

MARTIN LUTHER HIGH SCHOOL

SHARE JESUS. SHAPE LIVES. DEVELOP LEADERS.

STUDENT HANDBOOK 2025-2026



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MartinLutherHS.org**

**MARTIN LUTHER HIGH SCHOOL
2025-2026 STUDENT HANDBOOK**

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1. MISSION, VISION, & CORE 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 ensure 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) – Dr. Cole Braun
Head of Schools – Mr. Mike Waugh
Principal – Dr. Chris Cody
Assistant Principal – Mrs. Erin Janetzke
Dean of Students – Mr. Paul Wollersheim
Director of Athletics – Mr. Corey Scheel
Director of Admissions – Mrs. Elise Timm

3. SPIRITUAL DEVELOPMENT

The primary purpose of Martin Luther High School (Martin Luther) 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 & ADDITIONAL SPIRITUAL GROWTH OPPORTUNITIES

The following spiritual elements are integrated into the daily routine and practice of Martin Luther:

- a. Chapel
All students and faculty participate in Chapel, which is held multiple times per week. Chapel is a devotional time of reflection. Faculty, students, local pastors, and other members of our high school family lead chapel.
- b. Prayer and Devotions
Prayer and devotional times are a vital component of spiritual development. These opportunities occur at various points both during the school day and also in connection with co-curricular events.
- c. Integration of Faith into Curriculum
All staff are instructed to integrate God's Word into applicable lessons. Connections between the world and Scripture are vital to the development of each student.
- d. Senior Class Retreat
Senior students prepare for their final high school year by participating in a class retreat. This retreat seeks to grow students in their personal relationship with Christ, increase the personal bonds between members of the class, and strengthen leadership skills.
- e. Service Credit Requirement
Students are required to complete a yearly community service requirement—accomplished both through opportunities made available during the school day and during non-school hours (see Section 8.7).

3.2 CHRISTIAN CONFLICT RESOLUTION

Because all have fallen short of God's expectations, sin and challenges will occur within the Martin Luther community. When such sin and challenges arise, the Lord's process of reconciliation as outlined in Matthew 18:15-17 is to be followed. This Christian conflict resolution model is intended for use between adults within our community. The uniqueness of student discipline within a Christian high school setting involves a varied set of components.

When a member of the Martin Luther community is offended by another member of our community, he/she should:

- a. First, communicate the concern with the person seen as the offender.
- b. Second, take a helper with him/her to communicate the concern with the perceived offender.
- c. Third, communicate the concern with the perceived offender and a community authority.
- d. Fourth, dissolve the relationship as a final attempt to show the unrepentant offender that there is no God-pleasing relationship.

3.3 ALTERNATIVE LIFESTYLES & GENDER IDENTITY

The Lutheran High School Association of Greater Milwaukee (LHSAGM) and its schools (Martin Luther, Milwaukee Lutheran HS, Lake Country Lutheran HS, Mount Calvary Lutheran Grade School, Our Redeemer Lutheran Grade School, and Trinity Lutheran Classical HS) and organizations are owned and operated by churches of the Lutheran Church Missouri Synod (LCMS). The doctrinal beliefs of the LCMS are completely founded on the inerrancy of the Holy Bible, including its position on the sanctity of life and sexuality issues. Please refer to the following links to learn more about these beliefs:

<https://www.lcms.org/about/beliefs/lutheran-confessions>

<https://www.lcms.org/social-issues/sexuality>

Our Association schools believe that God wonderfully and immutably has created each person as male or female in His image. These two distinct, complementary sexes together reflect the image and nature of God (Genesis 1:26-27). An individual's gender (male or female) is an individual's immutable biological sex as objectively determined by genetics existing at conception.

We also believe that God has designed a proper plan for how we are to conduct our lives. We strive to have all people of our school community displaying the qualities and characteristics of a Biblically based and Christ-like lifestyle, including a chaste, pure, and proper sexuality, as this is a gift from God. God calls us to lead a sexually pure lifestyle and to "flee from sexual immorality. Every other sin a person commits is outside the body, but the sexually immoral person sins against his own body" (1 Corinthians 6:18). Additionally, Psalm 119:9 states, "How can a young person stay on the path of purity? By living according to Your Word."

Our schools hold to these Biblical teachings and acknowledge the sin of these behaviors, as well as all other sins. Deviations from God's perfect design for us, including homosexuality or bisexual activity, transsexual or nonbinary behaviors and sexual immorality (including sexual contact, fornication, and use of pornography) are intrinsically sinful and offensive to God. Anyone in our school community who struggles with these sins should feel safe and welcome at our school while simultaneously understanding that his/her lifestyle is contrary to God's Word and our teachings. Those individuals are encouraged to seek guidance and counseling from our professional staff regarding these issues. Publicly demonstrating or promoting any alternative lifestyle (i.e. bathroom preference, using pronouns or wearing clothes that do not match one's sex assigned at birth/one's biological sex) contrary to God's design as outlined in Scripture is not allowed at our Association schools and could lead to discontinued enrollment, employment, and/or presence on our campuses ("Do not be misled: Bad company corrupts good character. Come back to your senses as you ought and stop sinning" 1 Corinthians 15:33-34a). Simply put, our schools may not be a good match for people who desire to live the alternative lifestyles described herewith.

4. STUDENT RIGHTS

4.1 CONFIDENTIALITY OF STUDENT RECORDS

Martin Luther 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:
 1. Directory data that includes address, telephone listing, and email address.
 2. Other personal student data and physical health records including student number, immunization records, primary disability category, Free and Reduced Lunch eligibility, or homeless status.
 3. Progress Records including courses taken, grades, and test results.
 4. Behavioral Records including attendance, truancy, retention, referrals, suspension, or expulsion.
- b. All confidential records shall be maintained for an appropriate length of time:
 1. Progress Records, which contain only objective pupil data (transcripts), shall be kept permanently.
 2. 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:
 1. Parents of minor students have the right to inspect their records. Parents desiring to inspect their records shall address a request to the Principal/Principal Designee in writing.
 2. To the student by written consent from the parent or legal guardian.
 3. Upon receipt of a court order.
 4. Upon receipt of request from another school due to transfer.

- d. The procedure for challenging records shall be:
 1. Written notice to the Principal/Principal Designee requesting a hearing.
 2. If satisfaction is not achieved, a statement of challenge may be addressed to the Head of Schools.

4.2 NON-DISCRIMINATION POLICY

Martin Luther 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 EMANCIPATED STUDENTS

Students who reach the age of 18 while attending Martin Luther are subject to all rules that apply to all students if they wish to continue their education at Martin Luther.

4.4 APPEALS PROCESS

A student or family has recourse in the event of disagreement with an administrative, faculty, or staff member decision. Generally, the Student Life Office will be responsible for handling disputes between teachers, staff, and students. The process for appeals* is outlined as follows.

- a. The student or parent/guardian must first try to resolve the issue with the faculty or staff member.
- b. If not already resolved, the Student Life Office will determine a course of action/consequences: a student will be given the opportunity to tell his/her version of the incident. If elevated within the Student Life Office to the Assistant Principal, the determination made will be final except regarding matters of a student's enrollment.
- c. *If a student or parent/guardian disagrees with the decision of the Assistant Principal, the right is granted to appeal to the principal in writing within five days of when a consequence/decision was communicated. Consequences/Decisions may be communicated in writing, in-person, through electronic means and/or over the phone. The appeal time frame begins once the first of these communication methods occurs. In the case of mail being the only means of communication, the appeal time frame begins three days after the mailing date of the correspondence.
- d. The principal will render a decision on the appeal within five school days of receipt of the written appeal. That decision may include a review of all records related to the student – including academic, attendance, and behavior records.
- e. If disagreement still exists, the decision of the principal may be appealed in writing to the Head of Schools.

*Generally, only decisions impacting a student's enrollment may be appealed beyond the Assistant Principal (letter "b" as outlined above).

5. ADMISSIONS POLICY

The admissions process is used to determine whether enrollment is a good fit for both the student and Martin Luther. Martin Luther 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 Martin Luther, 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 FRESHMAN STUDENTS

- a. Any student who has successfully completed 8th grade and wishes to attend Martin Luther will be considered for admission.
- b. Families must complete an online application, along with a requested recommendation form. Students with an IEP or 504 Plan must submit copies along with their application.
- c. 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 Martin Luther will be discussed in relation to the student's previous records. Applicants may be denied admission based upon an unsatisfactory interview.
- d. After a thorough review of all records (including grades, standardized test scores and behavioral reports), a decision on academic admission will be communicated by the Admissions Department.
- e. All incoming 9th grade applicants must gain academic acceptance AND have a financial plan (tuition/MPCP/WPCP/SNSP) in place before they can begin as a student.
- f. **All admitted freshman 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 STUDENTS

- a. Any student wishing to transfer to Martin Luther as a freshman, sophomore, or junior will be considered for admission upon completing the application process. Martin Luther 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 the Admissions Department. 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 Admissions Department, 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.
- d. All admitted transfer students are considered to be on Probationary Status for six weeks at which point an informal review of enrollment will be conducted.
- e. Transfer students should be certain to become fully aware of all Wisconsin Interscholastic Athletic Association rules as pertain to their athletic eligibility status.

