



# Martin Luther High School

## STUDENT HANDBOOK 2010-2011

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**MARTIN LUTHER HIGH SCHOOL**  
**STUDENT/PARENT HANDBOOK DIRECTORY**

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## **1. OUR MISSION**

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

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

**Our mission is nurturing all students and empowering them to meet the challenges and seize the opportunities of the future as disciples of Jesus Christ in service to others.**

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

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

### **1.1 ENROLLMENT POLICY**

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

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

## **2. THE PARENT SCHOOL PARTNERSHIP**

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

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

### **EXPECTATIONS WHICH PARENTS SHOULD HAVE OF OUR SCHOOL**

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

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

### **EXPECTATIONS WHICH THE SCHOOL HAS OF PARENTS**

- A. Parents will recognize the important of the partnership, which they have with the school in nurturing the intellectual, social, physical and spiritual development of their son or daughter.
- B. Parents will actively participate in school activities and support the ministry of the school through membership in at least one of the following:

- Spartan Athletic Club
- The ML Club
- The Music Boosters
- The ML Guild
- The Lutheran High Founders
- A Night for Kids Auction

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- C. Parents along with their sons and daughters will be active members of their local congregation.
- D. Parents will provide a home atmosphere, which is conducive to the intellectual and spiritual development of their son or daughter.
- E. Parents will remit tuition payments in a timely fashion. When financial difficulties are experienced causing a delay in payments, parents will notify the business office of the situation.
- F. Parents will remember the ministry of Martin Luther High School in their prayers.

### **3. PARENT AUXILIARY GROUPS**

Martin Luther High School has four active organizations, which lend support throughout the school year.

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

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

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

The **ML GUILD** is an organization of men and women whose objective is primarily to lend financial support to the high school through its annual rummage sales. In addition, it meets three times a year to hear current topic presentations and to socialize. Meetings are held in September, December, and March.

## LUTHERAN HIGH SCHOOL ASSOCIATION PARENT ACTIVITIES

The **LUTHERAN HIGH FOUNDERS** is an organization where members declare to give an annual amount to ensure that the ministry to God's young people is "founded" from one generation to the next. The annual Foundersfest held in October provides an opportunity for Founders to enjoy Christian fellowship, learn about the ministry of our high schools, declare their love for young people, and make plans for their continued support. The minimum annual gift of \$100 recognizes the 100th anniversary in the year 2003 of our Lutheran high schools.

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

As parents, your membership in one or more of these organizations/activities is urged. Membership will provide opportunities for service and acquaintance with other parents and friends of the high school. It can be very rewarding for you personally. Take the initiative and join now.

Present officers of the organizations are as follows:

**SPARTAN ATHLETIC CLUB** - Jim Bernier (262-786-1383)

**ML CLUB** - Judy Conrad (321-3895)

**MUSIC BOOSTERS** – Traci Neumann (529-5016)

**ML GUILD** - Carol Derus (541-1456)

**FOUNDERS** - Sandra Wehmeier (Call Dev. Office, 421-9100)

**AUCTION** - (Call Development Office, 421-9100)

### 4. OFFICE OF STUDENT SERVICES (OSS)

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

The goals of the OSS are to

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

The OSS is located in the front of the school building, to the south of the main office. Check the bulletin board outside the OSS for announcements regarding testing dates, career and job information, and part-time job notices.

Serving you in the OSS are:

Mrs. Kollmorgen - Counselor

Mrs. Popa - OSS Office Assistant

Mrs. Dennert - National Honor Society Advisor

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

#### **4.1 ACADEMIC ASSISTANCE**

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

*ACADEMIC ASSISTANCE IS AVAILABLE FROM:*

A. **THE TEACHER.** Academic assistance should first be sought from the course teacher. Contact the teacher before a crisis develops. Many teachers have regularly scheduled times before, during, and after the class day to meet with students. The Wednesday Schedule may provide time for special help from 2:25 PM to 3:00 PM.

B. **A COUNSELOR.** If a student continually experiences difficulties in a course, she/he should meet with her/his counselor to evaluate the situation and make plans for improvement.

C. **STUDY HALL TEACHER AND/OR PEER TUTOR.** The study hall teacher is there to assist students with course work whenever possible. A peer tutor from the study hall may be enlisted for help. A request for a peer tutor should be made by contacting the appropriate counselor.

