

MARTIN LUTHER HIGH SCHOOL

STUDENT HANDBOOK 2023-2024

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MARTIN LUTHER HIGH SCHOOL

STUDENT/PARENT HANDBOOK DIRECTORY

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1. OUR MISSION

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

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

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

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

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

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

1.1 ENROLLMENT POLICY

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

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

2. THE PARENT STUDENT SCHOOL PARTNERSHIP

The faculty and staff of Martin Luther High School are committed to helping each student develop to the fullest the abilities which he or she has been given by God. To accomplish this demands a strong home-school partnership. The following expectations are identified to strengthen the partnership of our parents and our school so that their son or daughter may reach his or her full potential during these critical high school years.

EXPECTATIONS WHICH PARENTS SHOULD HAVE OF OUR SCHOOL

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

- A. Christian ministry is the objective of the Association and its schools. This principle shapes and directs all subsequent principles.

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

EXPECTATIONS WHICH THE SCHOOL HAS OF PARENTS

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

EXPECTATIONS WHICH THE SCHOOL HAS OF ITS STUDENTS AND THEIR INTEGRITY

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

3. PARENT AUXILIARY GROUPS

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

The Martin Luther **SPARTAN ATHLETIC CLUB (SAC)** is a group of parents, friends and alumni who exhibit attributes such as: being fun, energetic, having a servant's heart, enjoying meeting new people and love to support athletics at Martin Luther High School. Their primary role is to coordinate and run Sparty's Snack Shack (concessions) inside and outside for most home athletic events, grade school tournaments, meets, and

some special events. They also sell Spartan Spirit Wear at certain events. The funds raised at these events go to assist in purchasing items for our athletic programs that are not able to be covered within the yearly athletic budget, i.e. equipment, major projects and facility improvements and helping teams with end-of-season banquet costs and awards for athletes and coaches.

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

LUTHERAN HIGH SCHOOL ASSOCIATION DINNER AUCTION/GALA

The annual **DINNER AUCTION/GALA** is a major fund-raising event in support of Martin Luther, Milwaukee Lutheran, Lake Country Lutheran, and Trinity Lutheran High Schools and Mount Calvary Lutheran School. It is sponsored by The Lutheran High School Association of Greater Milwaukee Foundation. Parents and friends of the schools serve as volunteers. Items are donated by parents and friends, with some donors giving items, some giving cash donations, and others sponsoring gift gathering parties where items to be auctioned are donated. All proceeds from the Dinner Auction directly support our schools. Please contact the Events and Operations Manager, 421-9100, Ext. 908 regarding donations or to volunteer.

4. STUDENT SERVICES (SS)

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

The goals of the SS are to:

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

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

Serving you in the SS are:

Kirk Langenkamp – School Counselor
Caralee Hammerling – School Counselor
Jessi Wittig - Registrar
Erin Janetzke – Director of Student Services

The SS 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 SS 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.

4.1 ACADEMIC ASSISTANCE

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

ACADEMIC ASSISTANCE IS AVAILABLE FROM:

- A. **THE TEACHER.** Academic Assistance should **FIRST** be sought from the course teacher. Contact the teacher via email or telephone before a crisis develops. Many teachers have regularly scheduled times before, during, and after the school day to meet with students.

- B. **RESOURCE PERIOD.** Tuesdays and Thursdays from 9:41-10:13 is designated for student help. Students are required 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.
- C. **GUIDED STUDY HALL.** Students who may have academic needs will utilize this study hall. The class period will be used to work on daily homework, complete tests, and quizzes (sometimes with accommodations), receive help with larger projects and papers, and continually check organizational skills.
- D. **EDUCATIONAL SERVICES** and support. If a student continually experiences difficulties in a course, they and/or their parents, should meet with the Director of Student Services to evaluate the situation and determine the plan of action for the student.
- E. **ACADEMIC WARNING/PROBATION.** Students at the end of a semester who have received no more than one failing grade but have a semester GPA of less than a 2.0 will be placed on Academic Warning. Students who fail 2 or more classes in a semester will be placed on Academic Probation. Students on Academic Probation must meet academic requirements during the semester following probation in order to remain a student at Martin Luther. The Office of Student Services determines when a student is no longer on Academic Probation.

4.2 ATHLETIC AND CO-CURRICULAR STANDARDS, ELIGIBILITY, AND ACTIVITY OFFERINGS

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

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

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

ATHLETICS

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

ACTIVITIES

Phalanx (Yearbook)
International Club
National Honor Society
In-School Volunteer Service
Weight Lifting
Student Council
Service Committee
Dance Committee
Ping Pong
Astronomy Club

FINE ARTS

Brass Choir
Jazz Ensemble
Troubadours
Fall Musical
Winter Dinner Theatre
Spring Drama
Summer Drama
Music Contests
Concerts/Recitals
Flute Choir
Saxophone Choir
Woodwinds Ensemble
Visual Arts Classic

The following items are important for all students participating in co-curricular activities and their parents. Please read the information carefully.