6. WITHDRAWAL POLICY

In cases where a student is asked or chooses to withdraw from Martin Luther during a semester, paperwork must be completed with the Registrar 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 three 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 Martin Luther.

7. STUDENT LIFE OFFICE

The Student Life Office exists to help students fulfill academic, personal, social, spiritual, college, career, and vocational goals. It coordinates school activities for students and parents in a ministry of Christian concern and caring. The Student Life Office is located in two areas: both in the Main Office and in the front of the school building, to the south of the Main Office.

The Student Life Office is the place to come for information and direction about courses, grades, academic assistance, careers, colleges, technical school, military service, financial aid, summer school, community volunteer work, part-time work, and co-curricular programs. Additionally, the Student Life Office helps all students in the areas of academic achievement, career, and social/emotional development, ensuring today's students become the productive, well-adjusted Christian adults of tomorrow.

The Student Life Office consists of the following individuals:

Erin Janetzke – Assistant Principal
 Paul Wollersheim – Dean of Students
 Caralee Hammerling – Academic Advisor Last Names A-Ha/Counselor
 Tony Romano – Academic Advisor Last Names He-P
 Kathy Steinke – Academic Advisor Last Names Q-Z/College & Career Planning/Honors Academy
 Barron Johnson – Registrar

7.1 ACADEMIC ASSISTANCE

At times, students require assistance with their course work in order to achieve course requirements and meet academic goals. Academic assistance is available from:

The Teacher – Academic Assistance should first be sought from the course teacher. Contact the teacher in-person or through email before a crisis develops. Many teachers have regularly scheduled times before, during, and after the school day to meet with students.

Resource Period – Thursdays from 9:41 a.m.-10:13 a.m. are generally designated for student help. Students are expected to see a teacher based on their grade in a course. Also, students may elect to see a teacher to receive additional help. This time is also used to make up quizzes and tests from an absence.

Academic Resource – Students who are demonstrating difficulty/challenges with academics or students who currently have documentation (i.e. an IEP, Services Plan, 504, or Medical 504) may be assigned to Academic Resource for one period per day in place of their study hall. During this period, students will receive individual and small group instruction in subject areas, organization, self-advocacy, and executive functioning skills. Students who have testing accommodations will also use this time to complete tests and other assessments per their documented accommodations.

Educational Services and Support – If a student continually experiences difficulties in a course, that student and/or his/her parents should meet with the student's Academic Advisor to evaluate the situation and determine a plan of action.

7.2 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. The goal is to enhance the view that not using either drugs or alcohol is the best way to live. 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 Martin Luther. This Student Support System is available through the Student Life Office.

8. ACADEMICS

Martin Luther offers a high quality, comprehensive curriculum. All instruction and student learning at Martin Luther is approached from a Christian worldview.

8.1 EDUCATIONAL PROGRAMMING

While the majority of academic programming is college preparatory in nature, Martin Luther does offer several unique educational opportunities.

Honors Academy

The goal of the Martin Luther Honors Academy is to enhance the high school academic experience of the students in the program. The Honors Academy does not replace any coursework or expectations required of all Martin Luther students but rather supplies additional academic programming and expectations. Acceptance into the Honors Academy is based upon several factors which include standardized test scores, academic record, and essay submission. The Honors Academy formally meets once per week during the regular school schedule.

The activities and opportunities found in the Honors Academy are geared at challenging students to expand their academic horizons and potential. A direct by-product of expanding students' academic horizons and potential relates to their collegiate choice process. As such, the Honors Academy will focus upon the elements necessary for successfully matching students with their optimal college selection. Elements of the Martin Luther Honors Academy experience include:

- Annual trip to select universities across the United States.
- Leadership lecture series featuring influential leaders.
- ACT test preparation.
- Intentional development of higher order thinking skills. Activities to foster such development will include problem solving, reflective writing, Internet research and oral presentations.
- Honing of speaking and debating skills.
- Intensive exploration of college opportunities.
- Test payment reimbursement for AP scores greater than a 3.
- Intentional exposure to and attendance at a premier theatric presentation on an annual basis.
- Specific and intensive leadership training.
- Requirement of at least 10 honors/AP/dual credit courses during four years of high school.
- Focus upon college entrance essay writing.

Advanced Placement (AP)/Honors Courses

Advanced Placement (AP) and Honors courses are designed to challenge students who excel in the classroom. Course requirements for AP 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. Generally, Academic Advisors will seek teacher approval for a student to take an AP course. Students should have a cumulative Grade Point Average (GPA) of a 3.0 or higher to be considered for an AP course. 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 a student. In most circumstances, college credit is awarded with a score of 3 to 5 on the AP test. Additional information on AP courses and exams may be found at www.collegeboard.com.

Dual Credit

Dual credit courses enable students to earn college credits while in high school. The advantage of these courses is that credit is granted 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 Martin Luther transcript. The college credit is awarded through the participating institution and can be transferred according to the transfer policies of the accepting institution. It should be noted that not all colleges accept the dual credit afforded through these course offerings. It is the institution receiving the credit

that determines if the credit is accepted and how it is applied. See the Academic Advisor for information on available programs and courses, enrollment, and other policies. Martin Luther collaborates with Concordia University-Nebraska.

Dual Enrollment

Dual Enrollment participants receive college-level training to begin careers in high demand fields earning high school and college credits. Eligibility requirements are as follows: the participating student must be a high school senior, have an Academic Advisor recommendation, have a GPA of 2.0 or higher, and be in good academic standing and on track to graduate from high school. A student should see his/her Academic Advisor for information on available programs and courses, enrollment, and other policies.

Youth Apprenticeship

A Youth Apprenticeship is a one or two year “earn while you learn” program for high school juniors and seniors consisting of work and related classroom instruction in a chosen occupation. Students can obtain a certification in their field of interest, work their way into a registered apprenticeship program, and earn University of Wisconsin system elective credits. Students can earn a Martin Luther credit each semester based upon employer review. A student should see his/her Academic Advisor to get more information and enroll in this program.

8.2 PROGRAM PLANNING

Course program planning is a joint task between 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 Academic Advisors.

<u>GRADUATION REQUIREMENTS</u>	
Religion	8 Credits
English	8 Credits
Social Studies	6 Credits
Mathematics	6 Credits
Science	6 Credits
Physical Educ.	4 Credits
Fine Arts	2 Credits
Electives	8 Credits
*Though not granted for credit, a service credit requirement of 15 hours per academic year is mandated to graduate (see Section 8.7)	
**the State of Wisconsin mandates that a Civics exam be passed prior to graduation	
TOTAL = 48 Credits	
1 Credit = 1 Semester	

8.3 WISCONSIN STATE ASSESSMENT TEST

Martin Luther regularly participates in the Wisconsin State Assessment Test coordinated by the Student Life Office. The exam focuses on the core academic areas of English, Reading, Mathematics, and Science. All students are required to test unless parents/caregivers notify their Academic Advisor. Specifics of this Assessment Test administration will be provided to all students and parents/caregivers.

8.4 GRADE-LEVEL PROMOTION

Generally, 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:

<u>Grade 9:</u> 10 Credits	<u>Grade 10:</u> 21 Credits
<u>Grade 11:</u> 33 Credits	<u>Grade 12:</u> 48 Credits (upon graduation)

Students needing additional credit to achieve grade-level promotion can speak with the Student Life Office about credit recovery options. Students failing to demonstrate acceptable progress towards graduation may be denied enrollment at the semester or at the end of the year.

8.5 ACADEMIC/BEHAVIORAL CONTRACT

Students are expected to earn a passing grade in each class, each semester. Academic contracts will be created for students who cannot meet Martin Luther's academic expectations on a consistent basis. Academic Advisors or the Dean of Students may also individually create contracts with a student who has attendance and/or behavioral concerns that put him/her at risk of grade level promotion (see Section 8.4). If the terms of the contract are not met, a student may be withdrawn or expelled.

8.6 CREDIT LOAD

Students are generally required to be enrolled in a minimum of seven academic courses per semester. The Assistant Principal may grant exemptions to these requirements for upperclassmen with special considerations. Early graduation is not a common practice of Martin Luther.