D. **RESOURCE STUDY HALL.** Students experiencing extreme difficulty with their academic program may be asked to visit our Resource Study Hall on a regular basis, rather than go to their scheduled study hall. The Resource Study Hall is taught by a teacher from the Lutheran Special School. This teacher is qualified in reading instruction as well as general study skills and learning methods. Course work is monitored closely and regular communication with teachers and parents takes place. Each student is dealt with on an individual basis and personalized programs are developed.

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E. **TRANSITIONAL SERVICES PROGRAM.** Under the direction of Mrs. Kollmorgen and Ms. Schumacher, this program is an outgrowth of the OSS. The “Transitional Study Periods” will be small group study sessions held instead of regular study halls, wherein students who received D or F grades in the previous six week marking period will be required to attend and demonstrate to the facilitator each day the completion of some variety of work, assignment, or completion of a test or quiz, etc. The facilitator may also be available as a study and assistance resource if a different variety of help is required. These students will be eligible to re-enter regular study hall if after the completion of three weeks in this program, they are passing all of their courses to a C level or higher.

F. **ACADEMIC MONITORING.** All students who receive a semester grade of F or whose cumulative GPA is below 2.0 are requested to participate in Academic Monitoring. Any student wishing to participate in co-curricular activities must be in academic monitoring to be eligible for participation. Academic Monitoring questionnaires and plans are sent out by the OSS and must be returned before September 14, 2010, for first semester participation or February 8, 2011, for second semester. To participate in activities in progress before those dates, all materials must be in before participation takes place.

#### **4.2 STUDENT SUPPORT SYSTEM**

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

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

#### **4.3 CONFIDENTIALITY OF STUDENT RECORDS**

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

#### **4.4 WORK PERMITS**

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

#### **4.5 GRADING SCALE**

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

#### **5. ATTENDANCE**

Regular attendance at school is viewed to be essential for successful earning of credits at the high school level. The school day (including Student Help Days and Wednesdays from 2:25 - 3:00 PM when requested by a teacher) should have priority status over outside activities. However, events do occur occasionally when parents may consider removing their child from school. Parents should use discretion in removing their child from school realizing that missing school puts the student and teacher in a difficult situation. Education that takes place in school cannot always be made up outside the classroom. The following will be excused:

- A. Personal illness
- B. Doctor, Dentist, Orthodontist, etc. appointments
- C. Family emergencies
- D. Death in the immediate family
- E. Family vacations required by an employer
- F. Driving tests, college campus visits (please attempt to schedule these during non-school hours.)

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

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

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

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

### **5.1 THE ATTENDANCE POLICY IS AS FOLLOWS:**

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

### **5.2 PROCEDURE TO FOLLOW WHEN AN ABSENCE OCCURS:**

- A. On a day of absence, parents shall call the school office by 9:00 a.m. If an absence is known in advance, a note from home to that effect will be appreciated.
- B. Even though the office is notified by phone regarding absence, a written note is requested upon return to school.
- C. In some cases, a doctor's statement may be required before students are permitted to return to class. This is particularly true in the event of communicable diseases or prolonged absences. The office will notify parents when this requirement is necessary.
- D. **Students participating in ANY after school activity must be in attendance in ALL of his/her regularly scheduled classes on the day of the activity. Unique situations will be handled by the Principal.**
- E. All absences must be accounted for by the home.
- F. Parents who leave students under the supervision of another caretaker while out of town, must leave the following information with the school:
  - duration of their absence.
  - name and phone number of person assuming responsibility for the student.

### 5.3 TRUANCY

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

### 5.4 TARDINESS

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

### 5.5 TARDY POLICY

- A. Martin Luther requires students to be in their classroom when the bell rings. It is a matter of courtesy to teachers that students are on time and come to order when the bell rings. Teachers will inform students when they are marked tardy on the daily attendance sheet.
- B. Following the fourth tardy in an assessment period, a letter from the Principal will be sent home to notify the parents of a tardy problem.
- C. Following the sixth tardy of an assessment period, the Principal will notify the student they are to serve a suspension/detention and pay a fine.