Participation is a PRIVILEGE and not a RIGHT

- Students are highly visible representatives of Martin Luther whose negative behavior could adversely impact the image of the school.

- If a student violates the code, he or she will be subject to penalties/consequences.
- This code is always in effect - on or off campus. 365/24/7
- 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.

Discipline

- Co-curricular participants will follow the school discipline policy as stated in the Student Handbook. All athletes participating in an extra-curricular sport or activity 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.

Attendance

- Participants must be in attendance for ***HALF*** 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.

Suspension and Truancy

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

Academic Standards and Eligibility

1. The Basics

Martin Luther High School has three formal grading periods at 6, 12 and 18 weeks.

To be academically eligible to participate in co-curricular activities at Martin Luther High School, a student must meet the following:

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

2. Formal Grading Periods – 6 and 12 weeks

- a. A student with ***ANY*** failing/incomplete grades at the 6 and 12-week formal grading period will be deemed academically ineligible from competition/performance until a passing grade is achieved and eligibility will be re-instated immediately.
- b. Students will be directly notified by the athletic director and/or their coach.
- c. **Students MUST have reinstatement of eligibility cleared via written approval by the athletic director. Reinstatement should never be assumed by the student or coach.**
- d. Weekly grade checks may be required for the remainder of the grading period and are to be turned in to the coach/advisor on Monday of each subsequent week.

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

Students with more than ONE failing grade or incomplete and a GPA under 2.0 at the 18-week semester end grading period will be deemed academically ineligible for fifteen (15) consecutive school days and nights. Note: Day one (1) is the first school day following notification. Report card/progress report grades are final unless due to teacher error.

- a. The student becomes eligible if, at the end of the fifteen (15) school days and nights, they are doing passing work in all classes. **ELIGIBILITY BEGINS ON DAY 16**
 - b. Students will be directly notified by the athletic director and/or their coach.
 - c. **Students MUST have reinstatement of eligibility cleared via written approval by the athletic director. Reinstatement should never be assumed by the student or coach.**
4. In the case of *FALL* sports in which the earliest allowed competition is before the first day students are in class; the minimum ineligibility period shall be the lesser of:
- 21 consecutive calendar days beginning with the date of earliest allowed competition in a sport.
Or
 - One-third of the maximum number of games/meets allowed in a sport (rounded up if one-third results in a fraction).

Practice

- Athletes are expected to attend ALL practices and games.
- Do not schedule vacations, or other appointments (unless necessary) that overlap with practice or games.
- Missing practice may result in loss of playing time, no playing time, or removal from the team (this is all at the discretion of the head coach)

Communication

- Life does happen and special situations do arise. COMMUNICATE early and often to your coaches if a practice or game must be missed. Do not wait until it is too late.
- **YOU ARE MAKING A COMMITMENT TO YOUR TEAMMATES AND COACHES; THEY DEPEND ON YOU TO BE THERE!**

School issued equipment and uniforms

- All participants are held accountable for all school issued equipment and/or uniforms issued to them. Participants will take full responsibility for the safe return of all school issued equipment issued to them and will reimburse the school for the replacement value of lost/stolen/damaged uniforms and/or equipment. Failure to reimburse may affect the student's co-curricular eligibility. Students will NOT be issued a participation permit, end of season awards or (diploma, official transcripts for seniors) for another sport until all equipment/uniforms are returned or paid for.

4.3 STUDENT SUPPORT SYSTEM

The Student Support System is designed to meet the needs of students and their families by providing education, assistance, and support for those affected by tobacco, alcohol, or drug related problems. Our goal is to enhance the view that not using either drugs or alcohol is the best way to live. Those students who have made the decision to abstain can share with others in a useful and powerful form of positive peer pressure. However, the counseling is not limited to these areas. Other situations of life that may be problematic may also be addressed. Some of these situations include helping students who are struggling with divorce in the family, grief over the loss of a loved one, low self-esteem, depression, abusive relationships, or simply the anxiety of being a new student at ML.

