earmuffs, sunglasses, "grills", and chains are not permitted.

Designated Exception Days:

- A. Theme Days – days where exceptions to the dress code are made if the student is participating within the theme. Students who do not participate in the theme must follow the normal dress code.
- B. "Dress Down" Days – days where the school approves relaxed dress. Students may wear appropriately messaged tops (clothing with vulgar or suggestive messages or those that advertise tobacco, alcohol, drugs, musicians, or musical groups may not be worn) and sweatpants on dress down days.

## **12.3 STUDENT ID'S**

Student ID cards serve multiple purposes for our students:

1. They serve as your identification for coming into the building every day.
2. They allow faculty and staff to identify students in their classes.
3. They serve as your entry pass into school events (athletics, drama, music, dances, etc.).

Students are required to wear their ID's all day in a prominent visible location (front collar/chest area) for the first few weeks of each new semester. The administration will announce when, for the remainder of the semester, students must have their ID for first hour and be able to produce it on request by any faculty or staff member throughout the day.

Students receive two ID's at the beginning of the year. Students who forget their ID may request two temporary ID's per semester at no charge. A \$5 fee will be charged for any replacements. 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.

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

## **13. TECHNOLOGY & ELECTRONICS**

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

Any improper use of an electronic device, including but not limited to, taking photos or filming of any situation without permission, may be subject to suspension or expulsion.

### **13.1 CELL PHONES**

Milwaukee Lutheran High School prohibits students' in-school use of cell phones from 7:55 am until 3:18 pm. Student cell phones must not be visible or audible from the start of the school day until the end of the school day. Photos, video, audio recording, or text-messaging is prohibited.

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 to a parent/guardian
- b. 2<sup>nd</sup> Offense – device is returned to a parent/guardian after the student has served a detention
- c. 3<sup>rd</sup> Offense – device is returned to a parent/guardian after one full week and a referral is issued
- d. 4<sup>th</sup> Offense – device is returned to a parent/guardian at the end of the semester and a referral is issued
- e. 5<sup>th</sup> Offense – device is returned 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 in the office 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.

## 13.2 OTHER ELECTRONICS

Students are not allowed to use headphones, iPods, Smartwatches, or other electronic equipment from 7:55 am until 3:18 pm. 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.

## 13.3 COMPUTER NETWORK ACCEPTABLE USE POLICY

- a. The internet is a network of networks used by educators, businesses, the government, the military, and other organizations. The internet can be used to educate and to inform. As a learning resource, the internet is similar to books, magazines, video, 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.

## **14. HEALTH**

### **14.1 HEALTH RECORDS**

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

### **14.2 IMMUNIZATION REQUIREMENTS**

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

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

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

### **14.3 MEDICATION**

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

- a. All prescription medication must be kept in the office. No student should be carrying or self-administering prescription medication in the building. It is the 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.

### **14.4 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 through 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 whenever possible. Following the injury, an incident report form must be completed and filed in the main office by the student and/or individual supervising the activity.

## **14.5 PREGNANCY**

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 – including when attendance at school shall cease and be permitted to renew.
- 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.

## **15. CAMPUS**

### **15.1 BUILDING/CAMPUS HOURS**

Building hours are from 7:30 am to 3:30 pm.

Students who arrive before 7:30 am must go to the cafeteria or Study Center (after 7:00 am only) unless they have an appointment with a teacher or are involved in a supervised school activity.

Students not involved in after-school activities must report to the cafeteria by 3:35 pm or leave campus by 3:45 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.

In cases of inclement weather (below freezing temperatures), students will be permitted to stay inside the building while waiting for transportation.

The school reserves the right to arrange a ride for a student who remains on campus more than 45 minutes after the conclusion of any school activity and contact with parents/guardians is unavailable. Any costs incurred for transportation service will be paid by the family.

### **15.2 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.

### **15.3 VISITORS TO CAMPUS**

All visitors must report to the main office and sign the visitor registration book. Each visitor must wear a visitor ID pass while in the building.

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

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

Any student who has visitors on the MLHS campus will be responsible for the 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.

