

2025-2026

MANITOWOC LUTHERAN HIGH SCHOOL



# SCHOOL HANDBOOK

*Manitowoc Lutheran High School uses its God-given gifts to help each student become thoroughly equipped for paths of service to our Redeemer.*



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MANITOWOC LUTHERAN HIGH SCHOOL



4045 LANCER CIRCLE, MANITOWOC, WI 54220



## MLHS MISSION STATEMENT

*Manitowoc Lutheran High School uses its God-given gifts to help each student become thoroughly equipped for paths of service to our Redeemer*

### MLHS Objectives:

(Therefore)

#### **We use the Word of God in its truth and purity as we...**

- Point our students to the knowledge and joyful assurance of our eternal welfare
- Worship daily as a school family in chapel and on special occasions
- Explore it in Theology classes and throughout a curriculum that has today's teen in mind
- Apply it to many different situations that arise in our school family
- Discipline as needed with law, gospel, prayer, and evangelical encouragement
- Provide a foundation of life-long study of God's Holy Word
- Reach out to those who don't know the pure Word of God when given the opportunity

#### **We use the facilities we have now and plan for later as we...**

- Pursue an ambitious Capital Campaign to expand and improve our ministry
- Preserve our beautiful campus and facility as good stewards of God's blessings
- Provide ample teaching space and tools needed to educate and care for today's learners
- Provide quality spaces that enhance our extracurricular programs
- Serve as a gathering place for our extended school family and others
- Provide for the physical safety of all occupants of the school building

#### **We use the God-given talents of our faculty and staff as we...**

- Let each student know that they are the objects of God's love and ours
- Encourage our students to discover and make faithful use of their own gifts
- Instill confidence in our students as they take the next steps in their life-long pursuits
- Model the blessings and joy of serving the One who has made us his own
- Model the value of hard work, cooperation with others, and an effort to improve

#### **We use the wonderful support of our federation as we...**

- Serve as a model of good ministry and evangelical response to God's grace
- Partner with Lakeshore Lutheran Schools in providing a quality, Christ-centered education
- Assist the federation congregations and schools in their own ministries
- Demonstrate that MLHS is a God-pleasing option to prospective students near and far
- Maintain and make known an updated master site plan

#### **We use our broad-based programs of study as we...**

- Partner with parents in providing a quality Christ-centered education
- Give each student a foundation that will allow them to succeed as God blesses them





Give attention to individual interests, needs, and strengths

Prepare, develop, and enhance students well for post-secondary education, the work force, and military service

Offer training and encouragement for the public ministry

#### **We use our diverse extracurricular programs as we...**

Give each student the opportunity to learn valuable life skills outside the classroom

Allow students to discover, develop, and display the God-given talents they possess

Provide ample opportunities in athletics, fine arts, clubs, and service groups

Encourage the development of Christian leadership skills

Teach the importance of good sportsmanship, teamwork, and being good examples

Teach the value of healthy competition

Provide entertainment and edification for those who see us in action

Promote God-pleasing school pride

#### **MLHS Vision Statement**

*By 2026, Manitowoc Lutheran High School will continue to use the gifts God gives his people to serve as a light in the Manitowoc area, to model the ministry of an area Lutheran high school, and be a trusted program that reaches out to prospective families at home and abroad*

Adopted 10/5/21

#### **WELS Statement:**

MLHS is affiliated with the Wisconsin Evangelical Lutheran Synod. As such MLHS operates under the auspices of the WELS and is in full agreement with its doctrines and practices. An explanation of WELS doctrinal beliefs is available on its website [wels.net](http://wels.net).

## **ADMISSIONS**

### **Enrollment/Participation Policy**

1. It is the policy of MLHS to admit students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. MLHS does not discriminate based on race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and co-curricular school-administered programs.
2. Enrollment is open to WELS and non-WELS students.
3. All WELS students' applications are approved by the Administration of MLHS. Approval will be based upon the implied consent local pastors have given through the confirmation of such students in the local church. Any student under church discipline will be considered on an individual basis in consultation with that student's pastor. Application for enrollment signifies a willingness on the part of the enrollee to follow the precepts established by Holy Scripture as they apply to the enrollee's personal and academic life. Failure to do so could result in removal from the student body.



4. All non-WELS students' applications are approved by the Administration.
  - a) Such application for enrollment signifies a willingness of the student to place himself/herself under the spiritual instruction and guidance of MLHS while that student is a student at MLHS.
  - b) Such application for enrollment signifies a willingness of the enrollee to learn the teachings of the WELS.
  - c) The family will take part in at least one visit with the Administration to know more about the doctrinal position of the school and to state their acceptance of the fact that this is how all of our students will be trained.
  - d) We invite and encourage the parents of the enrollee to attend an adult information class held by one of our WELS churches to learn more about what the enrollee is being taught at MLHS. The MLHS circuit pastors may assist the Administration to arrange for adult instruction.
  - e) Such application for enrollment signifies a resolve on the part of the student to refrain from attempts to recruit fellow students for non-WELS church related events, activities, and doctrinal stands.
5. Tuition rates are charged based on a family's membership in the MLHS Federation, the partnership of WELS churches that own MLHS, and the distance from their home congregation to MLHS. Rates differ for families who are not members of the Federation.
6. All students at Manitowoc Lutheran High School are encouraged to participate in all worship activities at MLHS. Students who are not members of a congregation of the Wisconsin Evangelical Lutheran Synod, the Evangelical Lutheran Synod, or a church body in fellowship with the WELS are not permitted to join school groups that participate in worship activities away from Manitowoc Lutheran High School. Determination of participation in such groups for on campus or school sponsored activities by students who are not connected by membership to the WELS or to its fellow church bodies, will be made after an interview by the President with the student and his/her parents or guardians.
7. Enrollment also signifies consent on the part of the enrollee and the parents of the enrollee for the Administration to search student belongings. Students in all schools are protected by the Fourth Amendment against unreasonable searches and seizures. However, in a private school, teachers and staff have the right to search a room, locker, vehicle, clothing, digital devices, and belongings when there is reasonable basis to believe that the student has violated the school's rules. Searches will be conducted with multiple teachers present and will be done with respect to boys' and girls' personal privacy.

## Expenses

Tuition and fees cover part of the cost of operating MLHS. Contributions from area congregations as well as special gifts meet the remainder of this cost.

## Determining Family Net Tuition Due

In determining the family's net tuition due or payment plan amount, the following formula shall be applied:

1. Gross Family Tuition by Zone
2. LESS: Wisconsin Parental Choice Voucher (or similar program)
3. LESS: Discount for Multiple Children
4. LESS: Needs-Based Tuition Assistance (NBTA)
5. LESS SCRIP Account Redemption
6. LESS: Other Tuition Vouchers or Gift Certificates
7. LESS: Congregation Tuition Assistance/Scholarships (ONLY when payment actually received from congregation)
- 8.

## Tuition Payment Schedules

Families are given a number of options for paying tuition.

1. **Payment in full**
  - a. Payment in full on or before July 1 will receive a 3% discount to net tuition due.



2. **Two payment plan through TADS:**

- a. Auto withdrawal through TADS only. One half of the tuition is paid on July 1 with the remaining tuition paid January 1.

3. **Monthly payments through TADS:**

- a. Families who do not choose option one or two must arrange to make monthly tuition payments that will be divided equally from July through May. These payments are electronically withdrawn from a checking or savings account or credit card (*applicable transaction fees added to credit card transactions*). A fee is charged by TADS to each family for managing such an account.

## Application of Tuition Payments

- MLHS Needs-Based Tuition Assistance – Will be applied equally to all students’ tuition balances in that family
- Congregation Tuition Assistance – Will be applied equally to all students’ tuition balances in that family
- SCRIP Account Redemptions – Will be applied equally to all students’ tuition balances in that family.
- Academic Voucher Certificates or Tuition Gift Certificates – Will be applied entirely to the named student’s tuition balance.
- Wisconsin Parental Choice Vouchers (or similar programs) – Will be applied entirely to the qualifying student(s) tuition
- Items not listed above shall be allocated on a case-by-case basis as determined by the MLHS Business Office.

## Procedures in Case of Default

- **Final transcripts and Diplomas** will not be released until all tuition and fees are paid in full.
- **MLHS Needs-Based Tuition Assistance** will be forfeited, and the amount added to the balance due by the family.

## Student IDs/Conference Passes

Students will be issued a student ID. This allows them free admission to all home athletic (not WIAA playoffs) and Fine Arts events. Students may purchase a Big East Conference pass for admission into away games. Everyone must present the actual pass (no pictures of pass) at all away conference athletic events unless they participate in the event. The athletic pass is nontransferable. Adult and senior passes are available in the form of a Big East Conference Pass. WIAA events and conference tournaments are not covered by the Big East pass.

## Yearbook Fee

A yearbook can be ordered on Orientation Day or around that day.

## School Lunch Program

MLHS provides hot lunch every day as an option for students to take. Each family has the opportunity to apply for free and/or reduced lunch. Each student has a lunch account that money can be added to by having written documentation (email is accepted) requesting MLHS to charge their TADS account for the specified dollar amount. That amount is then added to the student’s lunch account. Students enter their “PIN” number at the lunch checkout station. The cost of the meal is then taken off their balance. This is a cashless system. A weekly report is generated and any account with a negative balance will automatically have money added to the account and their TADS account will be charged accordingly. If students bring food from home, parents and their children are responsible for proper care of that food.

## Accident Insurance

Manitowoc Lutheran does not provide student accident insurance and student accidents are not covered by our general insurance policy. Families are encouraged to obtain private accident insurance for their student(s). Expenses due to concussions may be covered by the WIAA concussion insurance. Contact the AD for more information.



## ACADEMIC MATTERS

### Books and Supplies

All textbooks for on-site classes are supplied by MLHS (students may have to purchase books for online classes). Textbooks are to be treated with care. Students who abuse textbooks or do not turn them in on time will be assessed fines or be required to purchase them. Most supplies are provided but some may need to be purchased for certain classes.

### Course of Study

The curriculum of MLHS offers a high school education which is planned to develop the God-given abilities of young people so that they can serve him as Christian lay persons, teachers, and pastors.

Course selections for the following year take place in February or March. The required and elective courses are printed each year in the school's Course of Study. The MLHS Course of Study booklet is available to view on the student portal found on our website.

### Add/Drop Policy

- A student may drop a class, add a class, or change a class with written parental permission, the approval of the advisor, Guidance Director, and in consultation with the instructors involved before the end of the seventh day of the semester.
- A student may withdraw from the class between the end of the seventh day and the end of the twelfth day of the semester with written parental permission, the approval of the Guidance Director, and in consultation with the instructor involved, and the advisor. No student may withdraw after the end of the twelfth day of a semester class without it being marked as "Withdraw Fail" on their transcript.
- A student in need of graduation credit or a seventh academic class due to withdrawal may add a class after the end of the seventh day of the semester with the approval of the Guidance Director and in consultation with the instructors involved. To receive credit for the class, missed work must be made up.
- Drop-add restrictions do not apply to ability grouping in the discipline of mathematics.
- A student enrolled in a two-semester course may drop the course at the end of the first semester with written parental permission, approval of Administration and in consultation with the instructor involved.
- Add/Drop dates for online class depend on when the class begins. The same seventh or twelfth day procedure applies. Dropping a course after the drop date is marked as Withdraw Fail and full payment of the course is due.