### 5.6 SCHOOL HOURS

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

## **5.7 SENIOR EARLY RELEASE**

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

Students must abide by the following guidelines:

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

## **6. DISCIPLINE**

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

When a student conspicuously or consistently violates a rule(s) of Christian conduct, administrators and staff must deal with and minister to such a student with the goal of leading that student to a recognition of his behavior as sin against God, repentance, acceptance of God's forgiving love in Jesus Christ, and a demonstration of intent to live a Christian life with the help of God. If appropriate, the administration and staff will utilize the resources of the student's pastor, parents, and other resources and agencies that may help achieve the goal of ministry. Within the context of ministry, it may be appropriate that a student be deprived of school privileges, including suspension, so that the student and the entire student body recognize the seriousness of sin against God, and value the Christian setting in which God seeks to accomplish His good and gracious will for students.

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

When, as a result of continued ministry, a student demonstrates and expresses a desire to return to the Christian education setting so that God may accomplish His good will for the student, the school administrators should seek to provide for re-enrollment.

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

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

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

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

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

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

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

## **6.1 CONDUCT ON BUSES**

Students who ride the busses have the same responsibilities on the busses as they have while present at school. Our hope is that the student's total conduct will reflect the spiritual values that exist at the school. All conduct of the students should reflect that of cooperation with the bus company and driver rules with a positive Christian example of character. The bus company reserves the right to discontinue service for any student who refuses to abide by bus regulations.

## **6.2 COURTING ON CAMPUS**

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

### **6.3 DRESS CODE**

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

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

- A. All clothing must be neat, clean and in good repair. It will not be appropriate to wear **orn, patched, frayed or sloppy clothing for school dress.**
- B. Jackets and other outer apparel are not to be worn in the classroom during the school day.
- C. Monogramming, manufacturer logos, team names and Martin Luther High School will be permissible. Any clothing pictures or lettering advertising tobacco, alcohol, drugs, musicians or musical groups, or displaying vulgarity or suggestive writing or pictures may not be worn or worn under other clothing. Clothing may not be worn inside out.
- D. Accessories not to be worn in the building are as follows: caps, hoods, sunglasses, chains, headbands, tattoos, body piercing and earrings for boys. Boys who desire a pierced ear should have this done early in the summer as bandages intending to conceal or any posts will not be acceptable for school.
- E. All clothing should be appealing rather than revealing. The following items are **not** acceptable: skin-tight clothing, **sleeveless tops and dresses**, any tops exposing the midriff, any underclothing or inappropriate clothing that is visible. Skirt length should be no shorter than the length of the fingertip when the arms are extended down at the sides.
- F. Clothing that reflects a style too casual for the classroom is not acceptable, such as: athletic jerseys, sweat/athletic pants, nylon pants, military clothing, job related clothing and work overalls.
- G. Hair styles, for both boys and girls, should reflect a clean and neat appearance. AVOID EXTREMES IN STYLE AND COLOR. Hair should not fall over the eye(s) as this tends to affect the direct eye contact needed with teachers. Boys hair should not extend below the collar of a dress shirt or be worn in a pony tail. Only senior men are permitted to have well groomed facial hair.
- H. Wisconsin State law requires shoes or sandals to be worn at all times in school.
- I. Students are allowed to wear shorts to school during the months of August, September, October, April and May. Only shorts similar in style to pants or jeans are acceptable. Athletic shorts (PE, soccer, sweat shorts, lycra, spandex, nylon, etc.) may not be worn. Short length should be no shorter than the length of the finger-tips when the arms are extended at the sides and not to extend well below the knees.

## **6.4 THEFT AND VANDALISM**

Each year students complain of books, wallets, calculators, radios, tape players and other valuables being lost or stolen. In the majority of cases, this is due primarily to carelessness and not locking items in both hall and gym lockers. Put your name in your books and on other valuables. If you have a large amount of money or special valuables which you must bring to school, check them in at the school office for safekeeping. The school cannot be responsible for any items which are lost or stolen.

## **7. STUDENT LIFE**

### **7.1 AUTOMOBILE PICK-UPS AND WAITING FOR RIDES**

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

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

### **7.2 TEXTBOOK FINES**

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

New Condition:	\$60.00
Good Condition:	\$30.00
Poor Condition:	\$15.00

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

### **7.3 BUILDING PASSES**

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

### **7.4 CAFETERIA SERVICE**

The cafeteria provides daily hot lunch service. Students may purchase lunch or bring a lunch from home. No food purchased in the cafeteria is to be taken from the cafeteria area. Food from any of the area restaurants is NOT to be brought into the school during the lunch hour. We do not have an open-lunch policy. Students are not to leave our campus for lunch with family or friends.