4.4 CONFIDENTIALITY OF STUDENT RECORDS

- A. Federal Family Right and Educational Privacy Act states that all records maintained by the school for the pupil shall be confidential. Progress Reports, which contain only objective pupil data (transcript), shall be kept permanently. Other records shall be maintained one year following graduation and thereafter destroyed. Parents of minor students or adult students have the right to inspect their records following a written request addressed to the principal.
- B. Transferring records: Should a student be withdrawn from the school; proper withdrawal paperwork must be completed by a parent/guardian and school administration. Official transcripts and other school records then will be transferred directly to the student's new school once a request for records is received. Parents may receive an unofficial copy of a transcript upon request.

4.5 WORK PERMITS

Work permits must be secured from the Wisconsin Industrial Commission. Many public high schools can also issue Work Permits. Check with the public high school in the school district in which you reside to see if they are able to issue a permit. Students need to request a letter from the Office of Student Services to take to the public high school. Since Martin Luther is not a public school, we cannot issue Work Permits. 16- and 17-year-old minors do NOT need to obtain a work permit prior to beginning work. Work permits will not be issued for minors ages 16 or 17.

4.6 GRADING

A. Grading Scale

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

- B. Skyward. All students and primary parents/guardians who are listed at time of enrollment have access to Skyward, our online database. This access includes: current grades, daily attendance, missing assignments, teacher and school messages, etc. Students and parents/guardians have their own username and password. If at any time you are unable to access Skyward, please contact the Office of Student Services.
- C. Parent/Teacher Conferences are held once per semester, after the 6-week grading period. Report Cards are available to view and print in Skyward after semester grades have been finalized. Skyward access may be temporarily denied by the Business Office for students/parents who have outstanding account balances.
- D.

4.7 SENIOR FINAL EXAM EXEMPTION POLICY

- Teacher Approval for Exemption by class
 - o AP Test Takers, i.e. students who have taken the AP Exam for specific class being consider for exam exemption)
 - o Project Based Elective Courses (ex. But not limited to: Art, Family & Consumer Ed., Industrial Arts, etc.)
 - o Senior Exemptions
 - o A- or higher in the class
 - o Cumulative 3.0 GPA

First Semester Classes: Seniors in first semester classes during first semester will be eligible for a final exam exemption at the end of the semester.

1st Semester Final Exam Exemption Policy

All students are expected to be present for semester exam periods unless:

- An elective course has a project-based exam with the opportunity to finish ahead of exam day. In this case, the teacher must make it clear to students that the periods should be treated as a study hall - they can either be in the Student Center or not in the building.

Senior 1st Semester Exemption-only applies to semester long courses

All of the following must apply for a senior to be exempt from an otherwise-regular exam.

- Cumulative 3.0 GPA or higher (list provided by Student Services)
- A- (90%) or higher in the class
- Teacher Approval for Exemption

2nd Semester Final Exam Exemption Policy

All students are expected to be present for semester exam periods unless:

- An elective course has a project-based exam with the opportunity to finish ahead of exam day. In this case, the teacher must make it clear to students that the periods should be treated as a study hall - they can either be in the Student Center or not in the building.
- AP Classes in which students have taken the AP Exam and the teacher does not provide an additional exam are not required to be in attendance for that exam period.

Senior 2nd Semester Exemption

12th grade students who have completed the course and are passing the course (60% or higher) at end of day May 19th (SHD), are not required to take final exams. Students cannot be required to take the exam. A student can choose to take the exam to raise their grade, but they are not required to complete the exam as they have earned credit for the course.

Students who are failing the class with less than a 55% and are not able to pass the class with the final exam, will also be excluded from final exams. They will be determined to be ineligible for graduation at that time.

Students who have the possibility to 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 they are determined ineligible.

Important Dates:

May 7th: Service Credit Final Check

May 14th: All Service Credits Due

May 15th: Awards Chapel

May 16th: Senior Chapel

May 17th: Student Help Day
May 20th: Review Day (regular day of school)
May 21st: Finals 1-3
May 22nd: Finals 4-6
May 23rd: Finals 7-8
May 24th: Finals Make Up Day/Records Day

4.8 TEACHER AIDE POLICY

The policy of 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 or wish to study/work on homework in a teacher's classroom rather than in their study hall. Parents/guardians are encouraged to monitor their child's academic performance throughout the semester to make sure their child's needs are being met while not utilizing their scheduled study hall.

Students must abide by the following guidelines:

1. The Teacher Aide Contract must be on file in the office before students are eligible to aide for a teacher.
2. A contract must be signed at the beginning of each semester.
3. Teachers are allowed no more than 2 teacher aides per class period. Students are unable to aide for a teacher unless they receive permission from that teacher on this contract.
4. 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.
5. Training should be conducted with the office manager on using the copier. Students should arrange a time for training during their advisory or resource period.
6. In the event of violation of these guidelines, the student may lose his/her teacher aide privilege and be placed in their regularly assigned study hall.