**NOTE:** For each of the above, the student should contact his/her advisor first.

If there are any course selection changes, the student's advisor should be contacted to set up an appointment. There will be a \$25 fee for any Sophomores, Juniors, or Seniors that have any course changes after June 15 (unless course change is recommended for academic prerequisite by advisor/teacher). For freshman, the fee will apply to second semester course changes only.

### Grade Scale

Letter grades provide a method of classifying achievement into meaningful groups. Final grades are rounded to the nearest whole number. All classes taught at MLHS follows a similar grade scale. Dual credit, online classes, and others not taught here may have a different grade scale.

		87-89	B+	77-79	C+	67-69	D+	0-59	F
93-100	A	83-86	B	73-76	C	63-66	D	Withdraw	Fail WF
90-92	A-	80-82	B-	70-72	C-	60-62	D-		



## Academic Progress Reports

Parents of students who are experiencing difficulty in any subject area may be sent an "Academic Progress Report" by the instructor to explain the difficulty and to alert the parents to a specific problem. The Academic Progress Reports will be sent whenever the instructor feels it is necessary. The Academic Progress Report may be used to alert parents that a student is in danger of failing.

## Employability Scores

Besides the letter grades for courses, four times a year MLHS will assess the students on three different categories. These scores will appear in the homeroom gradebook and will be able to be seen on PowerSchool. These will not affect GPA, graduation status, or eligibility. Instead, these are to give parents and future employers a look at the student as a whole. The scores listed will range from 1(below expectation), 2(meets expectations), and 3(exceeds expectations). The three categories and some examples are listed below:

### Communication

- Listens well and follows instructions.
- Is respectful and appropriate in tone and volume
- Communicates to peers and teachers professionally

### Relationships

- Respects those in authority.
- Respects peers in actions.
- Works effectively in a group setting.

### Responsibility

- Is punctual and dependable in attendance.
- Is punctual and dependable in completing tasks.
- Takes initiative on tasks.

Questions on these grades can be addressed to the student's advisor as teachers will be advised to give a comment.

## Policy on Incomplete Status and Eligibility

**Week to Week Eligibility due to Grades:** Grade checks are done on a regular weekly basis by the principal or his appointee. If, at any point in the semester, a student is failing more than 1 class, they will be ineligible until the grade(s) are brought up to a passing mark. These checks will begin after 4 weeks into the semester.



**Week to Week Eligibility due to Missing Work:** Eligibility reports are run on Tuesday and students are informed of their impending eligibility. Students who have more than 4 missing assignments or have any assignment that is two weeks (from Thursday of that week) or more as of Friday at 7:50am are considered ineligible for the following week (Monday-Saturday). Missing work is work that has not yet been turned in. Exceptions do apply for students who were gone for longer periods. Parents will be notified by email if their student is ineligible for the following week. The consequences of missing work are as follows:

Consequences of Missing Work for 2 or more weeks or of 5 or more missing work in a week:

- 1st offense is a 1-hour detention (mutually agreed time between Administration and student), student is still eligible
- 2nd offense is a 1-hour detention and 1-week ineligibility (student cannot perform)
- 3rd offense is a 1-hour detention and 1-week ineligibility (students cannot practice or perform)
- 4th offense, meet with principal and parents and plan is formed, ineligible for the rest of the semester (part of the plan may be withdrawing of a class, directed study hall, after school time)

Detention time will be worked out with the principal or his designee

**Week to Week Appeal Process:** Exceptions for unusual circumstances will be dealt with on an individual basis. In cases of extended illness or absence from school because of surgery or death within the immediate family, the student's advisor or teacher will inform the principal or his appointee. Appeals will be dealt with on an individual basis in consultation with the student, teachers involved, and advisor.

**End of Semester Eligibility:** Students are ineligible if they have more than one "F" at semester. They will remain ineligible for the semester until cleared by Administration. Students will also be required to take a directed study period the following semester.

**End of Semester Appeal Process:** Following the first three weeks of the next grading period, students may appeal to become eligible to participate in extracurricular activities. That appeal must be made to the principal through his/her advisor. The Administration will communicate with all the student's current teachers and advisor and based on those conversations, and looking at current grades, will determine if that student is eligible. If the student remains ineligible, he/she may appeal again in three weeks.

**Semester Incomplete:** All coursework is to be completed when it is due. At the end of a semester, work that is not completed within ten days of the last academic day (the day before exams start) will become a mark of "F". Seniors who are incomplete at the time of graduation will receive their diploma upon completion of the work. Exceptions for unusual circumstances will be dealt with on an individual basis in consultation with the student, teacher(s) involved, advisor and the principal or his representative.

**Ineligibility:** Transfer students are subject to the same eligibility requirements as those outlined for MLHS students. They also carry over ineligibility from their previous school. The faculty reserves the right to declare any student ineligible because of an un-Christian attitude or pattern of behavior.

**Intervention:** When a student holds a course letter grade of two "Fs" at the end of semester, that student will be expected to participate in an academic improvement plan that employs peer tutoring and/or a directed study period. Arrangement for participation in such a plan will be made by the Student Resource Coordinator in conjunction with the student's parents.

**Student Resource and Incentive Day:** Once each semester a Student Resource and Incentive Day (SRID) is scheduled. It is a early release schedule. Students that are failing, are ineligible, or have any missing work are required to stay until 3:15 on that day or until their work is done. If none of the criteria listed above apply, students are dismissed early that day. The afternoon all teachers will be present to work with students to help them get caught up.

## Graduation Requirements

25 credits are needed for graduation and must include:



Theology	4.0	Science	3.0	Health	0.5
English	4.0	Physical Education	1.5	Personal Finance	0.5
Social Studies	3.0	Fine Arts	1.0		
Mathematics	3.0	Electives	4.5		

Special academic consideration may be given to students with limited abilities. Requests for this consideration should be directed to the Guidance Director through the Student Resource Coordinator.

Each student must carry a full load of courses whether or not the student needs the credits for graduation. This means, all students need to take a minimum of seven classes each semester.

Students planning to enter schools of higher learning should plan their high school course of study carefully, in consultation with their advisor and the MLHS Guidance Director, in order to meet the entrance requirements at such schools.

## Physical Education Requirements

In accordance with the 2011 Wisconsin Act 105, Wis. Stat. sec. 118.33 effective December 9, 2011.

*118.33 (1) (e) A school board may allow a pupil who participates in sports or in another organized physical activity, as determined by the school board, to complete an additional 0.5 credit in English, social studies, mathematics, science, or health education in lieu of 0.5 credit in physical education.*

Manitowoc Lutheran high school physical education graduation requirements:

Year	Course	Credit
9 Year	Physical Education 9	.5
10 Year	Physical Education 10 (split with health)	.5
11/12 Semester	Fitness Leadership & Exercise	.5
<i>or</i>		
11/12 Semester	Lifetime Sports & Activity	.5

All juniors and seniors will complete 1.5 credits of physical education with the following exceptions:

- Students will NOT be required to complete 0.5 credits of physical education if they are enrolled in eight academic courses both junior and senior year.
- Students will NOT be required to complete 0.5 credits of physical education if they are competing in one sports season both junior and senior years and in seven academic courses.

Manitowoc Lutheran high school reserves the right to waive physical education credits for students based upon documented limited physical ability and/or disability.

## Honor Roll

An honor roll will be prepared at the close of each semester. Placement on the honor roll will be determined by averaging the semester grades. The honor roll will include all students who have an average of 3.5 or above. AP and Dual Credit courses are given a .33 boost in the GPA.

## Policy on Academic Fraud

It is anticipated that all students will be honest and use their God-given abilities to their fullest measure during the learning process. However, sometimes students are tempted for a variety of reasons to resort to dishonest methods and commit academic fraud.

### Academic Fraud Includes the Following

- Handing in any work that is not 100% their own.
- Using AI to write a paper or solve a problem.



- Copying an assignment, worksheet answers, or a paper directly from another student (either with or without that student's permission) and handing it in.
- Copying another student's quiz or test answers, copying answers from notes or a book onto a "cheat sheet", body part, or any method and using those answers when taking a quiz or test without instructor permission.
- Students who provide answers, work, or research to other students in any form without the teacher's previously acquired consent, also commit academic fraud.
- Anytime a student submits research material for a class that is not their own they have committed plagiarism. This includes the following:
  - Copying information word for word from a print (book, magazine, etc.) source or an internet source and handing it in without citing the original source.
  - Paraphrasing information from a print source or internet source and handing it in without citing the original source.
  - Cutting and pasting from several internet sources to write a paper that is supposed to be the student's own work.
  - Taking an article directly off the internet from a print source and handing it in.

### Academic Fraud Clarified

- A student is not plagiarizing when he is copying notes, work, or answers that are part of a teacher-directed team or group collaborative/cooperative learning experience.
- A student is not plagiarizing when he has the teacher's previously acquired consent to copy another student's notes, work, or answers.

### Academic Fraud Results in a Penalty

At MLHS, honesty is important and academic fraud will be treated seriously. Cases of academic fraud will be brought to the attention of the Administration. Penalties will be handled on a case-by-case basis, but may include loss of credit for the assignment, loss of credit for the course, suspension, and in extreme cases, possible expulsion.

### Failure of Required Courses

If a required course (non-elective) is failed, a student, in consultation with the Administration and department affected, may take a substitute course not previously passed in the same subject area, if one is available. Otherwise, the student must make up the credit by taking the course over. Generally a student is not allowed to retake a failed class more than once, unless it is a required course. If a senior fails a required course in the second semester, a diploma will not be issued until the credit is earned.





## Valedictorian/Salutatorian and HEAB Recipient

***The following procedure will be used to determine the outcome at Manitowoc Lutheran High School for the class valedictorian, salutatorian, and the Academic Excellence Scholarship sponsored by the Wisconsin Higher Educational Aids Board (a scholarship given to the top-ranked student in the senior class who is attending a Wisconsin college).***

All approved high school courses taken by MLHS students will count in calculating the GPA. This includes all courses approved by the Administration (on-site, online, and any off-site high school courses.) Individual music lessons will not be included in GPA calculations. If more than 8 classes are taken in a semester, a student must determine prior to the beginning of the semester, which approved online courses he/she wishes to be figured in the total grade points for valedictorian/salutatorian. All required and on-site courses must be counted.