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

8.7 SERVICE CREDIT REQUIREMENT

Upon graduation, each student will be expected to have completed 60 total service credits or 15 per year for each year he/she has attended Martin Luther. Service Credits are earned by volunteering at school approved non-profit organizations, events, and on campus. Martin Luther will provide one or more service day events when students go out into Milwaukee and surrounding areas to volunteer. Attending a Service Day will earn each student 10 credits. The balance of 5 credits for a particular year can be earned at school approved, non-profit organizations or on campus. The number of service credits earned can be viewed in the Schoology Vault.

The link to the Service Credit Form follows. This form can also be found online or as a paper copy outside the Main Office.
[Students Will Serve Credits Form 25-26](#)

8.8 RETAKING A COURSE (FOR AN IMPROVED GRADE)

A student may retake a class for an improved grade if a D was received as the initial course grade. In such a case, a student would not receive another credit, but the higher grade would appear on the transcript and would be used for determining cumulative GPA. Students should work with their Academic Advisors if retaking a course is desired.

8.9 SCHEDULE CHANGES

Students have five school days at the beginning of each semester to drop and add elective courses. The procedure may require written parental consent, along with the signatures of the instructors for both the 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 up to the conclusion of the ninth week of the semester 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 nine-week point, the grade given is a Withdrawal-F. The only exception is if the classroom teacher recommends the drop between the ninth and twelfth week of the semester due to the student being unable to successfully complete the coursework assigned. Required, non-elective courses may not be dropped without the approval of the Student Life Office.

8.10 ACADEMIC RECOGNITION

Students who earn a weighted GPA of 3.50 or higher in a semester will qualify for High Honor Roll. A weighted GPA between 3.00 to 3.49 will qualify for Honor Roll.

8.11 ACADEMIC EVALUATION

The grading scale at Martin Luther is as follows:

A	4.00	(92-100)	C+	2.33	(78-79)	D-	0.67	(60-61)
A-	3.67	(90-91)	C	2.00	(72-77)	F	0.00	(0-59)
B+	3.33	(88-89)	C-	1.67	(70-71)			
B	3.00	(82-87)	D+	1.33	(68-69)			
B-	2.67	(80-81)	D	1.00	(62-67)			

Students who are enrolled in an AP/Dual Credit Course will receive an additional GPA point for each such course passed. For example, students receiving an A in an AP/Dual Credit Course will receive a 5.0. Please note that this additional GPA point does not apply to accelerated courses or courses taken “above” grade level.

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.

Martin Luther believes that appropriate and timely communication for both students and parents is essential to maximizing the potential of each student. Grades may be accessed at any time by students and parents using the School Information System (SIS). Students and parents will be given access to separate online accounts.

Parents will be emailed a *Progress Report* by each teacher at the end of the nine-week period of both semesters. Co-curricular eligibility, though, is not based upon the nine-week progress report. Instead, co-curricular eligibility is based upon a student’s six-week, twelve-week and eighteen-week (semester) grades (see Section 14). Again, please remember that semester grades are the only academic marks which appear on a student’s permanent transcript record.

Report cards will be posted at the conclusion of the semester. Parents and students may access their report cards within the SIS.

8.12 LATE WORK

The following statements relate to what occurs if a student does not complete and turn-in assigned work on time:

- a. Any work missed due to an absence will generally be given two days to complete (this includes tests). The time frame for making up missed work due to an extended absence will be determined by the teacher. Students concerned about the amount of time a teacher has given to make up work due to an extended absence should contact his/her Academic Advisor.
- b. The policy for all late/missed daily assignments, homework, projects, and assessments will be determined by each classroom teacher up to the 9th week of the semester.
- c. **At the 9th week of the semester, all grades that have not already been assigned a zero in the gradebook will be assigned a zero and not be able to be made up.**

8.13 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 share the requirements to receive a letter grade. Incomplete grades cannot extend beyond two weeks.

8.14 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 earned by the number of courses taken. The cumulative GPA consists of semester grades received from all courses taken by the student.

8.15 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. Failure to receive credit recovery in a timely basis may lead to a student being unenrolled from Martin Luther.

- 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, Martin Luther 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/she may be allowed to do so once. A student’s disciplinary and attendance records may be considered in making the decision as to whether the repeating of a failed course would be allowed. The student would 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. **Martin Luther Summer School**
Summer school in certain courses may be offered at Martin Luther. Students must follow directives concerning summer school attendance and performance to be granted credit.
- d. **Alternative Credit Recovery**
Credits can also be earned by successfully completing a summer school program or online equivalency course through an accredited academic institution. For credits to be accepted through these institutions, approval must be granted by Martin Luther administration prior to the course being taken.

8.16 SEMESTER FINAL EXAMS

All students are to be present for all scheduled final exam periods. See 10.2 (a) Preplanned Absences. Students who are not scheduled during an exam period are not to be on campus during that exam period.

a. 1st Semester Final Exemption Policy

1. Any student (9-12) can be exempt from an exam for an elective course which is not in a "core course department." Such an exemption occurs when the final assessment is project based and can be completed prior to the exam period itself. Teachers must clearly communicate to the students that this period should be treated as a study hall period. (See 10.2 Preplanned absences)
2. Senior Exemption Policy for semester only courses. Seniors can be exempt from any exam for semester long courses (i.e. Sociology, Apologetics, Discrete Math, etc.) if they have the following:
 - i. Cumulative GPA of 3.0 or higher
 - ii. 90% or higher in the class
 - iii. Teacher approval for exemption

b. 2nd Semester Final Exemption Policy

1. Any student (9-12) can be exempt from an exam for an elective course which is not in a "core course department." Such an exemption occurs when the final assessment is project based and can be completed prior to the exam period itself. Teachers must clearly communicate to the students that this period should be treated as a study hall period.
2. Any student (9-12) who has taken an AP Course can be exempt for that period if the following conditions are met: a) the student has completed the AP course itself, b) the student has taken the AP Exam, and c) the instructor does not request an additional exam for the course. An exempt period should be treated as a study hall. Students who have not taken the AP Exam may be required to complete an exam for that course.
3. Senior Exemption Policy for 2nd Semester
 - i. Students who have completed a course and are passing the course (60% or higher) at the end of the 18-week Student Help Day are not required to take the course's final exam. Teachers cannot require a passing student to take the final exam.
 - ii. Students can choose to take the final exam to achieve a higher grade (i.e. a student who has an 89.3% and would like to try to get a 90% in the course).
 - iii. Students who are failing the course by more than 5% (below 55%) will be excluded from the final exam as they will not receive credit for that course.
 - iv. Students who can earn credit by passing the final exam will be required to attend and complete the exam during the final exam period. Students who do not pass and earn credit for a required course for graduation will be notified they are ineligible for graduation as soon as grades are determined.

8.17 TEACHER AIDE POLICY

Being a teacher aide is a privilege for students. Teacher aiding is designed for students who wish to help assist teachers during their study hall. Parents/guardians are encouraged to monitor their student's academic performance throughout the semester to make sure their student's needs are being met while not utilizing their scheduled study hall.

Students must abide by the following guidelines:

- a. The Teacher Aide Contract must be on file in the Main Office before students are eligible to aide for a teacher.
- b. A contract must be signed at the beginning of each semester.
- c. Teachers are allowed no more than two teacher aides per class period.
- d. Students are unable to aide for a teacher unless they receive permission from that teacher on this contract.
- e. Students who are failing one or more classes or are displaying academic difficulty at any given time may lose their privilege for being a teacher aide until it is determined by school administration that such matters have been resolved.
- f. Training should be conducted on using the copier. Students should arrange a time for training during their resource period.
- g. Teacher aides follow the same disciplinary standards as expected at other times during the day. This includes the cell phone policy.
- h. In the event of violation of these guidelines, the student may lose his/her teacher's aide privilege and be placed in his/her regularly assigned study hall.

9. ACADEMIC INTEGRITY

Maintaining academic integrity is of vital importance at Martin Luther. Students must play an active role in maintaining their own personal integrity as well as the integrity of the school. Martin Luther expects all students to be honest and lead lives of integrity.

9.1 CHEATING AND PLAGIARISM

Cheating is the deliberate or attempted use of unauthorized materials, information, technology, or study aids; or unauthorized group work on assignments, projects, tests, or other academic exercises during/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:

- 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
- Forging a signature or falsifying information related to documents or programs

Plagiarism includes an exact/near 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 sources and submitting it as one's own work
- Submitting as one's own work that which is copied or translated from another source
- Utilization of Artificial Intelligence (A.I.) with the intent of passing the work off as one's own

When an act of copying and/or plagiarism may have occurred, the classroom teacher will notify the student of the incident. The student will be given the opportunity to respond to the allegation. The teacher's professional judgment will then be utilized to determine whether an infraction has occurred.