5. ATTENDANCE

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

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

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

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

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

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

5.1 THE ATTENDANCE POLICY IS AS FOLLOWS:

- A. Course credit may be forfeited on the seventeenth period of absence in a semester course.
- B. The home will be alerted regarding the number of absences following the tenth and fifteenth absence in a semester course.
- C. When extended absences are unavoidable (surgery, medical conditions, etc.), the parents may make a written request to the school administration to waive the regulation on the forfeiture of credit.
- D. It is advised that both students and parents check attendance regularly, in Skyward
- E. The policy of a promoting good attendance is key to preparing students for adult life.

5.2 PROCEDURE TO FOLLOW WHEN AN ABSENCE OCCURS:

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

5.3 TRUANCY

- A. Anyone who is absent without official excuse from any classes or portion thereof (although may possibly be within the building or on campus) is considered truant.
- B. Any student who leaves school without permission from the office is considered truant.
- C. All students must check at the office when leaving school. If a student becomes ill during school time, he/she should come to the office. Parents will be contacted, and the student will be sent home.
- D. Every student is required to be present at all final exams unless he/she falls under "final exemption policy" (See Section 4.7). Failure to attend is considered truant.
- E. Truancy may result in suspension from school. Classes missed will be considered unexcused absences.
- F. It is state law that a student be in attendance at school. Please see Wisconsin Statute Section 118.16. If a student is deemed truant, the school may make a referral to the municipal court.

5.4 TARDINESS

Any student arriving to school late MUST check in with TARDY KIOSK or MAIN OFFICE after 8:30 a.m. and surrender all mobile devices to Dean of Students before going to classes. The daily schedule permits students ample time to get to their classes without being late. Most tardiness is avoidable. If tardiness occurs while in school, go directly to your classroom. The teacher will decide whether you will be excused. If

tardy, the office will be notified. Anyone not in the classroom, when the bell rings, is considered tardy. If a teacher detains you, you must be given a pass which excuses you to the next class. In emergencies, the office will also issue you a pass if you are detained.

5.5 TARDY POLICY

- A. Martin Luther requires students to be in their classroom when the bell rings. It is a matter of courtesy to teachers that students are on time and come to order when the bell rings.
- B. Parents are encouraged to view their student's attendance on Skyward.
- C. Tardiness to class periods (cumulative) within the school day may result in the following consequences:
 - 1-8:** No discipline beyond what the teacher assigns. Teachers may assign after school Wednesday detention.
 - 9-14:** Dean of Students will automatically assign one detention for each additional tardy. After 6 detentions in school suspension will be assigned.
 - 15 or more occasions:** in school and/or out of school suspension and an attendance contract; expulsion in extreme cases.
- D. Tardiness to School can result in the following consequences:

Students who are tardy to school will have mobile phone taken away until the end of the school day.

 - 1-17:** See 5.5 C
- E. More than 17 tardies to school will result in a required life skills class to be served during winter or summer session of semester violation. Satisfying this responsibility is required for receiving a diploma and/or graduation participation. In school and/or out of school suspension and an attendance contract; expulsion in extreme cases.
- F. The policy of a promoting punctuality is key to preparing students for adult life.

5.6 SCHOOL HOURS

School begins at 8:00 AM. Students are expected to arrive prior to 7:55 AM and to be in the classroom by 8:00 AM when attendance will be taken. School dismisses at 3:15 PM. The building doors open at 7:00 AM and will be closed between 3:45 PM and 4:00 PM except for co-curricular activities. **The school office is open from 7:30 AM until 4:00 PM.**

5.7 SENIOR EARLY RELEASE

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

Students must abide by the following guidelines:

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

6. DISCIPLINE

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

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

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

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

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

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

Fighting and smoking (including electronic forms of smoking, vaping, etc.) on or off campus will result in automatic suspension from school for a period of time to be decided by the Principal. Suspension converts to an unexcused absence for each class period missed.

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

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

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

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

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

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

6.1 BULLYING/HARASSMENT

Bullying will not be tolerated at Martin Luther High School. Bullying is unwanted, aggressive behavior among all individual that involves a real or perceived power imbalance. All individuals include parents, students, and staff. The behavior is repeated, or has the potential to be repeated, over time. All individuals who are bullied and who bully others may have serious, lasting problems.

To be considered bullying, the behavior must be aggressive and include:

- **An Imbalance of Power:** Individuals who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
- **Repetition:** Bullying behaviors happen more than once or have the potential to happen more than once.