Procedure:

To be considered for valedictorian or salutatorian honors, a student must have completed a minimum of at least 3.0 credits of honor courses during the 7 semesters of high school.

The senior with the highest-grade point average (GPA) after seven semesters, of which at least five semesters must be earned at MLHS, shall be declared to be the valedictorian for the class and the Academic Excellence Scholarship winner.

The senior with the second highest GPA after seven semesters, of which at least five semesters must be earned at MLHS, shall be declared to be the salutatorian for the class.

If there is a tie in GPA results, the following will determine the winner:

- The student with the highest number of total grade points will be declared the winner. Total grade points are calculated based upon seven semesters.
- Total grade point ties will be broken by giving .5 additional points for each grade of + (plus) and subtracting .5 points for each grade of - (minus) on grades earned during 7 semesters.

If a tie continues: co-valedictorians and/or co-salutatorians will be declared. However, for the Academic Excellence Scholarship, the student with the highest ACT composite on any test taken before January 1 of the student's senior year will be declared the winner. If a tie continues for Academic Excellence Scholarship winner, a coin flip or the drawing of playing cards will be used to determine the winner.

Note: The valedictorian and salutatorian traditionally deliver an address at Senior Night and a symbol denoting this accomplishment is attached to their diploma. In addition, their names are inscribed on a plaque kept in the academic display case at MLHS.

## TES (Technical Excellence Scholarship)

This scholarship is awarded by Wisconsin Higher Education Aids Board for a graduated who will be attending a Wisconsin Technical college after graduation. To qualify, a student must have successfully completed at least three high school CTE courses (career and technical education courses) or participated in a Youth Apprenticeship program. Determination of which student will be awarded this scholarship will be made similar to the HEAB scholarship and tiebreakers will apply in the same manner.

## Transcripts

Students will not be charged a fee for transcripts sent with college applications, scholarships, etc. Alumni are to pay a fee of \$10.00 for each transcript needed. Alumni link to request transcripts is [www.mlhslancers.org](http://www.mlhslancers.org) and click on Academics → Guidance Office → Applying for college. MLHS is part of the direct admit program with the state UW schools that allow schools to access testing scores and allow students to apply for those schools. Let the guidance offer know if you are interested.



## Report Cards

Because students' records and transcripts are based on semester performance, a semester grading system is used. You can also see grades live on Power School at any time. Actual grading procedures are determined by each individual instructor. However, standard letter grades are entered on the student's record according to the same scale as for the "Honor Roll". For International students, home country classes will be recorded on a pass/fail basis and not be calculated into the GPA. Only classes taken in the U.S. and given a letter grade will count in the grade point average.

## Study Halls

The study halls which have been arranged as part of the school schedule are to give an opportunity to complete some schoolwork before leaving school. Just as teachers have different classroom rules for class, study halls rules may differ from teacher to teacher. However, all study halls have these general rules:

- Those with missing work can't use phones unless permission is given. In addition, those with missing work must do academic work.
- There is to be minimal talking or other methods of communication except by the supervisor's permission.
- Study materials should be brought to study hall by each student.
- Cooperative learning opportunities may be granted at the discretion of the supervisor.
- Ear buds are permitted.

Eligible seniors are allowed to use the "Senior Center" after attendance is taken.

## Alternative Education Policy

All Manitowoc Lutheran High School students are required to enroll in and maintain a minimum academic load of six classes per semester at MLHS. The exception to this rule is if a student is involved in Youth Apprenticeship. This is consistent with the 5.5 credits per school year that Wisconsin Statute § 118.33(3) requires. MLHS shall not grant a high school diploma to any student unless, during grades 9-12, the student has been enrolled in a class or has participated in an activity approved by the MLHS Board of Control during each class period of each school day. The approved activities are as follows:

- Online classes
- College classes for Dual Credit
- AP classes
- Youth Apprenticeship
- Individual Music Lessons
- Independent Study

## Class Load

Students may not exceed eight total class hours between courses offered at MLHS, study halls, and online courses without permission from Administration. Each online course will be taken during a study hall. Students may not take two study halls in any given semester. Students taking two online courses also cannot take a study hall. (Examples: 8 MLHS, 7 MLHS + 1 Online, 7 MLHS + 1 SH, 6 MLHS + 2 Online, 6 MLHS + 1 Online + 1 SH)

## Credits / GPA

1. AP/Dual Credit courses receive a weight increase of 0.33 in GPA points due to the nature of the course content. These courses are identified within the Course Catalog or with the director of student life.
2. AGVA (**Amazing Grace Virtual Academy**) courses have been approved and will be granted credits based on our membership in the Association of Lutheran High Schools. Dual Credit Courses that are being given college credit will also count toward the student's MLHS GPA.



3. High school courses offered by other online academic providers and Dual Credit Courses must meet the approval of the MLHS Administration. The Administration will critique these providers based on their reputation, credentials, the course syllabus, and how the course measures up to the standards of God's Word. These approved courses will be granted credits by MLHS on the student transcript.
4. All high school credits earned as *Dual Credits* or *On-line Credits* and approved by the MLHS Administration will be included on the Manitowoc Lutheran High School transcript and included in the student's GPA. The one exception is YA courses offered at LC which get college credit. Those will appear on the transcript but not be included for the GPA.

## Online Course Policy

1. *Online Classes* are available through Manitowoc Lutheran High School for the purpose of enrichment and to supplement a student's class schedule.
  - MLHS is a member of Amazing Grace Virtual Academy (AGVA). These courses are taught by WELS teachers, pastors, or members that are approved by the AGVA Board.
  - Classes from another online source need to be approved by the MLHS Administration through the Guidance Office.
2. An *On-line Class* cannot be taken in lieu of a class that is offered at the high school in our regular curriculum. The only exception to this will be online options used by the registrar to alleviate scheduling conflicts or to schedule classes for credit recovery.
3. For Manitowoc Lutheran High School students, registration for admission into an On-line Courses includes the following:
  - Students taking an enrichment course must have a minimum of a 2.8 GPA to be considered.
  - Students must not have excessive late assignments or have been ineligible due to missing work multiple times in the previous semester.
  - Students seeking credit recovery from an online course have no GPA requirement.
  - The drop/add policy for MLHS applies to **ALL** online classes and will begin from the start of the online class.
  - e. Online classes are available to 11<sup>th</sup> and 12<sup>th</sup> grade students. 10<sup>th</sup> grade students may take an online class pending Administration approval.
4. MLHS will include online course offerings approved by the Academic Committee in our Course of Study booklet. All online classes will be an additional \$300 charge towards tuition.
5. A note will be made in the MLHS Course of Study booklet that other online courses are available upon approval of the MLHS Administration.

## General Information

- Online classes must be chosen from the pre-approved course list. Other classes may be considered; however, they will need to be approved beforehand. These classes may include additional fees to be paid by the student. Approval will be granted by the Registrar in consultation with the principal.
- Students must be eligible to participate in an online course. (Eligibility is determined by the Administration and based on demonstrated work ethic and behavior).

## Registration

- The registration deadline for an online course is June 15.
- The Registrar will not consider a registration late if it is due to an unforeseen scheduling conflict.
-



### Expenses & Fees

- The \$300 online course costs will be the responsibility of the student and will be charged to TADS during the course.
- Students that drop the course in the normal add/drop time will receive a full refund. Drops after the normal add/drop time will not receive a refund.
- Textbooks, software and other expenses are not covered.

### Special Circumstances / Exceptions

- MLHS will cover the cost of an online course that must be taken due to a scheduling conflict which occurs that is beyond the control of the student.
- MLHS will cover the cost of an online course for a student transferring in that has to take a required course that is not offered at MLHS at the time of transfer.
- MLHS may cover the cost of an online course that is an elective if there is a scheduling conflict with that elective and another course that is required. Approval will be granted by the Registrar in consultation with the principal.

### Software

- If a student needs special software for the class and wants it loaded on a personal device, the student is responsible for the entire cost of the software (the software license then belongs to the student).
- Any software purchased by MLHS is the property of MLHS.

Manitowoc Lutheran High School is a four-year institution dedicated to providing a quality Christ-centered education for its students. Based on our educational and ministry mission statements our Board of Control does not consider early graduation something that meets the goals and outcomes that we desire for our students.

## Advanced Placement/Dual Credit Classes

1. MLHS Advanced Placement (AP) courses provide the top students with collegiate experience and the opportunity to earn college credit. These classes are part of the MLHS curriculum and count towards the minimum academic load of six classes. Online AP courses do not count toward this total and need to follow the policies that govern our alternative education offerings.
2. Advanced Placement courses may be taken by students that observe the stated prerequisites and have been granted approval by the faculty chair of the department under which the AP class falls. A GPA of 3.2 and/or faculty chair approval must also be obtained.
  - *Dual Credit* courses are also available through Manitowoc Lutheran High School.
    - Dual Credit courses are college level courses offered by an accredited university or college. Students that successfully complete these courses receive both high school and college credit.
    - In addition to the online class requirements listed, students must have a GPA of 3.0
    - Dual Credit course grades will be entered on the MLHS transcript but will follow the grading scale of the originating institution.
    - To be in a Dual Credit course, the student must obtain department head approval.

AP/Dual Credit courses receive a weight increase of 0.33 in GPA points due to the nature of the course content.



## Youth Apprenticeship

The purpose of the Youth Apprenticeship program is a school-to work-program to train students who plan to enter the work force directly after high school, or who plan to enroll in a technical college or a university in an occupationally-related degree program.

1. The student must be in grades 11 or 12 (12<sup>th</sup> grade will be given priority, 11<sup>th</sup> grade will be for those interested in the trades or Ag fields)
2. No more than 10% of the student body will be allowed in YA each year.
3. One elective credit must be earned per semester that matches with the YA program; every attempt will be made to make one of the MLHS courses available.
4. Students interested will first need to apply to MLHS (during the course registration period) and meet certain criteria including having a 2.5 GPA, not having a history of being on the missing work or late work lists and be recommended by a teacher.
5. If accepted, the student must take a minimum of four classes in addition to Youth Apprenticeship and maintain a GPA of 2.0.
6. The time away from school may be either hours 1-3 or 6-8 depending on the employer. Different arrangements can be made with consultation with MLHS.
7. A student is required to attend a meeting with the Youth Apprenticeship Coordinator before being accepted into the YA program.
8. MLHS will cover high school credit only as part of the YA program. Dual credit courses will be charged to the family.

## Individual Music Lessons

1. The MLHS Lesson Teachers will use PowerSchool to report student progress.
2. Music Lessons will appear as an "Audit" on transcripts that are sent to colleges and employers.
3. To receive "Audit" on a transcript, the student and parent must complete the MLHS Lesson Commitment form.
4. A student who fails their music lessons course, a grade of "Fail" will be noted rather than "Pass."