Plagiarism and/or cheating violations will follow the incremental discipline plan described below:

- **1st offense:** The classroom teacher will require the student to redo the work involved (a test, paper, essay, quiz, homework assignment, etc.). The student will receive a 50% reduction in credit for the work involved. The classroom teacher will notify the administration and the parent/guardian.
- **2nd 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 administration and the parent/guardian.
- **3rd offense:** The classroom teacher will notify the administration 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.

Additional discipline action beyond that stated in the above policy may also occur (detention, suspension, or expulsion). Any infraction beyond the third incident will result in a referral to administration for disciplinary action that may include suspension/expulsion. Severe, singular incidents or cumulative incidents in multiple classes may also result in suspension/expulsion.

10. 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. A student's demonstration of responsibility to maintain regular attendance is necessary to ensure continuity in the education process.

10.1 ATTENDANCE PROCEDURES

- a. If a student must miss a school day for an illness or will be arriving later in the morning because of an appointment, please remember that on the day of the absence, parents/emergency contacts should call the Main Office (414-421-4000 ext. 100 or email attendanceml@martinlutherhs.org) by 8:30 am. Students arriving late to school, without a doctor's excuse, are required to turn in their phones for the day to staff/administrator when they check in.
- b. If a parent/guardian has not called, the student will receive an unexcused absence.
- c. If a student needs to leave school during the day for any reason, parents/emergency contacts only are to send a note with the student or call the office that morning. Parents must give at least a 1-hour notice when requesting their student to be

excused. Students are then given a pass to leave. **Any requests after 2:30pm will not be granted.**

- d. If a student will be out of school for an extended time, they need to pick up a Preplanned Absence Form from his/her Academic Advisor. This form must be signed by the parents, each of the student's teachers, Academic Advisor, and the Dean of Students. Also, a note should be sent to the office.
- e. 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.
- f. Participants must be in attendance for half (at least four periods) of the school day to participate in practice or contests on that day. If a personal absence occurs for any part of the day, school administration must excuse the absence to allow a student to participate in a practice or contest.
- g. Parents who leave students under the supervision of another caretaker while out of town must leave the following information with the school:
 - 1. duration of the absence
 - 2. name and phone number of the person assuming responsibility for the student

10.2 PREPLANNED ABSENCES

- a. **No preplanned absences will be approved during any final exam periods.**
- b. Students who will miss more than 2 days of school for any reason should fill out a preplanned absence form at least 5 days in advance of absence.
- c. Students must first meet with their Academic Advisor to obtain the Preplanned Absence Form. Once the front of the form is completed—including signatures from the advisor (with approval) and a parent—students may then take the form to their teachers. Teachers will outline the work that needs to be completed during the absence.
- d. The student will receive a copy of the form for their own records.
- e. Preplanned absences that are optional in nature (i.e. Vacations) should be avoided during school days. Please note that an exam grade of "0" may be given for exams missed to an unapproved pre-planned absence.

10.3 TYPES OF ABSENCES

- 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 three 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. Academic achievement may be impacted by an unexcused absence through the lowering of the grade(s) of an assessment given during the unexcused absence.

Any student who intentionally skips a class – by avoidance in the building or by leaving the building – may be subject to suspension. Martin Luther High School reserves the right to determine whether any absence will be excused. An unexcused absence may be converted 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.

Please note Section 10.5 regarding the impact of excess/chronic absences, regardless of being termed as excused or unexcused.

10.4 MAKEUP WORK

It is the student's responsibility to arrange for makeup work due to an excused absence. 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 aware/should have been aware of the assignment and had adequate time to complete it. Please see Section 8.12 for additional information regarding late work.

All students who participate in a school-sanctioned field trip/co-curricular activity 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. Again, please see Section 8.12 for additional information regarding late work.

10.5 CHRONIC ABSENCES

Generally, course status will change following the seventeenth absence in a semester – this includes both excused and unexcused absences. On the eighteenth absence in the semester:

- **For core classes (English, math, science, and social studies) – the student will be withdrawn from the class. Other options for earning the credit (retaking the course, online or summer school) will be necessary to recover the credit.**
- **For non-core classes – the student may 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.**

Email communication to the home will generally be sent following the tenth and fifteenth absences 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 may forfeit the privilege of attending school-sponsored events including but not limited to: dances (including homecoming and prom), student activities including co-curricular activities, and graduation. It is advised that both students and parents check attendance regularly utilizing Skyward.

10.6 TRUANCY

If a student accumulates five unexcused absences in a semester, they are considered habitually truant under Wisconsin Statutes Section 118.16. The statute 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, Martin Luther will work with appropriate governmental agencies, including the police. Possible consequences include municipal citations, fines, and/or imprisonment.

Skipping school, skipping class, exiting the school building during the school day without permission, or lying/being deceptive as to the reason for an absence are also termed as truant and may be subject to suspension or, in extreme cases, expulsion.

Every student is required to be present at all final exams unless he/she falls under the “senior final exam exemption policy” (see Section 8.16). Failure to attend a final is considered a truant behavior.

10.7 TARDIES

To maintain a proper atmosphere for learning, Martin Luther stresses punctuality for its students. It is the desire that families partner with the school to encourage timeliness to school and classes. Specifics of the tardy policy follow:

Tardies to class

- If tardiness occurs, a student is still required to go directly to the appropriate classroom. The teacher will determine if the tardy is excused or unexcused. If the tardy is unexcused, the office will be notified. Anyone not in the classroom when the bell rings are considered tardy.
- If a student is tardy due to a conversation/interaction with a faculty/staff member, a pass should be given for entry into the next class period.
- As with absences, parents are encouraged to view their student’s attendance record in relation to tardies on Skyward.
- Tardiness to class periods (cumulative) within the school day can result in the following consequences:
 - a. 1-8: No discipline beyond what the teacher assigns. Teachers may assign after-school Wednesday detention.
 - b. 9-14: The Dean of Students will automatically assign one detention for each additional tardy. After six detentions, a suspension will be assigned.
 - b. 15 or more occasions: An in-school or out-of-school suspension will be assigned, and an attendance contract will be enacted; expulsion may occur in extreme cases.

Tardies to school

- Tardiness to school can result in the following consequences:
 - a. Any student arriving at school late must check in with tardy kiosk or Main Office (if the tardy kiosk is not in operation) and surrender all mobile devices (including smart watches) to the Dean of Students (or designee) before going to classes until the end of the school day.
 - b. 17-24 tardies to school will result in a required one-day Life Skills class to be served during the winter or summer session of the semester in which the policy was violated. Satisfying this responsibility is required for receiving a diploma and/or graduation participation. An in-school or out-of-school suspension may be assigned, and an attendance contract may be enacted; expulsion may occur in extreme cases. Additionally, the student may be dropped from his/her first period class.
 - c. 25 or more tardies to school will result in a required two-day Life Skills class to be served during the winter or summer session of the semester in which the policy was violated. Satisfying this responsibility is required for receiving a diploma and/or graduation participation. Additional in-school or out-of-school suspensions may be assigned; expulsion may occur.
 - d. At 8:00 a.m. all classroom doors are closed and students in the hallway are required to get a pass from the tardy kiosk and surrender their mobile devices.
- Excessively late tardies—there is a notable difference between a tardy in which a student is a few seconds late to class and a tardy in which a student arrives long after the tardy bell has sounded. Excessively late tardies seldom have identical circumstances. Therefore, depending upon the circumstances, an excessively late tardy may lead to additional disciplinary action.
- Students who demonstrate consistent and excessive tardiness, even if technically staying within specific policy guidelines, remain subject to school discipline.
- A student is truant if he/she arrives more than 10 minutes late to any class without a pass. See Section 10.6 for the truancy policy.

- In terms of school discipline, cumulative tardy numbers may reset at the discretion of the administration.

10.8 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 if he/she is not in his/her classroom. When requesting a hall pass during class, students will be required to leave their cell phone/electronic devices in the room as a part of the sign-out process.

10.9 LATE ARRIVAL/EARLY RELEASE

Late arrival/early release is a privilege for seniors only. Two class periods represent the maximum which can be missed for late arrival/early release (this does not apply to students who are part of Martin Luther's dual enrollment program). 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 Senior Late Arrival/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.
- 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.
- If a student has late arrival for the first two periods of the school day, he/she must arrive on campus prior to the start of chapel on days when it is held.
- Permission must be obtained from the office if, on occasion, a senior student wishes to remain at school during his/her release time. A pass will be issued for study in the Student Center.
- Seniors who are having academic difficulties may lose their privilege for late arrival/early release until it is determined that such matters have been resolved.
- In the event of violation of these guidelines, the student may lose his/her late arrival/early release privilege and be placed in a study hall.