## **15.4 PARKING LOT REGULATIONS**

- a. All vehicles must be registered along with proof of a valid license. The cost of vehicle registration is \$10 and is valid for the school year. Each vehicle driven to school must be registered, however the parking permit may be transferred from one registered car to another registered car belonging to the same student. A replacement permit is \$5.
- b. All cars must be parked in the designated parking lots accessed via Grantosa Drive. Parking spaces are available on a first come-first served basis. Students are not allowed to park in the fire lane, or in spaces designated for reserved, handicapped, or visitor parking. Parking on the streets around school is discouraged! Unregistered vehicles in violation may be towed at the owner's expense.
- c. Students who drive to school must remember that their cars are to be used for transportation to and from school. Drivers can give rides to others, but should not cruise the city streets or neighborhoods.
- d. Students are not allowed to go the parking lots or drive their cars during the school day without permission from a parent and school official.
- e. Student drivers should exercise caution and restraint at all times. Excessive speed, unsafe activities, or unnecessary noise will not be tolerated.
- f. Administration reserves the right to search vehicles on school property if warranted.
- g. Milwaukee Lutheran High School is not responsible for theft and/or vandalism to vehicles parked on school property.

## **15.5 PARKING VIOLATIONS**

It is each student driver's responsibility to follow all driving and parking regulations. 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 \$20 fine.
- c. Third violation – the student will be assessed a \$40 fine and a parent/guardian will be notified.
- d. Fourth violation – the student will receive a disciplinary referral for refusing to follow driving and parking regulations. The student will not be allowed to return to class without paying all fines and attending a student/parent/administrator conference. Loss of driving privileges should be expected.

## **15.6 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.

## **15.7 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.).

## **16. SCHOOL RELATED INFORMATION**

### **16.1 ABUSE, NEGLECT, & EXPLOITATION OF CHILDREN**

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

### **16.2 ALTERNATIVE LIFESTYLES**

We believe that God wonderfully and immutably has created each person in His image. We also believe that He has designed a proper plan for how we are to conduct our lives. God calls us to lead a sexually pure lifestyle and to "flee from sexual immorality" (1 Corinthians 6:18). Deviations from His perfect design for us, including gender dysphoria, sexual immorality (including sexual contact, fornication, and use of pornography), and homosexuality are intrinsically sinful and offensive to God. 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 these sins should feel safe and welcome at our school while simultaneously understanding that their lifestyle is contrary to God's Word and our teachings. The student is

encouraged to seek guidance and counseling from our staff regarding these issues. Publicly demonstrating or promoting any lifestyle not in accordance with Scripture is not allowed at Milwaukee Lutheran High School.

### **16.3 BACKPACKS / ATHLETIC BAGS**

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

### **16.4 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.

### **16.5 CAFETERIA & LUNCH**

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.

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

### **16.6 CRISIS PLAN**

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

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

### **16.7 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.

### **16.8 HALL LOCKERS**

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

### **16.9 LOST & FOUND**

- a. Valuable items should not be brought to school. If necessary, these items should remain in a secure locker. The school is not responsible for any items that are lost or stolen.
- b. Valuable items (jewelry, purses, wallets, glasses, etc.) that are found should be taken to and claimed from the Office of Student Life. 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 donated.

- c. If you have lost or stolen items, report the loss to the Attendance office immediately.

### **16.10 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. Students violating these expectations will be dealt with according to the school's discipline policies.

### **16.11 SCHOOL DANCES**

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

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

It is understood that:

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

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

### **16.12 SEARCH & SEIZURE**

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

### **16.13 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.

### **16.14 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 (work permits are only required for students under 16) – 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.

## **17. PARENT/FAMILY SECTION**

Parents are a critical asset to the functionality and success of Milwaukee Lutheran. Education happens primarily through parents and is entrusted to schools to help carry out that process.

### **17.1 PARENT/FAMILY VISITOR POLICIES**

Parents who visit the building from 7:00 am to 3:00 pm or after 3:20 pm should check in with the main office.

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

### **17.2 PARENT/FAMILY CONDUCT**

Any parent who misrepresents the expectations of Milwaukee Lutheran by using inappropriate language or conduct (including towards a faculty or staff members) may be banned from the campus. This includes at extra-curricular events on our campus and at away events.

### **17.3 COMMUNICATION**

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

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



# MILWAUKEE LUTHERAN HIGH SCHOOL

## Acknowledgement of Student Handbook

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

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

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

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

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

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Grade

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

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

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

\_\_\_\_\_  
Date

**Please return this form to the main office by Friday, September 6, 2019.**