## Independent Study

### Purpose

Senior students with a scheduled study hall may propose an independent study project to help or augment their own curricular track or to address a specific need within the high school. As it states in our vision statement, "MLHS will use the gifts God gives his people to be a leader among secondary schools in the Manitowoc area." The independent study project would be a way to use the unique gifts God has given a qualifying student. This curricular option could be mutually beneficial to the student and the high school.

### Project Plan

- The principal will serve as teacher of each independent study
- A MLHS teacher will serve as the mentor for the project.
- Students will create a syllabus to show what type of project they will do.
- The final grade will be given by the mentor, the principal, and the student's advisor, and will include the monthly progress reports, the syllabus, and the final project.
- Each project must be completed within the semester that it was started unless special permission is granted.

### Accountability

- Every month a 1-page typed paper will be submitted to the principal stating what was learned and what progress was made in the project.
- Mentors are expected to check in frequently to ensure progress is being made.

### Completion and Credit

Upon approved completion of the independent study project, a credit of 0.5 will be awarded. This grade will be included in the student's GPA.



## Exam Information

### Semester Exams

- All exams or projects will be comprehensive that cover all material taught during that semester.
- Each instructor is asked to inform the students about the weight of the exam and the nature of the material on the test.
- Instructors are encouraged, but not required, to hold a review day.
- Exams are an important and valuable part of the academic program at MLHS.
  - The review of material is of great benefit in reinforcing instruction.
  - The style and atmosphere of the test(s) helps students as they prepare to take standardized tests in the future.
  - The process of studying for and taking these tests is good preparation for college-bound students and those heading into the workforce.
- Tips on encouraging your student to succeed on Semester Exams
  - Encourage your child to prepare carefully and in advance of the exam days.
  - Keep your child's schedule clear for the week of exams (have time to study).
  - Help them pace the amount of studying over time instead of "cramming" the night before the test.
  - Make sure your child is well-rested and has eaten breakfast on the day of exams.
  - Pray with and for your child. Seek the Lord's blessing on this endeavor.

### Semester Exam Procedures

- All students must take the exams in person during the scheduled time or with special arrangements with the teacher.
- Some teachers may begin exams early to ensure students will get done.
- All students are to be in attendance for all study halls as there are classes and tests to follow.
- Students having the last period as study hall may be excused early. ***However, they must have a signed note (or email) from home and check out properly with the main office staff!***
- Students having the first hour study hall may be allowed to arrive at later. ***However, they must have a signed note(or email) from home prior to the first hour of the day and then check in properly with the main office staff!***
- Students that have completed their exams during the given period should remain quiet.
- Students are allowed and encouraged to bring materials with them to study for upcoming exams when they have completed their tests.
- The hallways are absolutely off limits to students during the testing periods, NO EXCEPTIONS!
- Computers are not allowed for exams unless permission is granted by Administration.
- No phones are allowed in classrooms, even for study hall.
- YA students and others with online classes that are already done may have different schedules and should make arrangements with the Registrar and/or online supervisor.

## Student Awards

Student achievement will be recognized by award presentations in the following areas:

### Academic Awards

The academic award will consist of a grey "L" and receive a "lamp of knowledge" pin. This will be given to the student that has achieved two consecutive semesters at MLHS with a grade point average of 3.5 or above. Awards for additional units of two consecutive semesters with a GPA at or above 3.5 earned at MLHS will consist of a gold bar pin.

Any student who completes seven semester credits with a GPA of 3.5 or above will receive an individual plaque to recognize this



accomplishment. The senior with the highest GPA after 7 semesters of which at least 5 semesters are earned at MLHS shall be declared the valedictorian for the class. The senior with the second highest GPA after 7 semesters of which at least 5 are earned at MLHS shall be declared the salutatorian for the class. Those seniors will deliver an address at Awards Night. A symbol denoting this accomplishment shall be attached to their diploma and their names inscribed on a plaque to be retained by MLHS.

## Co-curricular Awards

**Drama Awards:** The Drama award will consist of a pin and grey "L" based upon an accumulation of earned points. This award, as well as other special drama awards, shall be given at the discretion of the Drama director in accordance with a filed award policy.

**Music Awards:** The Music award will consist of a pin and grey "L" and will be given to the student the first time that a student meets the award's standards. This award is available to students in the Band and Choir program. It, as well as other special music awards, shall be given at the discretion of the director in accordance with a filed award policy.

**Athletic Awards:** The Athletic award will consist of a grey "L" and will be given to the student the first time that student meets the award's standard.. These awards will be given to Varsity athletes at the discretion of the head of the sport involved. Each Varsity coach wishing to award accomplishment will have a written award policy on file in the office. All other awards are at the discretion of the coach of the particular sport and must be in accord with the written policy on file in the office.

**Other extracurricular activities:** Different clubs and groups may develop a means based on input from the administration to hand out awards for their activity.

## Policy for Ranking Students for Enrollment Purposes

MLHS will not rank students for post-secondary enrollment purposes. We will keep an internal rank that is used to determine valedictorian and salutatorian and to publish a "top ten". MLHS will inform post-secondary institutions that we do not rank. This procedure is currently being followed by many private high schools. We feel that this is in the best interest of our students.

## BUILDING MATTERS

### Administration & Business Office

**The Administration Office** is the information center of the school. All announcements, emergency calls, and the like originate here. Many of the Administration personnel have offices connecting to this area. Students may seek information in the office. The Administration office is open daily during the school year except during school vacations when hours may be altered.

**The Business Office** is the financial center of the school. All tuition payments are to be made there. All information regarding accounts can be obtained from the Director of finance in the business office. Office hours are from 7:30am to 4:00pm daily except on school vacations in which hours may be altered.

**The SCRIP Office** is located off the Commons. It is open from 7:30am to 3:30pm during the day and 4:00pm to 6:00pm on Thursday evenings during the days we have school. Summer hours vary.

### Bulletin Boards

Students wishing to post materials on bulletin boards, tv's, or walls must receive permission from a faculty member or the office.

### Computers and Computer Room Use

As a part of the total educational experience at MLHS, computers and related resources are available to students for their use. These resources include access to internet and student use of them is governed by the "Electronic Information Resources (EIR) Guidelines" (see page 31). In order to use the internet and other related resources, a student must read the EIR Guidelines, sign off on the MLHS Release Form, and abide by the terms and conditions of the guidelines. Misuse or abuse of such resources may result in the revocation of the student's privilege to use such resources and further disciplinary or legal action. Internet access should be for academic purposes only.





## Recycling

In keeping with God's command to be good stewards of his blessings, Manitowoc Lutheran follows a policy of paper, glass, aluminum, and plastic recycling. Glass, aluminum, plastic, and waste paper should be disposed of in the recycling containers located on each floor hallway. In addition, a recycling container is located in each classroom. Please make a concerted effort to follow this policy.

## Decorations

Special decorations are occasionally prepared to accent seasons, church festivals, or special school functions. Special guidelines are drawn up by the sponsoring organization or the faculty. The following general rules govern all decorating:

- Decorations may be fastened only to concrete block walls, door frames, windows, and locker fronts.
- Tape of any kind is not to be used on locker fronts or on the walls above the lockers.
- A faculty supervisor must be present when decorating is done during school hours.
- When decorating is done outside of school hours, the class or club advisor is to be present.
- As a rule, all evening decorating must end before 10:30pm. The limit on the number of evenings allowed will be announced and must be followed.
- Decorations for all events must be removed, destroyed, hauled away or neatly stored in a timely manner.

## Fire/Tornado Drills/Safety

For the safety of all, the following guidelines are to be followed during all emergency drills:

1. When the alarm sounds, students are to rise quietly.
2. Students are to listen to the directions given by the instructor.
3. In a fire emergency, all are to walk out of the building in single file. During a tornado warning, all are to proceed to the basement corridor and be seated with their back to the wall.

In a fire emergency, all are to remain outside, well away from the building, until permission is given by an instructor to re-enter the building. Likewise, during a tornado warning all are to remain in the basement corridor until given permission by an instructor to leave.

## First Aid

First aid is available for emergencies. Students requiring first aid are to come to the office. A student is allowed to have his/her absence excused for up to one full period if needed. The student is responsible for collecting any assignments he or she may have missed.

If a student needs to take a prescription medication during the school day, a parent or guardian should bring the medication to school and fill out the MLHS Medication Consent Form. The medication will be left in the main office and it is the student's responsibility to come to the office to get their medication at the proper time. Notification should also be given if medication which is taken at home may have some side effects on the student during school hours.

## Cleanliness and Room Appearance

Each student will be expected to help in keeping the school and campus neat and presentable. This is true especially with the condition of lockers, desks, classrooms, the halls, and the bathrooms. Students damaging property will be held responsible for its repair or replacement. In addition, any food brought from home should be taken care of and thrown away if need be. There is a school refrigerator and freezer for students if they need to use them.

**Only computer sleeves and pen/pencil bags are allowed in the classrooms. No backpacks are allowed in the classrooms.**





## Lockers

ALL LOCKERS ARE TO BE KEPT LOCKED AT ALL TIMES.

Hall, gym, and music lockers are school property, and are provided for students' books and clothing. As school property, lockers may be inspected at any time. Report any locker problems to the office.

Lockers are provided in the boys' and girls' locker rooms for those who take part in physical education and for those who participate in athletics. Report all loss or damage to a physical education instructor or to a coach. If a gym lock is lost, report it immediately. A new lock must be purchased from the school for \$5. If a lock other than the one issued is turned in, the student will be required to pay for the lock and inform the office. Food and drink are not to be kept in the gym lockers.

Do not give a combination to other students. Medication should be left in the main office. Any student entering another student's locker is subject to disciplinary action. Food is not to be kept in a locker overnight.

Each locker is to be clean and neat. No self-adhering decals, stickers, or tape are to be attached to the inside or outside of the locker. Shelves or hooks may not be removed from any locker, although additional shelves may be built and inserted inside a locker, provided that the shelves do not damage the locker in any way. Modifications to the locking system are not allowed.

Students are responsible for reporting any damage which may occur to lockers. Students who intentionally damage lockers will be required to pay for all damage. At the end of a school year, lockers are to be emptied and cleaned. Lockers with unreported damage will be assessed a fee of \$10, and those which need excessive cleaning will also be subject to a \$10.00 fee.

## Lost/Found

All articles and books that are found should be turned in at the main office. Unclaimed articles will be disposed of after a reasonable time. Locker room lost and found is turned into the physical education teachers and can be claimed from them.

## School Equipment

Students should exercise care in the use of school equipment. To help them do so, instructors have been appointed as supervisors of equipment in different departments. In order to use any equipment outside of the regular class period, a student must obtain permission from the faculty member in charge of that equipment. All school computers are considered school property and may be checked or replaced at any time. If equipment (including computers, books, etc....) is returned damaged, fees may be applied.

## Telephone

The office telephones and all extensions are for school business. Exceptions may be made for students who have an extreme need to use the telephone and who have no access to a cellular telephone. Under those circumstances, students should seek permission from the office.