### **7.5 BUILDING EVACUATION DRILLS**

The school will conduct emergency drills to prepare the school community should a crisis occur at school. Students should remain quiet during these drills so they may hear instructions from faculty. Exit routes are posted in each classroom for building evacuation.

## 7.6 BELL SCHEDULES

<p style="text-align: center;"><b><u>#1 Monday and Friday</u></b> (42 minute classes)</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Announcements</td><td style="text-align: right;">8:00 – 8:02</td></tr> <tr><td>Period 1</td><td style="text-align: right;">8:02 – 8:44</td></tr> <tr><td>Period 2</td><td style="text-align: right;">8:48 – 9:30</td></tr> <tr><td>Chapel</td><td style="text-align: right;">9:34 – 9:58</td></tr> <tr><td>Period 3</td><td style="text-align: right;">10:02 – 10:44</td></tr> <tr><td>Period 4</td><td style="text-align: right;">10:48 – 11:30</td></tr> <tr><td>First Lunch</td><td style="text-align: right;">11:30 – 11:56</td></tr> <tr><td>Period 5A</td><td style="text-align: right;">11:34 – 12:16</td></tr> <tr><td>Period 5B</td><td style="text-align: right;">12:00 – 12:42</td></tr> <tr><td>Second Lunch</td><td style="text-align: right;">12:16 – 12:42</td></tr> <tr><td>Period 6</td><td style="text-align: right;">12:46 – 1:28</td></tr> <tr><td>Period 7</td><td style="text-align: right;">1:32 – 2:14</td></tr> <tr><td>Period 8</td><td style="text-align: right;">2:18 – 3:00</td></tr> </table>	Announcements	8:00 – 8:02	Period 1	8:02 – 8:44	Period 2	8:48 – 9:30	Chapel	9:34 – 9:58	Period 3	10:02 – 10:44	Period 4	10:48 – 11:30	First Lunch	11:30 – 11:56	Period 5A	11:34 – 12:16	Period 5B	12:00 – 12:42	Second Lunch	12:16 – 12:42	Period 6	12:46 – 1:28	Period 7	1:32 – 2:14	Period 8	2:18 – 3:00	<p style="text-align: center;"><b><u>#4 Friday Pep Rally</u></b> (38 minute classes)</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Announcements</td><td style="text-align: right;">8:00 – 8:02</td></tr> <tr><td>Period 1</td><td style="text-align: right;">8:02 – 8:40</td></tr> <tr><td>Period 2</td><td style="text-align: right;">8:44 – 9:22</td></tr> <tr><td>Chapel</td><td style="text-align: right;">9:26 – 9:50</td></tr> <tr><td>Period 3</td><td style="text-align: right;">9:54 – 10:32</td></tr> <tr><td>Period 4</td><td style="text-align: right;">10:36 – 11:14</td></tr> <tr><td>First Lunch</td><td style="text-align: right;">11:14 – 11:40</td></tr> <tr><td>Period 5A</td><td style="text-align: right;">11:18 – 11:56</td></tr> <tr><td>Period 5B</td><td style="text-align: right;">11:44 – 12:22</td></tr> <tr><td>Second Lunch</td><td style="text-align: right;">11:56 – 12:22</td></tr> <tr><td>Period 6</td><td style="text-align: right;">12:26 – 1:04</td></tr> <tr><td>Period 7</td><td style="text-align: right;">1:08 – 1:46</td></tr> <tr><td>Period 8</td><td style="text-align: right;">1:50 – 2:28</td></tr> <tr><td>Pep Rally</td><td style="text-align: right;">2:30 – 3:00</td></tr> </table>	Announcements	8:00 – 8:02	Period 1	8:02 – 8:40	Period 2	8:44 – 9:22	Chapel	9:26 – 9:50	Period 3	9:54 – 10:32	Period 4	10:36 – 11:14	First Lunch	11:14 – 11:40	Period 5A	11:18 – 11:56	Period 5B	11:44 – 12:22	Second Lunch	11:56 – 12:22	Period 6	12:26 – 1:04	Period 7	1:08 – 1:46	Period 8	1:50 – 2:28	Pep Rally	2:30 – 3:00
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<p style="text-align: center;"><b><u>#2 Tuesday and Thursday</u></b> (46 minute classes)</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Announce/Devo</td><td style="text-align: right;">8:00 – 8:02</td></tr> <tr><td>Period 1</td><td style="text-align: right;">8:02 – 8:48</td></tr> <tr><td>Period 2</td><td style="text-align: right;">8:52 – 9:38</td></tr> <tr><td>Period 3</td><td style="text-align: right;">9:42 – 10:28</td></tr> <tr><td>Period 4</td><td style="text-align: right;">10:32 – 11:18</td></tr> <tr><td>First Lunch</td><td style="text-align: right;">11:18 – 11:43</td></tr> <tr><td>Period 5A</td><td style="text-align: right;">11:22 – 12:08</td></tr> <tr><td>Period 5B</td><td style="text-align: right;">11:47 – 12:33</td></tr> <tr><td>Second Lunch</td><td style="text-align: right;">12:08 – 12:33</td></tr> <tr><td>Period 6</td><td style="text-align: right;">12:37 – 1:23</td></tr> <tr><td>Period 7</td><td style="text-align: right;">1:27 – 2:13</td></tr> <tr><td>Period 8</td><td style="text-align: right;">2:17 – 3:02</td></tr> </table>	Announce/Devo	8:00 – 8:02	Period 1	8:02 – 8:48	Period 2	8:52 – 9:38	Period 3	9:42 – 10:28	Period 4	10:32 – 11:18	First Lunch	11:18 – 11:43	Period 5A	11:22 – 12:08	Period 5B	11:47 – 12:33	Second Lunch	