Cyberbullying is bullying that takes place over digital devices like cell phones, computers, and tablets. Cyberbullying can occur through SMS, Text, and apps, or online in social media, forums, or gaming where people can view, participate in, or share content. Cyberbullying includes sending, posting, or sharing negative, harmful, false, or mean content about someone else. It can include sharing personal or private information about someone else causing embarrassment or humiliation. Some cyberbullying crosses the line into unlawful or criminal behavior.

Martin Luther will not tolerate harassment, which includes striking, shoving, kicking, throwing object at, or otherwise subjecting another person to physical contact or attempting or threatening to do the same; name-calling; or engaging in a course of conduct or repeatedly committing acts which intimidate, cause discomfort, or humiliate another person, or which interferes with the victim's academic or work performance. Harassment includes verbal comments or other expressions that insult, degrade, or stereotype any person or group because of race, color, national origin, gender, religion/creed, pregnancy, parental/marital status, disability, or age. Martin Luther believes that everybody should enjoy our school equally, and feel safe, secure and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion and nationality. Bullying causes pain and stress to victims and is never justified or excusable. Consequences include, but are not limited to detention, suspension from school and/or expulsion.

6.2 CHEATING AND PLAGIARISM

Cheating in school, including sharing, accepting, or taking information (whether it is on tests, homework assignments or projects) intentionally or unintentionally, is never acceptable. This also includes use of Artificial Intelligence (AI) and ChatGPT.

Avoiding Plagiarism – You owe it to your sources, your reader, and yourself to give credit for other people's words and ideas used in your writing. Not only is this the legal thing to do, it's also the smart thing to do. Citing sources adds authority to your writing. Using sources without giving credit is called plagiarism, the act of presenting someone else's ideas as your own.

Forms of Plagiarism

- Submitting another writer's paper, or your work, for another class: The most blatant form of plagiarism is to put your name on someone else's work (another student's paper, an essay bought from a "paper mill," the text of an article from the Internet, and so on).
- Using copy-and-paste: It is unethical to copy phrases, sentences, or larger sections from a source and paste them into your paper without giving credit for the material. Even if you change a few words, this is still plagiarism.
- Neglecting necessary quotation marks: Whether you quote just a phrase or a larger section of text, you must put the exact words of the source in quotation marks and cite them.
- Paraphrasing without citing a source: Paraphrasing (rephrasing ideas in your own words) is an important research skill. However, paraphrased ideas must be credited to the source, even if you entirely reword the material.
- Confusing borrowing material with your own ideas: While taking research notes, it's important to identify the source of each idea you record. Then you will know whom to credit as you write your paper.

Sebranek, Patrick, Dave Kemper and Verne Meyer. Write for College. Wilmington, MA: Write Source-Houghton Mifflin, 2000

There will be progressive and developmentally appropriate consequences for cheating/plagiarism:

For all offenses:

- a. Parents are contacted by the teacher and the student may:
 - i. Receive a zero on the assignment
 - ii. Be assigned an alternative assignment for reduced credit
 - iii. Re-do assignment
- b. Teacher writes a detention, and the dean of students is notified.
- c. Upon repeated offenses the dean of students and administration will meet with the student and assign a disciplinary consequence of up to a suspension.

6.3 ALTERNATE LIFESTYLES AND GENDER IDENTITY

The Lutheran High School Association of Greater Milwaukee (LHSAGM) and its schools (Milwaukee Lutheran High School, Martin Luther HS, Lake Country Lutheran HS, and Trinity Lutheran Classical HS and Mount Calvary Lutheran Grade School) 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 their 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 their sex assigned at birth/their 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 a 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.

6.4 PUBLIC DISPLAY OF AFFECTION (PDA)

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.

6.5 DRESS CODE

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

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

- A. All clothing must be neat, clean and in good repair. Jeans or clothing with small tears or frays must not show skin underneath. Ripped jeans may be worn with leggings or patches underneath them. Excessive tear/rips are not acceptable. Zippers and creases that are sewn in are acceptable in jeans.
- B. Jackets and other outer apparel are not to be worn in the classroom during the school day. Blankets are not to be worn/used in school. Backpacks should not be worn during the day.
- C. Monogramming, manufacturer logos, team names and Martin Luther High School 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.
- D. 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. Girls will be allowed to pierce their nose and wear a pierced nose stud (no septum piercings). Other visible piercings on the body are not allowed.
- E. 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 showing, but high back ones or collar ones are permissible. Any underclothing or undergarment or inappropriate clothing that is visible are not to be worn. Skirt length should be no shorter than fingertip length.
- F. Clothing that reflects a style too casual for the classroom is not acceptable, such as: sweat/athletic pants, athletic slide sandals, nylon pants - yoga pants and leggings are considered athletic wear and can be worn during gym class. During the school day they are considered undergarments and must be accompanied by an appropriate length skirt/dress.
- G. Hair styles, for both boys and girls, should reflect a clean and neat appearance. AVOID EXTREMES IN STYLE AND COLOR. Hair should not fall over the eye(s) as this tends to affect the direct eye contact needed with teachers. Boys hair should not extend below the collar of a dress shirt. Students are permitted to have well groomed facial hair.
- H. Wisconsin State law requires shoes or sandals to be worn at all times in school.
- I. Students are allowed to wear shorts to school during the months of August, September, October, April, 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.