# DISCIPLINE MATTERS

## General Information

At MLHS, Christian discipline is administered by application of God's Law and Gospel. Students are taught responsibility for their actions. Disciplinary consequences are assigned to teach that individual actions have consequences. The overall goal is to help the students grow into mature Christians who practice self-discipline out of love for their Savior.

It is expected that students will show God-pleasing respect and obedience to all staff members, teachers, class monitors, office personnel, custodial staff, and the like. For actions or attitudes contrary to the Christian philosophy of our school, Administration may declare a student ineligible at any time. Proper due process will be given in each situation.



## Detentions

Whether issued for discipline or attendance, detentions are served before school or after school. The purpose of the detention policy is to aid the student in evaluating and modifying his/her behavior. Any student receiving more than one disciplinary detention in one semester is subject to suspension. Homework detentions are exempt from this.

## Removal from Class

If a student's behavior is such that classroom instruction cannot continue, the student will be removed from class and sent to the main office. The student will receive an unexcused absence for that period. Repeated incidents in one semester may result in automatic suspension from all classes and extra-curricular activities until the matter is adjusted satisfactorily through consultation with the student, the parents/guardians, and the Administration.

## Responsibility of Bus Riders

Christian behavior is expected of MLHS students while traveling on buses not only to and from school, but also on school-sponsored bus trips. The bus drivers have been asked to report misconduct to the school where it will be handled by the Administration.

## Responsibility of Student Drivers

Students driving licensed motor vehicles to school must:

- Park in a normally marked legal parking spot.
- Try to avoid parking in the street.
- Observe a 10-mph speed limit on school property and 25 mph on residential streets in the vicinity of school, avoiding all sudden starts and stops.
- Lock the vehicle upon arrival and keep it locked until leaving.

Any reckless driving or other misuse of the vehicle on school property or in the vicinity of school will result in disciplinary action, including a \$20 "Parking Lot fine"

## Suspension/Expulsion

Students may be suspended by the principal or his representative for un-Christian conduct. In most cases, in-school suspension is assigned. Regardless of the type of suspension, suspension means that the student is recorded as an unexcused absence. If a student persists in a conduct or attitude contrary to Christian behavior, expulsion may be necessary. The Board of Control is informed of expulsions.

## Tobacco, Alcohol, Drugs

The possession or use of tobacco, products that contain or emit nicotine, alcohol or other controlled substances by students is not permitted anywhere on campus, in the vicinity of the campus, or on buses. Likewise, these products may not be possessed or used at any school activity, either at MLHS or elsewhere. These regulations apply regardless of a student having reached the age of majority or having received parental permission.

## Co-Curricular Code of Conduct

See Co-Curricular Section

## Law Enforcement/Legal Issues

There may be times when law enforcement officials are called or called to campus to assist in discipline issues. Parents will be notified when their student has had contact with a law enforcement official. Parents are required to notify the Administration when their student has committed an offense that requires consequences in the legal system.



## Discrimination, Harassment and Offensive Conduct

Manitowoc Lutheran High School provides equal opportunity to all students regardless of race, color, national and ethnic origin, sex, or status with regard to public assistance or disability. Equal opportunity applies to all the rights, privileges, programs, and activities generally accorded or made available to students at the school.

## Discrimination and Unlawful Harassment

MLHS does not discriminate on the basis of race, color, national and ethnic origin, sex, or status with regard to public assistance or disability. This policy applies to administration of educational policies, admission procedures, scholarship programs, and athletic and other school-administered programs. MLHS expects that students will treat others with respect and courtesy. The school will not tolerate harassment based on race, color, creed, religion, national origin, sex, or status with regard to public assistance or disability. MLHS will take action to ensure that all school practices and activities are free of unlawful discrimination or harassment.

## Sexual Harassment/Intimidation of Students

**Sexual harassment of students is prohibited. Sexual harassment** includes unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical conduct. An employee or student engages in sexual harassment whenever he/she makes unwelcome advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment, or that makes such conduct a condition of a student's academic status or
2. Has the purpose or effect of:
  - Substantially interfering with the student's educational environment,
  - Creating an intimidating, hostile, or offensive environment,
  - Depriving a student of educational aid, benefits services, or treatment, or
  - Making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

The terms "intimidating", "hostile" and "offensive" include conduct which has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include, but are not limited to, online digital postings, text messages, emails, unwelcome touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities. Students who believe that they may have been sexually harassed or intimidated should contact an administrator, an advisor, or teacher who will assist them in filing a complaint. Supervisors or teachers who knowingly condone, or fail to report or assist a student to take action to remediate such behavior of sexual harassment or intimidation may themselves be subject to discipline.

Any school employee who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any student of the school who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action, including but not limited to, suspension and expulsion consistent with the discipline policy. Any person knowingly making a false accusation regarding sexual harassment will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion, with regard to students.

The school will make every effort to ensure that employees or students accused of sexual harassment or intimidation are given appropriate opportunity to defend themselves against such accusations. Retaliation against persons who file a complaint is a violation of law prohibiting discrimination, and will lead to disciplinary action against the offender. Any individual seeking further information should contact the Administration of Manitowoc Lutheran High School. When a complaint has been filed, an investigation will begin promptly. The accused student/s will be suspended while the investigation is being conducted. The director of student life, in consult with members of the Administration, will involve concerned and necessary parties, up to and including law enforcement to continue investigating the allegations. Penalties for violating this policy may include, but are not limited to, suspension and/or expulsion/dismissal.



## Bullying Policy

Students, either individually or as part of a group, shall not engage in bullying. Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim.

Bullying can be:

- Emotional: Being unfriendly, excluding, tormenting through actions and gestures.
- Physical: Pushing, kicking, hitting, punching, or any use of violence.
- Racist: Racial taunts, graffiti, gestures.
- Sexual: Sexually abusive comments or physical contacts.
- Verbal: Name-calling, sarcasm, spreading rumors, vicious teasing.
- Cyber: All areas of internet use, such as email and internet chat room, sites like Facebook, text messaging or calls, misuse of associated technology, i.e., cell phone cameras or video.

Procedures

- Incidents of bullying should be reported to the staff.
- Staff will record details and share with the Administration.
- In serious cases parents will be informed and may be asked to meet to discuss this matter concerning their child.
- If necessary and appropriate, local police will be consulted.
- If the bullying behavior does not stop immediately, the result may be suspension or expulsion.

## Discrimination or Harassment Complaints

Violation of MLHS's discrimination or harassment policies may result in disciplinary action, including detention, revocation of privileges or dismissal. If a student believes that he/she has not been provided equal opportunity in any manner, or becomes aware of discrimination or harassment, he/she should immediately report that conduct to the Administration. Manitowoc Lutheran will attempt to resolve all concerns. The student's identity will be kept confidential to the extent possible under the circumstances. If a student does not find his/her concerns have been handled to his/her satisfaction, he/she should report the matter to the Board of Control.

## Retaliation Prohibited

MLHS will not tolerate retaliation against a student or parent who brings a good faith report of discrimination or harassment. If a student believes retaliation has occurred, he/she should promptly notify the Administration. If this is not satisfactory, the concern should be brought to the Board of Control. All students and parents are expected to be cooperative and forthright in responding to any report of discrimination or harassment.

## Offensive Conduct

Manitowoc Lutheran High School promotes a Christian environment in which all students are comfortable and can work productively. We will not tolerate offensive, degrading, or harassing remarks or conduct, even if the conduct does not rise to the level of unlawful discrimination or harassment. Conduct prohibited by this policy includes any action by any student, faculty, staff or member of Administration that directly or indirectly threatens unwelcome physical contact, or offensive conduct that threatens or adversely affects a student's performance or participation in school activities.



## Cyber Bullying

Cyber bullying involves the use of information and communication technologies such as e-mail, cell phone, text messages, instant messaging, defamatory personal web sites, and defamatory on-line personal polling web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others. At MLHS, usage and employment of network systems (data, video, or voice) to harass, intimidate or bully is described as cyber bullying, and is unacceptable and punishable.

## STUDENT LIFE

### Attendance

Manitowoc Lutheran High School is dedicated to providing a quality Christian education for each student. A key component to quality education is regular attendance. To encourage students to maximize their educational opportunities, it is necessary to establish a policy of attendance. Students are required to be in the scheduled classes for the entire school day. Therefore, **no more than ten absences per class per semester** will be allowed in order to receive credit for any class. Parents/guardians will be contacted to inform them should a student miss more than four times in any one class, and contacted again at eight times. Additional absences will lead to further correspondence. Depending on the nature of the absences, a student and parent conference may be scheduled with someone in Administration to intervene and help the student improve attendance.

Our school day begins at 7:50am and each student is required to be in class at that time. Attendance is required until the end of each school day.

### Attendance Codes and their meaning

Code	Descriptions	Present or Absent	Counts toward 10 absences per class per semester?
UA	Unexcused Absent	Absent	Yes
SR	School Related	Present	No
EA	Excused Absence	Absent	Yes
T	Tardy	Present	Every 4 <sup>th</sup> first hour tardy results in 1 Excused absent, Every 4 <sup>th</sup> second-eighth hour tardy results in a 30 min work detention
ET	Excused Tardy	Present	N/A
HB	Homebound	Present	No
SU	Suspension	Absent	Yes



## Present Codes

All present codes are absences that have either been approved by the Administration, the student's parent or legal guardian, official leader of an organization, or a medical professional. These codes **do not count toward the limit of 10** absences per class per semester.

*Homebound (HB) explanation: Prolonged absence due to illness may require the implementation of a home-bound program of study. A parent/guardian who desires his/her student to be put under this program must submit a request to the principal accompanied by a physician's verification that the student should not be in attendance for a prolonged period of time. If the request is approved, the parents will assist the school in helping the student with the academic work at home.*

### Homebound Responsibilities of the Advisor

- Monitor the student/teacher participation
- Coordinate between parents and teachers about materials for courses

### Homebound Responsibilities of the Classroom Teacher

- Recording lessons for students to listen or view if needed
- Do live classes via Teams if appropriate
- Modify class requirements as appropriate
- Communicate with the student to ascertain his/her progress, provide instructional assistance, and deliver feedback on the quality and accuracy of the homework

### Homebound Responsibilities of the Student/Parent

- Request homebound status
- Faithfully complete and return all assignments in a timely fashion
- Request help when needed.