12:08 – 12:33	Period 6	12:37 – 1:23	Period 7	1:27 – 2:13	Period 8	2:17 – 3:02	<p style="text-align: center;"><b><u>#5 Chapel before 1<sup>st</sup></u></b> (moveable) (41 minute classes)</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Announcements</td><td style="text-align: right;">8:00 – 8:02</td></tr> <tr><td><b>CHAPEL</b></td><td style="text-align: right;"><b>8:02 – 8:34</b></td></tr> <tr><td>Period 1</td><td style="text-align: right;">8:38 – 9:19</td></tr> <tr><td>Period 2</td><td style="text-align: right;">9:23 – 10:04</td></tr> <tr><td>Period 3</td><td style="text-align: right;">10:08 – 10:49</td></tr> <tr><td>Period 4</td><td style="text-align: right;">10:53 – 11:34</td></tr> <tr><td>First Lunch</td><td style="text-align: right;">11:34 – 12:00</td></tr> <tr><td>Period 5A</td><td style="text-align: right;">11:38 – 12:19</td></tr> <tr><td>Period 5B</td><td style="text-align: right;">12:04 – 12:45</td></tr> <tr><td>Second Lunch</td><td style="text-align: right;">12:19 – 12:45</td></tr> <tr><td>Period 6</td><td style="text-align: right;">12:49 – 1:30</td></tr> <tr><td>Period 7</td><td style="text-align: right;">1:34 – 2:15</td></tr> <tr><td>Period 8</td><td style="text-align: right;">2:19 – 3:00</td></tr> </table>	Announcements	8:00 – 8:02	<b>CHAPEL</b>	<b>8:02 – 8:34</b>	Period 1	8:38 – 9:19	Period 2	9:23 – 10:04	Period 3	10:08 – 10:49	Period 4	10:53 – 11:34	First Lunch	11:34 – 12:00	Period 5A	11:38 – 12:19	Period 5B	12:04 – 12:45	Second Lunch	12:19 – 12:45	Period 6	12:49 – 1:30	Period 7	1:34 – 2:15	Period 8	2:19 – 3:00				
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<p style="text-align: center;"><b><u>#3 Wednesday</u></b> (38 minute classes)</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Announcements</td><td style="text-align: right;">8:00 – 8:02</td></tr> <tr><td>Period 1</td><td style="text-align: right;">8:02 – 8:40</td></tr> <tr><td>Period 2</td><td style="text-align: right;">8:44 – 9:22</td></tr> <tr><td>Chapel</td><td style="text-align: right;">9:26 – 9:50</td></tr> <tr><td>Period 3</td><td style="text-align: right;">9:54 – 10:32</td></tr> <tr><td>Period 4</td><td style="text-align: right;">10:36 – 11:14</td></tr> <tr><td>First Lunch</td><td style="text-align: right;">11:14 – 11:40</td></tr> <tr><td>Period 5A</td><td style="text-align: right;">11:18 – 11:56</td></tr> <tr><td>Period 5B</td><td style="text-align: right;">11:44 – 12:22</td></tr> <tr><td>Second Lunch</td><td style="text-align: right;">11:56 – 12:22</td></tr> <tr><td>Period 6</td><td style="text-align: right;">12:26 – 1:04</td></tr> <tr><td>Period 7</td><td style="text-align: right;">1:08 – 1:46</td></tr> <tr><td>Period 8</td><td style="text-align: right;">1:50 – 2:28</td></tr> </table>	Announcements	8:00 – 8:02	Period 1	8:02 – 8:40	Period 2	8:44 – 9:22	Chapel	9:26 – 9:50	Period 3	9:54 – 10:32	Period 4	10:36 – 11:14	First Lunch	11:14 – 11:40	Period 5A	11:18 – 11:56	Period 5B	11:44 – 12:22	Second Lunch	11:56 – 12:22	Period 6	12:26 – 1:04	Period 7	1:08 – 1:46	Period 8	1:50 – 2:28	<p style="text-align: center;"><b><u>#6 Wed. w/Chapel before 1<sup>st</sup></u></b> (38 minute classes)</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Announcements</td><td style="text-align: right;">8:00 – 8:02</td></tr> <tr><td><b>CHAPEL</b></td><td style="text-align: right;"><b>8:02 – 8:26</b></td></tr> <tr><td>Period 1</td><td style="text-align: right;">8:30 – 9:08</td></tr> <tr><td>Period 2</td><td style="text-align: right;">9:12 – 9:50</td></tr> <tr><td>Period 3</td><td style="text-align: right;">9:54 – 10:32</td></tr> <tr><td>Period 4</td><td style="text-align: right;">10:36 – 11:14</td></tr> <tr><td>First Lunch</td><td style="text-align: right;">11:14 – 11:40</td></tr> <tr><td>Period 5A</td><td style="text-align: right;">11:18 – 11:56</td></tr> <tr><td>Period 5B</td><td style="text-align: right;">11:44 – 12:22</td></tr> <tr><td>Second Lunch</td><td style="text-align: right;">11:56 – 12:22</td></tr> <tr><td>Period 6</td><td style="text-align: right;">12:26 – 1:04</td></tr> <tr><td>Period 7</td><td style="text-align: right;">1:08 – 1:46</td></tr> <tr><td>Period 8</td><td style="text-align: right;">1:50 – 2:28</td></tr> </table>	Announcements	8:00 – 8:02	<b>CHAPEL</b>	<b>8:02 – 8:26</b>	Period 1	8:30 – 9:08	Period 2	9:12 – 9:50	Period 3	9:54 – 10:32	Period 4	10:36 – 11:14	First Lunch	11:14 – 11:40	Period 5A	11:18 – 11:56	Period 5B	11:44 – 12:22	Second Lunch	11:56 – 12:22	Period 6	12:26 – 1:04	Period 7	1:08 – 1:46	Period 8	1:50 – 2:28		
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## **7.7 HEALTH SERVICE**