11. DISCIPLINE

Lutheran high schools are Christian educational 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 accordance with God's will for them.

Within the context of ministry, it may be appropriate that a student be deprived of school privileges, including suspension and expulsion, so that the student and the entire student body recognizes the seriousness of sin and values the Christian setting in which God seeks to accomplish His good and gracious will for His children.

Martin Luther has the right to discipline students for actions both listed and unlisted in this student handbook, and a failure to comply with the expected standards of conduct will subject the student to potential disciplinary action – up to and including expulsion.

11.1 CLASSROOM BEHAVIORAL INTERVENTION STEPS

The following escalating steps are generally utilized as a process for modifying classroom behaviors. Depending upon the severity of the disciplinary situation, steps may be skipped or not followed in the order as written.

- a. The teacher will issue a warning.
- b. The student will be asked to exit the classroom to wait and talk with the teacher in the hallway.
- c. Formal documentation will be made in a student's disciplinary record. Parents may be notified.
- d. Detention
- e. Contract – 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 contract is grounds for immediate expulsion.
- f. Suspension
- g. Expulsion

11.2 DETENTION

- Detention will be served Wednesdays after school from 3:30 p.m.–4:15 p.m.
- Detentions may be given by school personnel as a consequence for violating school norms and policies.

- In detention, students are required to complete a written or custodial task that is assigned by the supervising faculty member and/or their class work.
- Students are not excused from detention for co-curricular activities (athletics, clubs, fine arts, etc.), work, or transportation obligations. It is the student's responsibility to make arrangements necessary to serve detentions as scheduled. Failure to serve a detention or tardiness to detention on the scheduled date will result in a suspension.
- Students may not excuse themselves from serving a detention. Only a parent may request that a detention be rescheduled. Such requests must be made directly to the Dean of Students at least two hours prior to the assigned detention. Requests for rescheduled detentions that are made after the detention has already been missed will not be honored.

11.3 SUSPENSION

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

- a. Severe or consistent behaviors detrimental to Martin Luther (also see expulsion).
- b. Attendance matters (also see expulsion).
- c. Any minor altercation (verbal, pushing, playfighting, 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.
- d. Theft or vandalism of school or student property.
- e. Gambling on campus.
- f. Allowing others into the school building/propping doors open (also see expulsion).
- g. Behavior outside of the school campus which is detrimental to not only the Martin Luther community, but also the greater Milwaukee community as well. Such behavior includes, but is not limited to, inappropriate usage of social media (also see expulsion). In a sense, this is the 24/7/365 rule. The conduct of Martin Luther students is subject to school discipline regardless of time or place.

Any behavior that results in suspension from school could also result in law enforcement involvement and/or expulsion.

Additionally, participation or attendance in/at co-curricular activities is not allowed during the suspension period.

Suspensions may be either in-school or out-of-school, determined solely at the discretion of the Student Life Office.

While suspensions generally do not result in a loss of academic credit, exceptions may be made at the discretion of the Student Life Office.

11.4 EXPULSION

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

- a. Any student who repeatedly violates the expectations of Martin Luther or consistently demonstrates disrespect towards those in authority.
- b. 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 include law enforcement notification.
- c. Any student who has habitual attendance issues. See Section 10 of this handbook for details.
- d. Any major physical altercation (striking another individual, fighting, etc.) that takes place in the school building, on campus, near the school, or at a school sanctioned event.
- e. Use of technology/social media that brings disrepute upon Martin Luther and/or members of the school community.
- f. Harassment.
- g. Any student determined to be selling, in the possession of, utilizing, or under the influence of any foreign substance including vape/vaping paraphernalia, tobacco, alcohol, marijuana, illegal drugs, other controlled substances, or possession of related paraphernalia while on/near campus or at a school event. Additional drug testing and/or drug treatment may be required should the student be allowed to return 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 him/her. Continued issues regarding this topic can lead to expulsion.
- h. Continued refusal to actively participate in the learning process.
- i. Criminal behavior or acts of an illegal nature in the community such that it misrepresents the mission of the school.
- j. Allowing others into the school building/propping doors open resulting in potential danger to Martin Luther.
- h. Behavior outside of the school campus which is detrimental to not only the Martin Luther community, but also the greater Milwaukee community as well. Such behavior includes, but is not limited to, inappropriate usage of social media. In a sense, this is the 24/7/365 rule. The conduct of Martin Luther students is subject to school discipline regardless of time or place.

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

Students who have left Martin Luther for disciplinary reasons may not be on campus for any reason or at any event at any point in the future without the approval of school administration. Failure to follow this rule will result in the police being contacted.

11.5 APPEALING AN EXPULSION– See Section 4.4 APPEALS PROCESS

11.6 DRUG/ILLEGAL SUBSTANCE/WEAPONS SEARCH

Martin Luther reserves the right to conduct random drug/illegal substance/weapons searches. Though not necessarily the case, such a random search may be conducted by trained canines. Refusal to participate in a search may result in expulsion.

12. HARASSMENT

Martin Luther supports a secure school campus, 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. Martin Luther will not tolerate harassment of students or staff and will review and investigate allegations in a prompt, confidential (when possible), and thorough manner.

12.1 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 actions:

- a. Verbal Harassment – threatening or derogatory comments or jokes with the 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 – publicly 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 student or member of the school poorly. Any comments made about a Martin Luther 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.

12.2 HARASSMENT DISCIPLINE PROCESS

- a. Students should immediately inform the accused offender that harassing behavior is offensive and unwelcome.
- b. If the student does not feel comfortable doing this or if the behavior continues, an immediate report should be made to a faculty member or administrator.
- c. The student may be asked to write a statement of exactly what occurred.
- 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.

12.3 SEXUAL MISCONDUCT

Martin Luther is committed to providing an educational environment free from sexual misconduct. This misconduct includes, but is not limited to, sexual harassment, the use of technology to capture or transmit anything of a sexual nature, and inappropriate sexual relationships. Martin Luther will respond to all reports of sexual misconduct and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this policy.

Issues of sexual misconduct, especially those involving a minor, will be referred to the Greendale Police Department. This ensures that evidence is collected appropriately, and that the victim receives the necessary support.

13. DRESS CODE

Dress and personal grooming are to be in good taste and should reflect Christian modesty. Students should be neat, orderly, and attractive in their dress. The dress code is in effect during any school activities when students represent Martin Luther to the community (i.e. field trips and co-curricular teams/groups).

Any styles, fads, apparel, or accessories that may be considered offensive or immodest for school dress will be

considered inappropriate. The school reserves the right to determine the appropriateness of any clothing. Before wearing any clothing that may be questionable, please confer with the Dean of Students. Students violating the dress code can receive a detention or be suspended from classes until the violation is remedied. Students who have multiple violations may be suspended from school.

No dress code can anticipate every fashion change or specific question. The administration reserves the right 1) to make decisions on what is or is not acceptable regarding the dress code during the course of the school year; 2) to make clarifications on the dress code as is necessary; 3) to alter the dress code at its sole discretion. Dress code decisions are made by the school administration and are not subject to appeal. Refusal of families to cooperate with the dress code can lead to the dismissal of a student from Martin Luther.