## Absent Codes

According to Wisconsin law (S. 118.15), students are expected to attend school except for Legal Excused Absences (S.118.16). The following reasons are considered Excused Absences and **may or may not** apply to the limit of 10 absences per class per semester. Check with Administration:

- Student illness
- Severe illness or death in the student's immediate family
- Medical emergency, quarantine, or communicable disease
- Extreme weather that prohibits safe travel to school.
- Student is not in proper physical or mental condition to attend school in accordance with Wisconsin Statute 118.15(3)(a). This absence requires a written statement from the appropriate medical provider. (see below)

Examples of absences that **DO NOT** count towards the 10 absences per class per semester



- College Visit: Only two college visits per student will be excused. Visits must occur during junior year or first semester of senior year, unless prior Administration approval is granted. (after two college visits it will be recorded as an excused absence which will count towards the 10 absences per class per semester)
- Court: Only used if they have been summoned or needs to be in court
- Weather: When the weather is bad and driving conditions are questionable, it is at the parent or legal guardian's discretion to excuse their student due to inadequate driving conditions
- School related absents (sports teams, fine arts trips, other groups and club events)
- County fairs and other events for those that are showing animals or are required to be there. (a letter/email from the group is required to show valid educational value)

#### Examples of absents that **DO** count towards the 10 absences per class per semester

- Appointment: Medical appointment
- Illness: Parent or legal guardian inform the main office that student is sick
- Students who skip classes
- Other parent excused reasons

**(Medical Excuse Requirement:** If a student is required to stay home due to illness or other reason, MLHS will mark this as homebound. A letter from a doctor is required to code the absent this way This is in accordance with Wisconsin Statute 118.15(3)(c). Note a doctor's note indicating they saw a student is not a reason to mark an absent as homebound. Please consult Administration if special situations come up.)

#### UNEXCUSED Absences

Three unexcused absences during one semester may result in further disciplinary action and may include an in-school suspension. Group absences, such as a "Skip Day" are considered unexcused. A student who cuts a class or skips school will be disciplined on a case-by-case basis.

- Students who miss school for reasons other than the reasons listed above fall under this code.
- Suspensions: (In- or out-of-school suspensions) are NOT excused.

**Clearing Unexcused Absences:** If a student's absence is marked as unexcused but qualifies as an excused absence, he/she is given 24 hours after returning to school to clear the absence in question. Unexcused absences not cleared after 24 hours will remain unexcused on the student's record. If the student's absence was marked unexcused but should be considered tardy, the student is responsible for providing the office with a note or email from the teacher within 24 hours.

**Appeal Process:** The student who has exceeded ten absences per semester and has consequently lost credit(s) for a class or classes may appeal that decision through their advisor. Parents may also appeal the unexcused policy. The administrative team will rule on all such appeals.

#### **Preplanned Absence**



Any student who knows in advance he/she will be absent from school for school-related or other reasons must inform the office as soon as possible. It is the student's responsibility to get assignments from teachers for the days missed. Preplanned absences are only considered excused if the absence meets the requirement for an excused absence.

When an absence occurs that was not preplanned, the following procedure is to be followed:

- On the day of the absence, the school Administration office is to be notified by telephone or email from the parent/guardian before the start of the school day.
- If the student can return to school, they must stop in the main office to sign in and receive an excuse slip to take to their teacher.
- All incomplete work because of absence is to be made up promptly, including tests, reports and the like. It is solely the responsibility of the student to obtain assignments for the period of absence, and for the assignments for the day of return to classes. Generally, a week is given to make up all work while the student was absent.

#### Co-curricular attendance

- To participate in co-curricular practices, rehearsals, meetings, etc., students must be in school by noon on the day of the scheduled activity, unless pre-arranged and/or excused by the Administration.
- To participate in co-curricular activities such as performances and games, students should be in school the entire school day. Each situation will be evaluated individually and may result in loss of participation for that day. Generally, students who are too ill to attend classes are too ill to perform in co-curricular activities. Exceptions must have approval from the Administration in consultation with the head coach or head of the activity.
- If students go home due to illness during the school day, they are not eligible to participate in co-curricular activities that day, unless excused by the Administration.

#### Tardy

All students must "sign in" in the office on mornings when they are tardy to school, regardless of whether they arrive during or after the first hour class. The Administration will mark the student excused if the tardy is caused by inclement weather, school time appointments, or extraordinary situations. A parent will need to contact the office for the tardy to be considered excused. It is the student's responsibility to present the excuse slip to the teacher when they arrive in class. If a student is more than 20 minutes late to class it will be recorded as an absence. In addition, students are expected to be in the classroom when the tone sounds. If the teacher considers the student not ready for class or not in the classroom, they will mark the student tardy.

Every fourth tardy, including those for chapel, homeroom, flex periods, and other assemblies will result in a work detention which will be supervised by Administration. If a second offense occurs during a semester the work detention becomes an hour. If a third offense occurs, further discipline may occur and may lead to a suspension.

If a student has been held after class by an instructor, the student may avoid having a tardy being recorded by requesting a tardy pass from the instructor or by the teacher emailing the teacher. This pass must be presented to the instructor of the next period or submitted to the office before the end of the day. **It is up to the student to check his/her attendance record on PowerSchool to be sure the tardy is removed.**





## Leaving School

If a student needs to leave school during the school day, the student is to "sign out" in the main office and to present a written excuse or phone call from the parent or guardian. If the student returns to school during the school day, the student is to "sign in" in the main office. Failure to "sign out" or "sign in" will result in unexcused absence(s).

## Medication

Students are not allowed to keep medications of any kind in their locker or on their person while at MLHS. Prescription medication should be turned into the office and distributed as needed according to physician's instruction by MLHS personnel. The MLHS office keeps acetaminophen (500mg), ibuprofen (200mg), and Benadryl (25mg) on hand. Parents may elect to sign the MLHS Release Form to allow or not allow permission to the appointed personnel to distribute the above medications during the day for headaches, muscle aches, menstrual cramps, etc. Administration of "over the counter" medication will be at the discretion of the appointed personnel, consistent with the recommended dose for age as defined on package guidelines. Student who require medication on trips will be required to hand in their medication to the group leader or designee. We don't want students to carry medication on their own during school sponsored trips.

## Before/After School Hours

Students are to be orderly and well-mannered at all times, including before or after school hours. The school building opens at 7:00am unless there is a delayed start. Students are asked to plan their arrival time accordingly. By 4:00pm, students are to be out of building. Students having a legitimate reason to stay beyond 4:00pm will wait in the commons or teacher supervised activity. The Commons is supervised until 4:00pm. Students who misuse the privilege of staying in school after 4:00pm will forfeit that privilege. This time limit, of course, does not apply to students in a faculty-supervised activity.

## Christian Conduct in Relationships

At MLHS, we believe in building relationships that reflect our shared faith and values. We encourage positive friendships and dating relationships that honor God and show respect for one another.

Students are expected to conduct themselves with dignity, modesty, and maturity. Public displays of affection (PDA) are not appropriate in a school setting and are to be avoided. This includes, but is not limited to:

- Prolonged hugging or close physical contact
- Holding hands
- Sitting on another person's lap
- Kissing or touching in an intimate or suggestive way
- Cuddling or sitting close together
- Inappropriate touching, even in jest

These behaviors are not in keeping with the environment we aim to create at MLHS and may result in disciplinary action. Our goal is to provide a place where all students feel comfortable and can focus on growing spiritually, academically, and socially in a Christ-centered setting.



## Pregnancy Policy

Children are a heritage of the Lord and are a blessing of the marriage bond for husband and wife. When a pregnancy occurs outside this divine arrangement, we know that a sinful act has led to that. When a student at MLHS is involved in a sin that leads to pregnancy, the school will address the situation in such a way that is meant for the good of everyone involved: the parents of the child conceived; the child; the parents of the student(s); and the entire school family.

The MLHS Administration will meet with the student and parents to discuss the situation. This will not take the place of any spiritual care that the home pastor also provides. Sincere contrition, the assurance of forgiveness in Christ Jesus, and a humble response to that forgiveness are the goals of any discussions that take place. Any consequences that come from the discussions will serve as loving chastisements and not as punishments, nor are they to give the impression that forgiveness has not been freely conveyed. God willing, they will serve as corrective and instructive measures for the student, the student body, and the MLHS school family.

A pregnancy won't disqualify a female student from receiving a Christian education at MLHS. However, the best course of study in any individual case will be determined by the Administration of the school, the student's home pastor, and her parents. The best course of study will be something other than the usual course of study on campus. The student's parents will have opportunity to suggest an alternative plan of education as well.

Since the pregnancy creates some unique concerns for both the student and the school, the student's involvement in co-curricular activities and school-related public appearances (i.e., plays, concerts, etc.) will be suspended during the time of pregnancy. After that suspension is served, the student, parents, and Administration will review whether it is advisable for the student to resume co-curricular activities. If the student is a senior, she will be allowed to participate in the graduation ceremony.

All of the stipulations for a female student involved in this situation apply to a male student as well. Even though there are not the same unique concerns for him, his involvement in this life-changing situation is just as pertinent.

Any student who is involved in this situation and demonstrates a sinful attitude about the act that led to the pregnancy or about this pregnancy itself – through words or actions – will be subject to further consequences. This includes the possibility of not participating in the graduation ceremony. Involvement in a second offense of this kind will lead to expulsion. MLHS students in general are reminded that social media is not to be used to promote a sinful attitude towards this or any other sin.

It is important that faculty, students, and extended school family of MLHS testify to the truth of God's Word on sexual matters. God's gift of sex is beautiful, but also something he asks us to use properly and to his glory. The school will therefore partner with others to teach and promote what our Creator and Redeemer has to say about the gift of sex for his people.

*Adopted September, 2016*

## Body Piercing/Tattoos

Students are expected to present themselves in a way that reflects Christian values and respect for others. Any visible tattoos or body piercings must be appropriate and in good taste. Specifically:

- Tattoos or piercings that display offensive, violent, vulgar, or anti-Christian themes are not permitted.
- Body art that promotes drugs, alcohol, or inappropriate language is also prohibited.
- All visible tattoos and piercings should align with the spirit of Christian decorum—modest, respectful, and not distracting to others.



Students may be asked to cover or remove items that do not meet these expectations. The school reserves the right to determine what is considered appropriate.

## Locker Room Privacy Policy

Manitowoc Lutheran High School shall observe measures intended to protect the privacy rights of individuals using school locker rooms. The following provisions outline the extent to which that protection can and will be provided.

Locker rooms are provided for the use of physical education students, athletes and other activity groups and individuals authorized by the principal or his designee. Locker rooms are to be used for the intended purpose of athletics and physical education classes. No one will be permitted to enter into the locker room or remain in the locker room to interview or seek information from an individual in the locker room at any time. Such interviews may take place outside of the locker room provided that individual has secured appropriate permission.

Under no circumstances can a person use a camera, video recorder, cell phone, or other recording device to capture, record or transfer a representation of a nude or partially nude person in the locker room. Any other use of a camera, video or other recording device in the locker room requires the prior permission of the principal or locker room supervisor and the person being photographed, videotaped or recorded. Students and staff violating this policy shall be subject to school disciplinary action and possible legal referral, if applicable. Other persons violating this policy may be subject to penalties outlined in state law. The principal or his designee shall be responsible for enforcing this policy.