In case of an accident, emergency first aid will be given and the school will notify parents. If medical attention not available at the school is required, arrangements will be made when parents are called.

Students who become ill during the school day are to report directly to the school office. Parents will be contacted and a decision made if they are to be sent home. Teachers will be notified.

## **7.8 COMPUTER USE POLICY**

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

## **7.9 INSTRUCTIONAL MEDIA CENTER (IMC)**

The library is open from 7:00 a.m. to 4:30 p.m. every school day unless otherwise notified. Besides thousands of books and magazines, the library has a networked computer lab available for use by the students. Students may use the library during any study hall period provided they have obtained a library pass from a teacher or the IMC Director prior to their study hall period. Students also use the library when their teachers bring their classes to the library for research.

## **7.10 LOCKERS**

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

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

## **7.11 PARKING PRIVILEGES AND STUDENT DRIVERS**

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

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

## **7.12 STUDENT ACTIVITY PASS/ID CARD**

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

## **7.13 CELL PHONE AND ELECTRONIC DEVICE USE DURING SCHOOL HOURS.**

Cell phones (and all functions of a cell phone) and other electronic devices should not be used or seen during school hours. Students who need to use their cell phone during school hours should come to the school office. Teachers that see or hear cell phones or electronic devices will confiscate them and turn them into the office.