- a. All clothing must be neat, clean, and in good repair. **Rips, holes, or tears are not allowed in any clothing.**
- b. Clothing that reflects a style too casual for the classroom is not acceptable – examples include sweat/athletic pants, athletic plastic slide sandals, and slippers. Athletic plastic slides with one strap are not allowed (i.e. Adidas, Nike, Yeezy). Nylon pants/yoga pants and leggings are considered athletic wear and can be worn during gym class. During the school day, yoga pants and leggings are considered undergarments and must be accompanied by an appropriate length skirt or dress.
- c. Skirt and short length should be no shorter than fingertip length. **All shirts must extend at least 1 inch below the waistband of pants, or shorts when standing upright if not tucked in. Midribs must always remain covered, including when sitting, stretching, or reaching. There will be no tucking or tying of shirts.**
- d. Skin-tight clothing is not allowed. Shirts must have at least a 3" shoulder (meaning some sleeveless shirts would be permissible). The 3" rule should give a reference point for arm cut outs as arm cut outs are acceptable if 3" shoulder coverage is maintained. Cutouts in shirts and dresses at the neckline or at the shoulder blades are acceptable if no undergarments are showing. No straps or hypothetical straps may be showing, but ones with high back or collars are permissible. Any underclothing, undergarment, or inappropriate clothing that is visible is not to be worn.
- e. Monogramming, manufacturer logos, team names and Martin Luther's school names will be permissible. Any clothing with pictures or lettering advertising tobacco, alcohol, drugs, or displaying vulgarity or suggestive writing or pictures may not be worn or worn under other clothing.
- f. **Outerwear such as coats, heavy jackets, windbreakers, parkas, raincoats, and other weather-protective garments are not permitted to be worn inside the school building during the instructional day. These items must be stored in lockers or designated storage areas upon arrival. Blankets are not to be worn/used in school. Lightweight sweaters, cardigans, and fleece pullovers that are designed for indoor wear are allowed and do not count as outerwear. Vests made of puffer material or fleece are allowed.**
- g. Accessories not to be worn in the building are as follows: caps, hoods, sunglasses, headphones, earbuds, chains, tattoos which are offensive to our moral code, i.e. vulgar or suggestive. Boys will be allowed to have pierced ears and wear a pierced ear stud. Nose piercings will be allowed with a stud only on the nostril. Other visible piercings on the body are not allowed.
- h. Hair styles for both boys and girls should reflect a clean and neat appearance. Please 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. Students are permitted to have well-groomed facial hair.
- i. Wisconsin State law requires shoes or sandals to be always worn in school.
- j. Students are allowed to wear shorts to school during the months of August, September, October, April, May, and June. 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 must be a minimum of a 3" inseam.

14. ATHLETIC AND CO-CURRICULAR STANDARDS AND ELIGIBILITY

Martin Luther is a member of the Wisconsin Interscholastic Athletic Association (WIAA) and belongs to the Metro Classic Conference. The school has an abundant number of athletic and co-curricular offerings – most students can find multiple activities in which to participate throughout the school year. These offerings can be seen on the school website and learned about through inquiring at the school itself.

The following items are important for all students participating in co-curricular activities and their parents to understand. They serve as an athletic and co-curricular code.

- a. **Participation is a privilege and not a right**
 1. Students are always highly visible representatives of Martin Luther and any negative behavior displayed by them could adversely impact the image of the school.
 2. If a student violates this code, he/she will be subject to penalties/consequences.
 3. This code is always in effect on or off campus. This is the school's 365/24/7 rule.
 4. Coaches/Advisors are encouraged to create additional guidelines/expectations and/or reasonable additional consequences specific to a given sport or activity and will have the full backing of administration in doing so.

b. **Discipline**

1. All co-curricular participants will follow the school discipline policy as stated in the student handbook.
2. All co-curricular participants involved in any situation that occurs during the season covered in the school discipline policy will be acted upon at the discretion of school administration and the head coach.

c. **Attendance**

1. Participants must be in attendance for at least *half* of the school day (four periods) to participate in a practice or contest on that day.
2. If a personal absence occurs for any part of the day, school administration must excuse the absence to allow a student to participate in a practice or contest.

d. **Suspension and Truancy**

1. Any participant who is suspended from school will not be allowed to practice or participate in a contest on that day.
2. If a participant is truant from school, he/she will not be allowed to participate in practice or any contest on that day.

e. **Academic Standards and Eligibility**

1. Martin Luther has three formal grading periods at 6, 12 and 18 weeks.
2. To be academically eligible to participate in co-curricular activities, a student must meet the following requirements:
 - a) Have **no more than one** failing grade at the 6 and 12-week progress grading period.
 - b) Have **no more than one** failing grade and maintain a minimum (GPA) of 2.0 or above at the 18 week/semester grading period.
 - c) A student who does not meet these academic standards will be ineligible to participate in co-curricular activities until he or she regains eligibility.
 - d) Students who do become ineligible during the season for any academic reason may not participate in competition/performance but are still allowed and encouraged to practice.

f. **Progress Grading Periods – 6 and 12 weeks**

1. A student with **two or more** failing grades at the 6 and 12-week progress grading period will be deemed academically ineligible for his/her next scheduled competition/performance.
2. The student will have his/her eligibility reinstated if, after the one missed competition/performance, he/she has no more than **one** failing grade.
3. Students will be directly notified by their coach and/or athletic director.
4. **Students must have reinstatement of eligibility cleared via written approval by the Athletic Director. Reinstatement should never be assumed by the student or coach.**
5. Weekly grade checks may be required for the remainder of the grading period and are to be turned into the coach/advisor on Monday of each subsequent week.

g. **Formal Grading Period – Semester End Grading**

1. End grading period will be deemed academically ineligible for 15 consecutive school days and nights. **Note:** Day one is the first school day following notification. Report card/progress report grades are final unless due to a teacher error.
2. The student becomes eligible after 15 in-school days and nights. **Eligibility begins on day 16.**
3. Students will be directly notified by their coach and/or athletic director.
4. **Students must have reinstatement of eligibility cleared via written approval by the Athletic Director. Reinstatement should never be assumed by the student or coach.**
5. Regarding **Fall sports** in which the earliest allowed competition is before the first day students are in class – the minimum ineligibility period shall be the lesser of:
 - a) 21 consecutive calendar days beginning with the date of earliest allowed competition in a sport.
or
 - b) One-third of the maximum number of games/meets allowed in a sport (rounded up if one-third results in a fraction).

h. **Practice**

1. Athletes are expected to attend **all** practices and games.
2. Please do not schedule vacations or other appointments (unless necessary) that overlap with practice or games.
3. Missing practice may result in loss of playing time, no playing time, or removal from the team. These decisions are at the discretion of the head coach.

i. **Communication**

1. Life does happen and special situations do arise. Please communicate early and often to your coaches if a practice or game must be missed. Do not wait until it is too late.
2. Being on a team is a commitment to teammates and coaches; they depend on you to be there.

j. **School issued equipment and uniforms**

1. All participants are held accountable for all school issued equipment and/or uniforms. Participants will take full responsibility for the safe return of all school issued equipment and will reimburse the school for the replacement value of lost/stolen/damaged uniforms and/or equipment.
2. Failure to reimburse may affect the student's co-curricular eligibility. Students will **not** be issued a participation permit or end-of-season awards for another sport until all equipment/uniforms are returned or paid for. In such a case, seniors will have their diploma withheld until the equipment/uniforms are returned or paid for.

15. TECHNOLOGY & ELECTRONICS

Martin Luther recognizes that technology is an integral aspect 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. In all situations, these devices are to be utilized in a manner that enhances education and brings glory to God.

Any improper use of an electronic device, including – but not limited to – the taking of photos, filming of any situation without permission, or sharing such imagery/film with others (including through social media), may be subject to suspension or expulsion.

15.1 CELL PHONES

It is recognized that cell phones, when utilized appropriately – including when placing a reasonable limit on screen time – can serve as a benefit to the user. It is also recognized that extensive studies have shown such appropriate utilization is not the norm for teenagers and that, instead, severe negative outcomes are being seen as a result of inappropriate and over-usage of cell phones by this age group.

With the above paragraph in mind, Martin Luther has crafted the following policy regarding student cell phone usage while at school. This policy is in alignment with what numerous states (not only schools) are enacting/considering enacting across America. It should be noted that Smartwatches and most other electronic devices fall under this same Martin Luther policy (see Section 15.2).

Students may not utilize nor have their cell phones visible (for the entirety of this policy, Smartwatches are considered the same as cell phones) from the start until the end of a day's classes (regularly between 8:00 a.m.-3:15 p.m.) with the following exceptions:

- 1) During study hall (only inside the study hall room itself)
- 2) During lunch (only in the cafeteria itself)
- 3) As part of a specific learning activity which a teacher has authorized
- 4) If authorized by school administration for a specific situation

Additionally, the following apply:

- **Faculty has the option of requiring students to place their cell phones in a wall pouch at the start of class.**
- **When requesting a hall pass during class, students will be required to leave their cell phone in the room as a part of the sign-out process.**
- **Should an emergency arise in which a student must use his/her cell phone, such usage may only occur 1) in the Student Life Office (Main Office or Academic Advisor offices) and 2) if permission by the Student Life Office is given.**

Consequences for not adhering to the cell phone policy:

- 1st and 2nd cumulative violation: Cell phone taken – it can then be picked up from the Main Office at the conclusion of the school day.
- 3rd and 4th cumulative violation: Cell phone must be turned into the Main Office at the beginning of the day and then picked up from the Main Office at the end of the day for five consecutive school days.
- 5th and 6th cumulative violation: Same as for the 3rd and 4th cumulative violations except for twenty consecutive school days.
- 7th cumulative violation: Same as for the 3rd and 4th cumulative violations except for the remainder of the school year.