6.6 THEFT AND VANDALISM

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

6.7 DETENTION POLICY

*Detention will be served Wednesdays after school from 3:30 – 4:15pm. Faculty members will be assigned to supervise.

*Members of the Martin Luther faculty and staff may issue after school detentions to a student for infractions of the ML code of conduct. A detention assignment occurs when a student makes behavioral choices that invoke this consequence. Instances/infractions resulting in detention or suspension include, but are not limited to, the following:

1. Insubordination: the failure to obey a request of a faculty or staff member
2. The use of obscene, inappropriate, or disrespectful language to or about any person or group
3. Class cutting
4. Cheating/Plagiarism/AI/ChatGPT
5. Leaving the school building without authorization
6. Dress code infractions
7. Being in the hall or bathrooms without a pass
8. Failure to clean eating area
9. Class tardiness
10. Unauthorized and/or inappropriate use of smart tech items (phones/airpods/headphones/earbuds/tablets/smart watches/rings)
11. Other conduct judged to be unacceptable or inappropriate

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 extra-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 2 hours prior to the assigned detention. Requests for rescheduled detentions that are made after the detention has already been missed will not be honored.

6.8 SUSPENSION/EXPULSION

The Dean of Students/Principal will determine when student misconduct warrants a suspension/expulsion when there is a more serious behavioral infraction, or chronic pattern of misbehavior.

Instances/infractions resulting in suspension/expulsion may include, but are not limited to:

1. Truancy/Class Cut
2. Incurring three or more after school detentions in any academic quarter

3. Skipped/cut weekday detention
4. Cheating/plagiarism/AI/ChatGPT
5. Other serious violations of school policies.

All suspensions will be served before semester examinations.

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

7. STUDENT LIFE

7.1 AUTOMOBILE PICK-UPS AND WAITING FOR RIDES

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

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

7.2 TEXTBOOK FINES

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

New Condition:	\$100.00
Good Condition:	\$50.00
Poor Condition:	\$30.00

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

7.3 BUILDING PASSES

Building passes are issued if students must be out of the classroom during a class period. The excusing teacher issues the pass. Every student must have a pass/assignment notebook if he/she is not in his/her classroom. Students may not be permitted to use classroom passes during the first and last ten minutes of class so as to not miss important information.

7.4 CASHLESS CAFETERIA SERVICE

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

7.5 FOOD AND BEVERAGE

Outside delivery is **NOT** allowed.

Additionally, students are not allowed to sell food or beverages on campus without permission of Dean of Students.

7.6 BUILDING EVACUATION/HOLD DRILLS

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

7.7 BELL SCHEDULE

Mon/Wed/Fri - Chapel

Tues/Thurs - Resource

42 Minute Classes

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

7.8 HEALTH SERVICE

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

7.9 COMPUTER USE POLICY

Access to the internet at Martin Luther High School, as well as any school or office that is a part of The Lutheran High School Association of Greater Milwaukee-LHSAGM is a privilege - not a right. Access entails responsibility. Failure to comply could result in but not limited to loss of privileges, in or out school suspension, expulsion, and financial costs to correct problems from the improper use of technology. No food or drink is allowed in computer lab areas.

Schoology is our Learning Management System. Students should expect to find their assignments and due dates there. Some teachers will also require submission of assignments through Schoology. It is expected that students will use Schoology as each course requires.

Skyward is our Student Database, which includes and tracks current and historical grades. While teachers may utilize the features of Schoology, Skyward will be the official grade program.

Parents and students will have accounts for both Schoology and Skyward to make the most of the education received at Martin Luther High School.

All students will have a signed Acceptable Use Policy (AUP) on file with the school in order to use any technology. Failure to get one signed will result in loss of privileges until returned.

Students who violate the AUP may forfeit the right to use the computer system at Martin Luther High School.

Wisconsin Law Summary of Antibullying Policy – Wisconsin Law 160.755
(Refer to Section 6.1)

7.10 STUDENT CENTER

The Student Center is open from 7:20 a.m. to 4:00 p.m. every school day unless otherwise notified. Students may use the Student Center during any study hall period provided they have obtained a pass from a teacher or the Student Center Director. No food or drink is allowed.