1<sup>st</sup> Offense – return item to the student at the end of the school day

2<sup>nd</sup> Offense – return the item the next day and pay a fine

3<sup>rd</sup> Offense – item returned to a parent and pay a fine

Further offenses may result in the student suspension from school.

## **7.14 VISITORS TO THE BUILDING**

Only a relative visiting or persons interested in attending Martin Luther, assigned from the Recruitment Office, may visit our school. Students who wish to bring a visitor to school must make arrangements with the Principal at least two days in advance. The procedure is as follows:

- A. Bring your guest to the office before school on the day of the visit to complete a Guest Form and meet with the Principal.
- B. Limit your visitors to one per day.
- C. Put guest's coats, etc. into your locker.
- D. Remind guests that they are to observe our guidelines for student dress.
- E. For the courtesy of guests, do not arrange for them to be here unless you have made arrangements for them.
- F. No visitors will be allowed during the first and last week of each semester or during final exams. Unique situations will be handled by the Principal.

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

## **7.15 STUDENT INTEGRITY**

Martin Luther expects students to be honest in their dealings with the school and the teachers. Students are not to gain an advantage over other students by using unapproved sources for information. Students should not submit work that is not their own or misrepresent someone else's work as their own. Students who choose to be dishonest on an assignment, quiz, test or project will not receive credit for that work. Teachers will help students understand what constitutes academic integrity (and conversely dishonesty) in their courses, providing information and resources to assist students in avoiding the temptations of cheating.

## **8. SPIRITUAL LIFE ACTIVITIES**

### *Focus + Jesus Christ*

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

### *Prayer and Devotions*

We begin the school day with prayer led by faculty members. Pausing briefly every afternoon, either a student or faculty member offers a prayer to close the school day. General concerns as well as the personal concerns of the Martin Luther family are brought before God in these prayers.

### *Chapel*

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

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

## **9. CO-CURRICULAR ACTIVITIES**

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

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

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

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

### **Athletics**

Football  
Soccer  
Volleyball  
Cross Country  
Cheerleading  
Dance Team  
Basketball  
Wrestling  
Baseball  
Track  
Tennis  
Softball  
Swimming

### **Activities**

Phalanx (Yearbook)  
Student Council  
National Honor Society  
In-School Volunteer Service  
Intramural Teams  
Weight Lifting  
Debate Team

### **Fine Arts**

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

## DIRECTORY OF SERVICES

Admissions.....	Principal (421-4000 Ext. 203)
Alumni News Editor .....	Development Associate (421-9100 Ext. 215)
Attendance. ....	(421-9100 Ext.500)
Athletic Director .....	(421-4000 Ext.206)
Auction Development Associate .....	(421-9100 Ext. 215)
Business Office .....	421-9100
Chief Financial Officer .....	421-9100, Ext. 220
Delegate Meetings.....	Executive Director/CEO (421-9100 Ext. 221)
Director of Development .....	421-9100, Ext. 219
Discipline .....	Principal (421-4000 Ext. 203)
Enrollment.....	Principal (421-4000 Ext. 203)
Executive Director/CEO .....	421-9100, Ext. 222
Facility Rental.....	Athletic Director (421-4000 Ext. 206)
Financial Aid.....	Principal (421-4000 Ext. 203)
Gifts to School ....	Development & Advancement Coordinator (421-9100 Ext. 215)
Graduation Requirements .....	Director of Student Services (421-4000 Ext. 208)
Guidance and Counseling .....	Director of Student Services (421-4000 Ext. 208)
LHSAGM.....	421-9100
LHSAGM Fax.....	421-9120
Office of Student Services .....	421-4000, Ext. 211
Principal .....	421-4000, Ext. 203
School Fax.....	421-4071
School Office .....	421-4000, Ext. 0
Student Grades & Assessments.. ....	Office of Student Services (421-4000 Ext. 211)
Transcripts.....	Office of Student Services (421-4000 Ext. 211)
Tuition .....	Director of Student Accounts (421-9100 Ext. 224)
Executive Director/CEO .....	421-9100 Ext. 221
Dir. of Finances/Association Services .....	421-9100 Ext. 220
Director of Development .....	421-9100 Ext. 219
Director of Student Accounts.....	421-9100 Ext. 224
Association Fax.....	421-9120

*\*All phone numbers are within the 414 area code*

# MARTIN LUTHER HIGH SCHOOL SCHOOL SONG

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