## Electronic Information Resources Guidelines

As a part of the total educational experience at MLHS, electronic information resources are available to students and teachers. These resources include access to internet services. Like all other facets of education offered at our high school, the offering of technology and electronic information resources is in keeping with the mission of Manitowoc Lutheran High School and is governed by our educational objectives. Like other resources which our Lord has provided, these tools are intended for our benefit and can be powerful instruments in the increase of knowledge and skills. The purpose of these guidelines is to promote a healthy use of these resources and to guard against potential misuse and abuse. To that end, student and teacher use of such tools and the correlating information generated by them will be governed by their fear and love for God, a spirit of obedience toward his representatives, and a desire to demonstrate sanctified living in all areas of their Christian lives.

**Student's Information:** You understand that any violations of the Electronic Information Resources Guidelines may result in the loss of privilege (whether in full or in part) to use such resources, or in further disciplinary and/or legal action. You agree to report any misuse of the electronic information resources to a teacher, resource administrator, or principal. Misuse comes in many forms, but can be viewed as any message sent or received that include/suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues as described or implied in the guidelines. All the rules of conduct described in the guidelines apply when you are on the electronic information system and you agree to abide by them.

**Parent or Guardian:** As the parent or guardian of this student, you have read this contract and understand that access to electronic information resources is designed for educational purposes. You understand that it is impossible for Manitowoc Lutheran High School to restrict access to all controversial materials, and you will not hold the school or the MLHS Federation responsible for any materials your child could or may acquire on the network that you deem to be questionable. You agree to report any misuse of the electronic information resources to the principal. Misuse comes in many forms but can be viewed as any message sent or received that includes or suggests pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, and other issues described above. You accept full responsibility for supervision if and when your child's use of electronic information resources is not in a school setting. You hereby give permission for your child to use these resources at school under the stated guidelines and certify that your child agrees to abide by such guidelines.

### Scope



The internet, a global electronic information infrastructure, is a network of networks used by educators, businesses, the government, the military, and other organizations. In schools and libraries, the internet is similar to books, magazines, video, CD-ROM and other information sources.

Students at MLHS will 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. The professional and Christian responsibility of MLHS teachers includes teaching students to use this resource wisely and judiciously in keeping with the mission and objectives of MLHS.

Internet access is coordinated through a complex association of government agencies as well as regional and state networks. With access to computers and people all over the world also comes the availability of materials that may have little or no educational value. In fact, some of these materials are not in keeping with God’s will for Spirit-led Christians. Controlling all materials on a global network is impossible and access to questionable or inappropriate information can be easily obtained. We firmly believe that it is part of our ministry to train Christian youth in responsible decision-making as we prepare them for lives of service as Christian adults. While certain rules and guidelines must be followed by internet users, the opportunity for individual abuse of this resource still exists. Because it is not our intention to police student use of this medium (nor is it in keeping with our mission), it is hoped that students will make God-fearing choices. Therefore, much freedom and latitude will be afforded users. However, should a student be found to be abusing or misusing technology and electronic information resources, user privileges may be revoked.

### Purpose

The smooth operation of the network relies upon the proper conduct of the end-users. Guidelines are provided so that students and parents are aware of the individual student’s responsibility to use internet resources in an efficient, ethical, legal and educational manner.

The signature(s) on the MLHS Release Form indicate(s) the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance and agree(s) to abide by these terms.

### Terms and Conditions of This Contract

1. **Privileges**—The use of electronic information resources is a privilege not a right. Inappropriate use of these resources may result in the loss of computer services, disciplinary action, and/or referral to legal authorities. MLHS, its teachers, and administrators have the right to monitor all students and to deny or revoke this privilege if necessary. MLHS has the right to determine what is appropriate or inappropriate use of technology resources and/or information obtained from such resources.
2. **Acceptable Use**—The use of technology and electronic information resources must be in support of education or research and in agreement with the educational goals, philosophy, and objectives of Manitowoc Lutheran High School. Each user is personally responsible for this provision at all times when using these resources.
  - Transmission of any material in violation of any federal or state laws is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by trade secrets.
  - Commercial activities by for-profit institutions is generally not acceptable.
  - Internet resources are finite and costly. Do not waste internet access time on non-educational activities, nor waste file space nor printer resources. No games may be played while accessing the internet.
  - Illegal activities of any kind are forbidden and will be reported to the authorities.
  - Do not reveal personal information, i.e., home address, phone numbers, password, or social security number. This also applies to others’ personal information or that of Manitowoc Lutheran High School, its clubs or organizations.
  - Do not use the network in any way that would disrupt network use by others.
  - The viewing, downloading, or transmission of pornographic materials is not in keeping with God’s purpose for Christian lives nor with MLHS’ mission and may result in loss of privileges.
3. **Network Etiquette**-- Each user is expected to abide by the generally accepted rules of user etiquette. These rules include, but are not limited to, the following:



- Be polite. Never send or encourage others to send abusive obscene or vulgar messages. School rules regarding harassment apply to electronic communication.
  - Use appropriate language. Remember that you are an ambassador for Christ and a representative of your school. In everything that you do glorify him. You may be alone on a computer but what you say and do can be viewed globally and is always within the view of your God.
4. **Vandalism**—Vandalism is any malicious attempt to harm or destroy the property of another user or of any other agencies or networks that are connected to the internet. Vandalism includes but is not limited to uploading, downloading, the breaking of security codes, or the creation or transmission of computer viruses.
  5. **Security**—Security on any computer system is a high priority because there are multiple users. Do not use another individual's account or files with or without their permission. Do not attempt to log on to the system as the system administrator. If you detect a security problem notify the system administrator, a teacher, or the principal at once.
  6. **Network Services**—Manitowoc Lutheran High School makes no warranties of any kind whether expressed or implied for the service it is providing. MLHS will not be responsible for any damages you suffer while on this system. These include, but are not limited to loss of data as a result of delays, non-deliveries, mis-deliveries, transmission of computer viruses, or service interruptions caused by the system or your errors or omissions. Use of any information obtained via the information system is at your own risk. MLHS denies any responsibility for the accuracy of information obtained through electronic information resources.

## Laptop Procedures Handbook and Acceptable Use Policy (AUP)

### Receiving and Returning Laptops

#### 1.1 Receiving a Laptop

- Each student will receive a laptop and AC charger.
- Parents/guardians and students signed the **Laptop User Agreement** during online registration.
- The laptop is the property of Manitowoc Lutheran and as a result may be subject to inspection at any time. The student should have NO expectation of privacy of materials found on a laptop.
- Students are not allowed to install other operating systems or alter Windows 10 on the device. Students found breaking this rule may lose the rights to the device for a period of time. Students that persist in this may be reported to the assistant principal for further repercussions.
- Students are responsible for following the Acceptable Use Policy and appropriate handling of the device during school.
- The student new to MLHS will receive laptop orientation within the first week of school.

#### 1.2 Returning a Laptop

- Laptops must be returned immediately when a student transfers out, is suspended or expelled, or terminates enrollment for any reason from Manitowoc Lutheran High School.
- Seniors will be given their laptop at graduation rehearsal. At that time, the graduates will be given full administrative rights on that laptop.

#### 1.3 Fines Related to a Laptop

- Laptops and AC charger will be turned in to the Computer Department staff, when requested, in satisfactory condition. Laptops will be inspected for damage.
- In the case of damage, the student/parent/guardian will be charged a fee for needed repairs, not to exceed the replacement cost of the laptop. The MLHS Administration will make the final determination of any fees assessed.

### Repairing or Replacing Laptops



### ***What are the replacement costs of the laptop and accessories?***

Laptop: current price is just over \$350  
Replacement Touch Screen: \$200  
AC Charger: \$30

### ***What are my responsibilities as a parent/guardian in terms of replacement of the laptop if it is damaged, lost or stolen?***

Manitowoc Lutheran will be responsible for the repair of the laptop for normal wear of the unit that is covered by the warranty. If the laptop is damaged, stolen, or lost, the student/parent/guardian is responsible for replacing the unit. MLHS regards the laptop as all other materials that are checked out to a student (i.e., sports equipment, etc.).

### ***What coverage does Manitowoc Lutheran High School provide for the laptops?***

MLHS is allowing ***at home usage*** of these laptops and will generally assume the financial liability for the laptop repairs or replacement due to normal and typical daily use covered under warranty. In the case where a laptop is damaged by means other than is covered by the warranty, the student/parent/guardian will be charged a fee for needed repairs, not to exceed the replacement cost of the laptop. The student/parent/guardian may opt to take the school provided ***Damage Protection Plan***.

#### ***Damage Protection Plan***

This is optional. The cost is \$35 per student per school year to enroll in this program. (non-refundable) The program protects against PHYSICAL BREAKAGE such as screens, hinges, keyboards, etc.

- 1st incident - \$75 fee for repair regardless of the cost of the part (charged to TADS account) vs. full price for all parts & repairs
- 2nd incident - \$100 fee for repair (charged to TADS account) vs. full price of all parts & repairs
- 3<sup>rd</sup> incident or more - \$125 fee for repair (charged to TADS account) vs. full price of all parts & repairs

In other words, if a family decides NOT to enroll in this option program, they will pay full price for all repairs. An example would be the cost of a new screen is now \$200. Full replacement of the computer is just over \$350.

## **Taking Care of a Laptop**

Students are responsible for the general care of the laptop they have been issued by Manitowoc Lutheran. Laptops that are broken or fail to work properly must be given to the Computer Department staff for an evaluation of the equipment. Care must be taken to protect the screen. Students are responsible for anything done using their assigned laptop or their login. Laptops are the property of the Manitowoc Lutheran and all users will follow these procedures and the Manitowoc Lutheran Acceptable Use Policy.

### **2.1 General Precautions**

- Avoid using any sharp object(s) on the laptop. The laptop will scratch, leading to the potential for needed repairs.
- Laptops do not respond well to liquids. Avoid applying liquids to the laptop.
- The laptop can be cleaned with a soft, lint-free cloth. Avoid getting moisture in the openings. Do not use window cleaners, household cleaners, aerosol sprays, solvents, alcohol, ammonia, or abrasives to clean the laptop.



- Do not attempt to gain access to the internal electronics or repair of a laptop. If a laptop fails to work or is damaged, report the problem to the Computer Department staff.
- Never throw or slide a laptop.
- Always open the laptop from the center of the screen and not from the corners. Opening the device from the corners creates additional stress on the screen and may lead to the screen cracking.
- Cords and cables must be inserted carefully into the laptop to prevent damage.
- Laptops have a unique identification number and at no time should the numbers or labels be modified or removed.
- Laptops must never be left in an unlocked locker, in an unlocked car, or in any unsupervised area.
- Laptops should be placed vertically on a locker shelf or in a backpack/book bag to avoid putting any pressure on the screen.
- Laptops must not be left in a vehicle or a location that is not temperature controlled.
- Laptops must be charged for school each day. **This is the student's responsibility.**
- Laptops are assigned to individual students and the responsibility for the care of the laptop solely rests with that individual. Students should not lend their laptops to another person.
- PLEASE DO NOT ATTEMPT TO CONTACT THE LAPTOP MANUFACTURER DIRECTLY FOR SERVICE OR REPAIR QUESTIONS. PLEASE CONTACT THE MANITOWOC LUTHERAN COMPUTER DEPARTMENT.