7.11 LOCKERS

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

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

7.12 PARKING PRIVILEGES AND STUDENT DRIVERS

Students who desire parking privileges must fill out a registration form and properly display the Martin Luther hang tag when using the student parking lot. All cars are to be registered even if driven occasionally. The cost of the hang tag is \$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:

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

7.13 STUDENT ACTIVITY PASS/ID CARD

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

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

Students may not use these devices during the school day other than checking them at their locker between classes. Devices can be kept in lockers or carried “on their person” and used in class with prior teacher approval. When a student is found to be using (texting, talking, etc.) their device in an unapproved area a member of the faculty or staff may confiscate the device and turn it over to the Dean of Students for safe keeping. Additionally, students who violate rules in this handbook are also subject to having their cell phone

taken by a teacher or administrator (including but not limited to late to school, dress code, etc.). Confiscated phones are subject to review by Administration and students will be held responsible for all content on their phone or electronic device.

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

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

Further offenses may result in the student suspension from school.

7.15 VISITORS TO THE BUILDING

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

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

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

8. SPIRITUAL LIFE ACTIVITIES

Focus + Jesus Christ

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

Prayer and Devotions

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

Chapel

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

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

8.1 SERVICE CREDIT REQUIREMENT (SCR)

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 High School. 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, where students will go out into the Milwaukee and surrounding areas to volunteer at a variety of places. Attending a Service Day will earn each student 10 credits. The balance of 5 credits can be earned at school approved non-profit organizations or on campus. Number of service credits can be viewed in the Schoology Vault.

The Service Credit Form is on the following two pages. The link to the Service Credit Form is below.

<https://2097003.fs1.hubspotusercontent-na1.net/hubfs/2097003/Spartans%20Will%20Serve%20-%20credits%20form%2023-24-1.pdf>

Spartans Will Serve

A guide to answering God's call to 'Love God, Love Others' (Mark 12:30-31) for students at Martin Luther High School.

Serving others is not just a good thing to do, it's commanded by God and a way for us to give glory and honor to Him. Serving God by serving others has been a part of **Martin Luther High School** since the school was founded, and it's a spiritual form of worship we continue to place as a high priority. Our goal is to encourage students to experience service beyond their typical daily responsibilities as students, family members, and teammates. And while serving with joy may sometimes be difficult, our prayer is that these serving opportunities will help create a lifestyle of service in our students so that the love of Jesus can be reflected through them to others.

Students are expected to earn **60 credits of service before the end of their Senior year in order to graduate**. Credits can be completed at any time during a student's four years at ML and can be earned in one of three ways:

1. By serving **WITH Martin Luther** at a school sponsored servant event.
 2. By serving **AT Martin Luther** as a teacher aide, working in concessions, tutoring, etc.
 3. By volunteering for a **NON-PROFIT ORGANIZATION** such as a church, school, or any other 501(c)3 organization such as Ebenezer Stone Ministries, 3-in-1 Thrift, American Red Cross, Children's Hospital, Hope House, Milw Rescue Mission, Urban Ecology Center, Feeding America, and more!
- The **maximum number of service credits** you can earn for a **one-day event** is **5**, and up to **10** for a **multi-day event**.
(ex: 5 credits for working an entire day, 10 credits for working the week at Vacation Bible School or all summer at a camp)
 - The **maximum number of service credits** you can earn **from one organization** each school year is **10**. The school year runs from the beginning of summer break to the end of the second semester each year. This is meant to encourage students to experience a wide range of service opportunities.
 - Service credits earned **here at Martin Luther** will be limited to **5 per season/semester** with a maximum of **10 per school year for all ML events combined**. The teacher has the discretion to determine the appropriate number of credits, up to the maximum.
 - Students enrolling at ML **after 9th grade** will be expected to earn a pro-rated number of credits.
(ex: 45 credits if entering in 10th grade, 30 credits if entering in 11th grade, 15 credits if entering in 12th grade).
 - **Service for family members or a place of business** is usually not accepted, even if the student is not getting paid for their service. However, service for family members may be accepted if the service is for a non-profit organization that the parent is involved with.
 - Please discuss any **extenuating circumstances** with Mr. Leissring or Mr. Janetzke, who have the discretion to look at each individual situation so that you can succeed with this requirement.