Please also note:

- **Students who do not willingly give up their phone if in violation of the cell phone policy will be suspended.**

- **Students who subvert this cell phone policy through willful deception will be subject to school discipline including suspension and/or expulsion (for example, bringing a second phone if a first phone was required to be turned in).**

15.2 OTHER ELECTRONICS

AirPods, headphones, iPods, Smartwatches, and most other electronic equipment fall under the same policy category and resulting consequences as that of the cell phone policy (see Section 15.1). This includes the wearing of headphones around the neck or any other visible display of such devices.

Students may use laptops, notebooks, or tablet devices in the cafeteria, study center, or classrooms if authorized by a staff member. Students may only use these devices for academic purposes. When utilizing a laptop or tablet device, students must login using the Martin Luther-Guest network. The use of other wireless devices or networks is prohibited.

15.3 COMPUTER NETWORK ACCEPTABLE USE POLICY

- 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, and other information sources.
- Access to the internet at Martin Luther is a privilege - not a right. Access entails responsibility.
- 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. Martin Luther utilizes a filtering device to automatically screen the sites which are called up. While the 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. Martin Luther believes that the benefits to students from access to the internet, in the form of information resources and opportunities for collaboration, exceed the disadvantages. Martin Luther will preserve academic freedom with certain standards; 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.
- 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.
- 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.
- Martin Luther reserves the right to delete any files put onto the computer due to internet use.
- Martin Luther reserves the right to prioritize the use and access to the system.
- Martin Luther requires that all students have a signed Acceptable Use Policy on file.

The following are examples of actions that are not allowed:

- Sending or displaying offensive or pornographic messages or pictures.
- Using obscene or defamatory language.
- Harassing, insulting, defaming, or attacking others verbally.
- Damaging computers or computer systems.
- Destroying data of another user.
- Violating copyright laws.
- Using another person's password.
- Intentionally wasting limited resources.
- Using the internet for commercial purposes.
- Interactive game playing.
- Downloading non-school related files or programs.
- Other uses deemed unacceptable by the general standards of Christian faith and the school.

In addition to the inappropriate behaviors listed above, these ground rules for use of the world wide web are also included:

- Do not give out personal information, phone numbers, social security numbers, credit card information, or addresses.
- Do not enter news groups or chat rooms without approval of an administrator or teacher.
- Do not fill out questionnaires without the permission of an administrator or teacher.
- Do not order a product over the internet.
- If arriving 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. Contacting of the police/other governmental authorities
- e. Expulsion
- f. 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.

16. HEALTH

16.1 HEALTH RECORDS

The parent/guardian is responsible for annually completing and updating a current health record through Skyward 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.

16.2 IMMUNIZATION REQUIREMENTS

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

- 5 DTaP/DTP/DT/Td
- 3 Hepatitis B
- 2 Varicella (Chicken Pox)
- 1 Tdap/4 Polio/2 MMR
- 2 MenACWY⁴

An electronic signature stating immunization requirements are up to date 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 Martin Luther to the Milwaukee County District Attorney.

- a. If your child has laboratory test results proving your child is immune to measles, mumps, and rubella or has laboratory test results proving your child is immune to hepatitis B, provide the test results to the school. If the test results are acceptable, then your child does not need to be vaccinated for the disease(s) to which he/she is already immune.
- b. Students who have a reliable history of varicella disease (documented in a medical chart and/or through laboratory testing) are not required to receive the Varicella vaccine. A physician, physician assistant, or advanced nurse prescriber must document a reliable history of varicella disease by indicating the student had varicella and signing the Student Immunization Form (DHS Form F-04020L).
- c. If your child received a dose of a tetanus-containing vaccine, such as Td, within five years of entering the grade in which Tdap is required, your child is compliant and a dose of Tdap is not required.
- d. One dose of Meningococcal vaccine (serogroup A,C,W,Y) is required for students entering 7th grade, and a booster dose is required for students entering 12th grade. Those students who have not received their first dose by age 16 should only receive one dose.
- e. Parent report of chickenpox disease is no longer acceptable for exemption from the varicella (chickenpox) vaccine requirement. Children must have a diagnosis of chickenpox from a qualified health care provider (M.D., D.O., N.P., or P.A.) to be exempt from this requirement; however, existing exemption options still apply.

16.3 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 Main Office. No student should be carrying or self-administering prescription medication in the building. It is the students' responsibility to report to the Main Office to take their medication.
- b. Parents must provide specific directions including dosage and time of administration. Only prescription medication in a labeled pharmaceutical container with doctor's instructions will be administered.
- c. Students with asthma may have an inhaler in their possession.

16.4 ILLNESS/INJURY

Students who are ill (which includes experiencing a fever) should remain home from school. Please contact the Main Office to report the absence (see Section 10.1 for details). Students may return to school when symptoms have passed.

Students who become ill during the school day must obtain a pass from the classroom teacher and report directly to the Main Office. If necessary, arrangements will be made with the parents/guardians for the student to go home. Students should make the arrangements through the Main Office 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 the 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.

16.5 PREGNANCY

When Martin Luther administration becomes aware of a student pregnancy, a consultation program will immediately be designed by the school to involve the student(s) and parent(s). Additional selected resources – including possibly the student's/students' pastor and other counselors – may be utilized. Separation from the school setting until necessary consultations are scheduled may occur at the determination of the administration. Arrangements for the student's/students' continued enrollment at Martin Luther will be determined on an individual basis. Part of the decision will be influenced by the circumstances and response of those involved. The student's/students' spiritual and physical health will be the utmost priority, which also includes the student's/students' social-emotional wellbeing.

16.6 ABUSE, NEGLECT, & EXPLOITATION OF CHILDREN

All employees of Martin Luther have specific legal obligations to report suspected abuse, neglect, or exploitation of children. Employees will follow the established procedures. Employees will not contact a student's family regarding any disclosure in which the student indicates that a family member may have caused them harm.

17. CAMPUS

17.1 CRISIS PLAN

Martin Luther 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. Martin Luther follows state mandates as related to school required safety exercises.

It is understood that no guarantees are implied by the crisis plan and safety measures taken. Rather, Martin Luther 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.

17.2 BUILDING/CAMPUS HOURS

School begins at 8:00 a.m. Students are expected to arrive prior to 7:55 a.m. and to be in the classroom by 8:00 a.m. when attendance will be taken. School dismisses at 3:15 p.m. The building doors open at 7:00 a.m. and will be closed at 3:30 p.m. except for co-curricular activities. The school office is open from 7:30 a.m. until 4:00 p.m. When Martin Luther has an alternative schedule dismissing at a time other than 3:15 p.m., the same procedures as above will be followed but with different corresponding times.

17.3 CLOSED CAMPUS

Martin Luther is a closed campus. Students are to be in the building from the time school begins until dismissal. Once students enter campus for the day, they should not leave unless permission is granted from the Main Office. Any student leaving the building or campus without permission will face disciplinary consequences.

Students may not allow others into the school building or prop doors open. Such action may lead to suspension or expulsion.

17.4 VISITORS TO CAMPUS

- a. All visitors must report to the Main Office to check in. Each visitor must wear a visitor ID pass while in the building.
- b. No visitors are allowed to enter the building from 3:00 p.m.–3:15 p.m.
- c. Visitors during the school day may not be high school aged. All prospective student visits must be arranged through the Admissions Office.
- d. Any student who has visitors on the Martin Luther campus will be responsible for the visitors' behavior. Inappropriate conduct during the school day, before and after school hours, or co-curricular events may penalize the Martin Luther student according to discipline policies.

17.5 STUDENT IDs

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

- c. Students will receive one ID at the beginning of the school year. If a student needs a replacement ID, he/she will be charged a \$5 fee.
- d. The ID must not be altered in size, shape, appearance, and/or defaced in any manner (no stickers).
- e. All students must utilize the student ID from the current year.

17.6 PARKING LOT, DRIVING AND VEHICLE REGULATIONS

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 vehicles are to be registered even if driven occasionally. The cost of the hang tag is \$30.00. 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 \$30.00. The following parking lot regulations must be followed:

- a. A student not registering his/her vehicle will be fined \$25.00.
- b. A \$10.00 fine will be assessed to students who do not follow parking lot regulations. Repeated violations will lead to the vehicle being towed at the owner's expense and the revocation of the privilege of parking on school grounds.
- c. Student parking is permitted only in the far north lot. Students may not park in the adjacent or near adjacent commercial parking lots.
- d. The speed limit is 15 mph. No careless or reckless driving is permitted.
- e. Parking is only permitted in designated parking spaces.
- f. Students may not go out to the parking lot at any time during the day without a pass from the Main Office.
- g. Students who continue to demonstrate a lack of responsibility regarding driving/parking will not be allowed to have a vehicle on campus and will forfeit their parking pass.
- h. Administration reserves the right to search vehicles on or near school property (if the vehicle is parked for a school event), if warranted.
- i. Martin Luther is not responsible for theft and/or vandalism to vehicles parked on or off school property.