How to record your service and earn your 60 credits: (each service opportunity or event should be submitted separately)

1. **Fill out a Spartans Will Serve form** found in the Main Office, room 205, or print one online.
2. Please make sure that you have a **signature** from a teacher or staff member for service at ML, or a signature **AND a photo** for a non-ML event. Details on what is required is on the other side of this form.
3. **Submit a pic of the completed form** to the Service Credits – Graduation Requirement assignment found in the Service Credits folder in your Spartan Vault on **Schoology**. You should also submit the photo of you at the service event (if required) to the assignment as well.
4. Then **please turn in the completed form** to either Student Services or Room 205. You do NOT need to submit a printed copy of the photo.
5. Please record your service **within 30 days** of the last day you served at that event to receive full credit.

*If you are unsure whether your service can be used to fulfill this expectation or have any other questions, please see **Mr. Leissring** in room 205, bleissring@martinlutherhs.org.*

Spartans Will Serve

Service credits approval form.

Submit scan/photo of completed form on Schoology then turn in form to Student Services or Room 205.

(Please Print)

Student Name: _____ Class of: 20 _____

Date(s) of service: _____ Total number of hours served: _____
including the year

☐ This was a **Martin Luther** project or event.

What was the service that you performed? _____

Teacher/Staff signature required: _____

----- or -----

☐ This was for a **non-profit organization** outside of ML.

Name of the organization you worked for: _____

Explain the service that you performed: _____

Contact person's name / title with organization: _____
(someone we can contact to verify your service, if necessary)

Contact person's e-mail: _____

and/or another way to contact them: _____

*Contact person's signature required: **X** _____

All service outside of ML SHOULD be verified with a photo. Did you submit a photo to Schoology?

☐ Yes! ☐ No If no, tell us why: _____

For staff use only: updated Aug '23 ☐ This service opportunity has been approved for _____ credits. ☐ Posted on Schoology

☐ This service opportunity has not been approved. Reason: _____

Staff initials: _____ Date: _____

9. DIRECTORY OF SERVICES

DIRECTORY OF MARTIN LUTHER SERVICES

Admissions/Director of Enrollment	414-421-4000, Ext. 180
Alumni Relations and Choice Coordinator.....	414-421-4000, Ext. 181
Attendance	414-421-4000, Ext. 100
Athletic Director	414-421-4000, Ext. 110
Discipline	Dean of Students 414-421-4000, Ext. 106
Facility Rental.....	414-421-4000, Ext. 110
Graduation Requirements	Director of Student Services 414-421-4000, Ext. 107
Guidance and Counseling	414-421-4000, Exts.107 and 108
Student Services.....	414-421-4000, Ext. 105
Freshmen & Sophomore Counselor	414-421-4000, Ext. 108
Junior & Senior Counselor.....	414-421-4000, Ext. 107
Resource Counselor	414-421-4000, Ext. 109
Registrar.....	414-421-4000, Ext. 105
Principal	414-421-4000, Ext. 101
School Fax	414-421-4071
School Office	414-421-4000, Ext. 0
Student Grades & Assessments	414-421-4000, Ext. 105
Transcripts.....	Student Services 414-421-4000, Ext. 105

DIRECTORY OF LHSAGM SERVICES

Business Office	414-421-9100
Delegate Meetings	Executive Director/CEO 414-421-9100, Ext. 910
Director of Finance	414-421-9100, Ext. 903
Events and Operations Manager	414-421-9100, Ext. 908
Executive Director/CEO	414-421-9100, Ext. 910
Financial Aid.....	414-261-0280
LHSAGM.....	414-421-9100
LHSAGM Fax.....	414-421-9120
Advancement	414-421-9100, Ext 912
Sponsorship, Advertising & Promotions	414-421-9100
Tuition.....	Director of Student Accounts 414-261-0280

MARTIN LUTHER HIGH SCHOOL SCHOOL SONG

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



MARTIN LUTHER SPARTANS



MARTIN LUTHER HIGH SCHOOL

5201 South 76th Street, Greendale, WI 53219 (414) 421-4000
www.MartinLutherHS.org www.WeTeachTruth.org

The policies contained in the Martin Luther High School Student/Parent Handbook are intended to:

- provide for the safety of all students
- uphold academic integrity
- provide for the orderly function of the school
- recognize personal responsibility on the part of all students

We received and read the Martin Luther High School Student/Parent Handbook for the 2023-24 school year. We have taken the opportunity with the school administration to gain clarifications on the policies and procedures outlined in the handbook. 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 for a safe place for all Martin Luther High School students. We agree it is our responsibility to understand and adhere to the policies and procedures in the handbook.

We further acknowledge that the contents of the handbook are subject to the interpretation of the Martin Luther High School administration and that decisions made by the administration with regard to this handbook, its contents and enforcement will be considered final.

Student Name and Grade: _____

Parent/Guardian signature

Parent/Guardian signature

Student signature

Grade

Date

**Please return this form to the school office by
Friday, August 25, 2023.**

Thank you!