17.7 STUDENT-DROP OFF & PICK-UP

- a. Safety is the highest priority during these times. Patience and safe driving practices are expected. Failure to display such patience and safety can lead to a loss of driving privilege on campus.
- b. During both drop-off and pick-up times, drivers dropping-off/picking-up students must stay to the curb side (west side) so that traffic can continue to flow in the driving lane. Please do not stop or pick-up/drop-off in the driving lane.
- c. At no time should vehicles impede traffic on 76th street due to too long a drop-off/pick-up line. If such a circumstance occurs, please form a line to the north of the school building in the parking lot.
- d. No pick-up/drop-off/parking is permitted in the commercial parking lot east of the school (i.e., Crumble Cookie and Tropical Smoothie).
- e. The left lane in front of the school is a through lane and is not to be used for drop-off or pick-up.

17.8 VANDALISM

Vandalism is expensive and senseless. Students will be held financially responsible for vandalism and/or for items assigned to them (books, lockers, desks, etc.). Additional disciplinary action may be taken, up to and including suspension or expulsion.

18. SCHOOL-RELATED INFORMATION

18.1 BACKPACKS/ATHLETIC BAGS

Students are allowed a book bag, backpack, and/or purse as their only "carry-in" items to the classroom. These items are to be stored under the desk or in the classroom location assigned by the teacher; likewise, these items are to be stored in assigned areas in chapel or assemblies. Athletic bags should be secured in athletic lockers which are available by contacting the Athletic Office.

18.2 CAFETERIA AND FOOD/DRINK

- a. The cafeteria provides daily hot lunch service and a limited breakfast menu.
- b. No food purchased in the cafeteria is to be taken from the cafeteria area.
- c. Students are not allowed to take food or drinks outside the cafeteria during the school day.
- d. Students are expected to be in the cafeteria during their assigned lunch period.
- e. Food from any of the area restaurants is not to be brought into the school during school hours. No outside food deliveries (DoorDash, Uber Eats, Grub Hub, etc.) are allowed to Martin Luther.
- f. Martin Luther does not have an open-lunch policy. Additionally, students are not permitted to leave campus for lunch with family or friends.
- g. A cashless lunch system is utilized which provides a more convenient and efficient way to make lunch purchases, as well as an efficient online process for parents.

- h. Students are not allowed to sell food or beverages on campus without the permission of the Dean of Students.

18.3 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 not permitted. Students are responsible for anything in the locker that is assigned to them. The school is not responsible for lost or stolen articles from the locker.
- c. Lockers should be kept neat and clean. Appropriate, God-pleasing decorations are allowed on the outside of lockers. Please utilize masking tape to hang such items.
- d. Costs to clean or repair damaged, scratched, or defaced locks or lockers will be charged to the student.

18.4 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. Martin Luther maintains lost and found locations in the Main Office and on a lost and found table in the main stairwell. Items that are not claimed may be donated to charity on a monthly basis.
- c. If you have lost or stolen items, report the loss to the Dean of Student's office immediately.

18.5 PUBLIC AFFECTION

The showing of public affection (i.e., hand holding, kissing, hugging, caressing, etc.) is not appropriate for school and causes offense to others. 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.

18.6 SCHOOL DANCES

Dances are held throughout the school year. Some of the dances are formal; 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 one hour before the end time of the dance. Students who leave the dance may not return to the dance itself. Exceptions will be made for students who clear their reason beforehand with the Office of Student Life.

Students must be picked up within fifteen minutes of the conclusion of the dance (no exceptions).

Casual dances are for Martin Luther students only. Students must provide their IDs to gain entrance to the event. Guests are allowed to formal dances provided they meet the requirements of the visitor dance form. The visitor forms are unique to each formal dance and will be available from the Main Office.

It is understood that:

- a. The Martin Luther student will accompany his/her guest to the dance. The Martin Luther student will be held responsible for any actions of his/her guest.
- b. The guest is subject to all school rules pertaining to dances and conduct at school activities. Violations may result in the removal of the Martin Luther student and his/her guest from the dance and/or other appropriate administrative action.
- c. Students who have left Martin Luther for disciplinary reasons may not attend a Martin Luther dance.

Students who fail to follow the above rules and other general appropriate behaviors at dances will not be allowed to attend future dances. Appeals will be handled by the Dean of Students.

Students who are currently suspended at the time of a dance will not be allowed to attend.

18.7 SEARCH & SEIZURE

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

18.8 TEXTBOOKS

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

18.9 WORK PERMITS

Work permits are required for anyone under the age of 16. Parents and guardians may obtain a work permit online through the State of Wisconsin Department of Workforce Development website:

<https://dwd.wisconsin.gov/er/laborstandards/workpermit/>

19. PARENTS/FAMILIES

Parents are a critical asset to the functionality and success of Martin Luther. The parent-school relationship is critical for a positive high school experience.

19.1 PARENT/FAMILY VISITOR POLICIES

Parents who visit the building from 7:00 a.m. to 4:00 p.m. must check in with the Main Office or proceed to where directed at time of admittance into the building. No parents/family visitors are admitted into the building from 3:00 p.m. to 3:15 p.m. In addition, please note the following:

- a. Parents are not permitted in any part of the building during the school day without a visitor pass.
- b. Parents who wish to have a meeting with school personnel must have an appointment scheduled.
- c. Parents are not to deliver food to students during the school day.

19.2 PARENT/FAMILY CONDUCT

Any parent who misrepresents the expectations of Martin Luther by using inappropriate language or conduct (including towards a faculty or staff member) may be banned from the campus. This includes co-curricular events on campus and at away events. Parent/Family conduct can impact the enrollment status of a Martin Luther student.

19.3 COMMUNICATION

It is the expectation that parents will remain connected to what is going on to Martin Luther through appropriate channels:

- a. The primary method of communication with families is through email and the school information system. It is important that email addresses and phone numbers are kept current and checked regularly.
- b. Parents should read the regularly published school newsletter–*The Spartan Sentinel*–which includes announcements and information from the school.

20. HANDBOOK LIMITATIONS

No handbook can cover every eventuality of school life at Martin Luther nor anticipate every interpretation or necessary change which becomes essential or prudent as determined by the Martin Luther Administration. As such, the Martin Luther Administration reserves the right to amend, add to, and interpret the student handbook throughout the school year at its sole discretion with or without student and/or parent/guardian notice.

Addendum 1

Daily Schedules

Mon/Wed/Fri - Chapel
Thursday - Resource Period

Period 1	8:00	8:46
Period 2	8:50	9:32
Chapel/Resource (37 min)	9:36	10:13
Period 3	10:17	10:59
Period 4	11:03	11:45
First Lunch	11:45	12:11
Period 5A	11:49	12:31
Period 5B	12:15	12:57
Second Lunch	12:31	12:57
Period 6A	12:35	1:17
Period 6B	1:01	1:43
Third Lunch	1:17	1:43
Period 7	1:47	2:29
Period 8	2:33	3:15

Tuesday

Period 1	8:00	8:50
Period 2	8:54	9:41
Period 3	9:45	10:32
Period 4	10:36	11:23
First Lunch	11:23	11:50
Period 5A	11:27	12:14
Period 5B	11:54	12:41
Second Lunch	12:14	12:41
Period 6A	12:18	1:05
Period 6B	12:45	1:32
Third Lunch	1:05	1:32
Period 7	1:36	2:23
Period 8	2:27	3:15

Acknowledgement of the Student Handbook

The policies and procedures contained in the Martin Luther Student Handbook are intended to:

- Carry out the Mission of Martin Luther – 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

Throughout the handbook, the term **parent** is consistently utilized. Please note that the usage of the word parent is – in this publication, as with other Martin Luther publications – synonymous with the term **parent/guardian**.

We acknowledge that we have received and read the Martin Luther 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 Martin Luther 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 Martin Luther students.

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

This form is required to be signed by both student and parent/parents and turned into the Main Office no later than Friday, Sept. 5. Failure to turn in a fully signed form does not release a student/parents from the information contained within the Student Handbook. Rather, it implicitly implies agreement with the Student Handbook's contents. Students not returning a fully signed form by September 5, 2025 may face disciplinary consequences.

Student Name

Grade

Parent/Guardian Signature

Parent/Guardian Signature

Student Signature

Date