## 2.2 Carrying Laptops

By providing a protective, padded cover, you will protect the laptop from normal treatment and provide a suitable means for carrying the device within the school. It is recommended that the laptop be protected by a cover. Nylon drawstring bags or school backpacks are insufficient protection for any laptop.

## Using a Laptop at School

Laptops are intended for use at school each day. In addition to teacher expectations for laptop use, school messages, announcements, calendars, and schedules may be accessed using the laptop. Students are responsible for bringing their laptop to all classes unless specifically instructed not to do so by a teacher.

### 3.1 Laptops Left at Home

If a student leaves the laptop at home or comes to school with an insufficiently charged laptop, the student is responsible for getting his/her coursework completed as if the laptop were present. There is one laptop that may be borrowed from the Computer Department in case of necessity.

### 3.2 Laptop Undergoing Repair

Loaner laptops may be issued to students when their laptops are being repaired by the school at no charge. A limited number of "loaner" laptops are available, so having a "loaner" is not guaranteed.

### 3.3 Charging a Laptop's Battery

- Laptops must be brought to school each day in a fully charged condition. An AC charger will be issued to the student for charging at home. An additional charger may be purchased from the Computer Department.
- In cases where the battery does run out, students may be able to connect their laptop to a power outlet in class at the teacher's discretion.





### 3.4 Screensavers/Background photos

While personalized screensavers or backgrounds are permitted, inappropriate or provocative images including but not limited to pornographic images, guns, weapons, inappropriate language, threatening language, drug, alcohol, or gang related images are not permitted and subject to disciplinary action. ***“So whether you eat or drink, or whatever you do, do it all for the glory of God.”***

I Corinthians 10:31

### 3.5 Sound, Music, Games, Apps

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Students should provide their own headsets/earbuds. Students without their own headsets/earbuds must mute their laptop to not disturb the academic setting of the classroom.
- **Music is only allowed on the laptop at the discretion of the teacher.**
- Data storage will be through apps on the laptop, i.e., OneNote, OneDrive, etc. or flash media.

### 3.6 Printing

Students may print on printers listed on their laptops. Students are not allowed to print personal photos, downloaded photos or non-academic content on Manitowoc Lutheran printers. Students may lose printing rights if printers are misused.

### 3.7 Using the Laptop Camera

The laptop comes equipped with both camera and video capacities. As with all recording devices, it is best practice and common courtesy to ask permission before recording an individual or group and notifying the individual or group if the image will be posted online. Cameras may never be used in a locker room or restroom per state statute.

## Acceptable Use Policy (AUP) for School Computer Systems Information for Students and Parents

Manitowoc Lutheran High School provides all enrolled students usage of a laptop. Students are able to access information on both our local network and the internet. This access is provided as a privilege to students—not as a right—to facilitate learning, to assist in conducting research, and to allow communication with others. Students must agree to act in a responsible, Christian manner when using these tools.

Manitowoc Lutheran High School will use technology protection measures to block or filter content that is not safe, not educational, and not Christ-centered. Manitowoc Lutheran High School reserves the right to monitor the online activities of each user and to access, review, copy, and store or delete any electronic communication or files and disclose them to others as it deems necessary. At any time, any of the computer administrators can review and/or delete any file from the network in order to maintain system integrity or to enforce this acceptable usage agreement. Users should have no expectation of privacy regarding their use of Manitowoc Lutheran High School property, network, and/or internet access or files, including email.

The following rules apply to all students who are allowed access to the computers and the computer network:

***When using the school's network, I will...***





## 1. PROTECT MY PASSWORD AND RESPECT OTHERS' ACCOUNTS

- I will change my password to a more secure password to protect my account.
- I will not share my password for convenience with another student.
- I will not steal and use another student's password, a staff member's password, or a teacher's password to access the computer network, understanding that this could lead to disciplinary action.
- Any violation of this Acceptable Computer Use Agreement attributed to a student's user name will result in disciplinary action being taken against that student.

## 2. RESPECT OTHERS' PROPERTY AND FILES

- I will not access or tamper with another student's files.
- I will not access or tamper with a faculty or staff member's files or hardware.
- I will not tamper with, damage or disrupt the school's network operating system files from on or off site, understanding that if I even attempt this, it could lead to a legal matter and/or expulsion.
- I will not attempt to circumvent or successfully circumvent any of the security measures installed on the computers or network, understanding that if I even attempt this, it could lead to a legal matter and/or expulsion.

## 3. CARE FOR MLHS-OWNED DEVICES AND PERIPHERALS

- I will not dismantle, deface, or damage the computer or its various peripherals (mouse, keyboard, mouse pad, etc.), understanding that if I do, I will be held responsible to pay the full price for a replacement product.
- I will not add, delete, or alter files or install programs without specific prior permission from one of the computer administrators.
- I will not download executable files on school computers.
- I will not change settings or preferences on the computer.

I understand that if I break any of these aforementioned rules, I can lose my computer and/or laptop usage for a period of time decided by the computer administrators or the assistant principal.

## *When using the computers to communicate inside and outside of MLHS, I will...*

### 1. USE GOOD CHRIST-CENTERED JUDGEMENT WHEN USING THE COMPUTER TO COMMUNICATE

- I will be able to use the email provided from MLHS at any time at [live.mlhslancers.org](mailto:live.mlhslancers.org) to communicate both within MLHS as well as outside of MLHS.
- I will remember that every letter on these emails should be Christ-centered. I will not use this email to send abusive or offensive messages to people within or outside of MLHS.

### 2. UNDERSTAND THAT ALL COMMUNICATION CAN BE MONITORED

- I understand that all of the e-mails, messages, and posts that I send and read are monitored for appropriate content and can be forwarded to the assistant principal if the need arises.
- I understand that any emails that relate to illegal activities must, by law, be reported to the proper authorities.

## *When using the Internet and resources on the Internet on the MLHS network, I will...*

### 1. GIVE CARE TO THE CONTENT THAT I BROWSE FOR AT MLHS



- I understand that all my internet requests are monitored, filtered, and documented and can be reviewed at any time by the computer administrators or school Administration.
- I understand that computer administrators and school Administration block access via the internet to content that is considered not Christian or not educational. No permission will be given around this block at any time.
- I will not attempt or succeed at getting around the school's blocking software, understanding that even if I attempt it, the matter will be turned over to the assistant principal for review. This includes individuals that tether their devices to their cellular internet plans onsite to avoid the school's blocking software.

## 2. PUT MY FAITH AT THE FOREFRONT

- I understand that even though Manitowoc aggressively blocks inappropriate sites, some material may be reached that is illegal, defamatory, inaccurate and blatantly sinful. Computer administrators will strive to block inappropriate sites when they are discovered.
- I will not search for inappropriate content on the internet or post remarks on the internet that defame MLHS or my Savior.
- I will respect others' work and comply with Fair Use laws and other copyright regulations when accessing the internet.

## Cell Phones

It is understood that cell phones have become part of everyday modern society. However, as an instructional institution we cannot allow cell phones to become a distraction to the educational process or to be used inappropriately. Therefore, the following policy will be enforced by faculty, staff and Administration, understanding that many students will bring cell phones to school.

- Cell phones may be used if a teacher allows them. Each individual instructor is responsible for his or her classroom. Their policy on cell phones will be covered and explained in their syllabus.
- If cell phones are not allowed they should be out of sight.
- The use of cell phones is prohibited in locker rooms, bathrooms, or any other place where privacy is expected (S.175.22)
- Students are allowed to use cell phones outside of instructional time. (such as in passing time, during lunch, etc...)
- During study halls cell phones may or may not be used as directed by the instructor.
- During homeroom and flex, cell phones may be used under the direction of the teacher.
- Senior Center privileges allow those eligible for senior center to use their phones according to the "outside of instructional time" rule.
- Misuse of a cellphone will result in the phone being turned over to school Administration for the day. A \$20 fine will be issued and either parents need to ok a TADS charge or \$20 is given. The \$20 will be given to our mission outreach project. There will be disciplinary consequences for breaking the electronic device policy and the possible loss of all cell phone privileges.

Manitowoc Lutheran will seek to provide instruction for all students regarding cell phone etiquette as well as Christian responsibility in the use of the internet.

## Chapel

As members of the body of Christ, it is a privilege and a blessing for us to worship our Lord daily. We find spiritual growth as we worship together at daily chapel. A devotional chapel service is conducted daily. To help make this the most meaningful and beneficial time possible, some reminders regarding chapel are in order:

- Regardless of where it is held, the chapel of MLHS is as much the house and temple of God as your own church home.
- As you come to chapel, come to meditate, to worship with fellow believers, and to have a few quiet moments with God for spiritual refreshment.
- Chapel is a time for communion with God. Save conversation with friends for appropriate times.



- Chapel is a time for worshiping and praising God. Be sure to bring a hymnal for singing those praises.
- Chapel is a time when God joins us together in his name. Be respectful and arrive promptly.

## Clothing

The Christian student will desire to glorify God by his/her clothing and the way it is worn. It is not our intention to legislate, but to encourage our young people to become the type of Christian men and women God wants them to be, which includes the choice of clothing and the way it is worn.

While it is impossible to keep up with fashions and styles, MLHS offers these guidelines regarding dress code (Note these guidelines are in effect during educational school hours):

- MLHS students are expected to be neat and clean and are encouraged to wear something dressier than leisure attire.
- "Pajama pants", slippers, robes are considered leisure attire and are not to be worn during the school day.
- Girls are not to wear tops exposing bare midriffs and low-cut tops that reveal cleavage.
- All shorts or skirts should not be overly tight and should be appropriate in length.
- Location of rips and tears on pants should not be near private parts of the body.
- Clothing that offends Christian values (This includes but is not limited to logos and slogans referencing alcohol, drugs, double meaning, vulgar language, strong political views or musical lyrics).
- Hats, caps, hoods, or other head coverings are not to be worn.
- Low-hanging pants are not allowed (pants must be at the hips).
- No undergarments should be visible. This includes boxers or other kinds of underwear and bra straps.

The Administration and faculty will have the right to determine the acceptability of student dress provided that such attire complies with the directives of God's Word, the health code of the State of Wisconsin, and does not interfere with the educational process.

## Congregational Life

MLHS is not a substitute for active participation in the student's home congregation. Students are expected to attend worship services and the Lord's Supper regularly, and to take an active role in the mission of the congregation. As individuals who are privileged to receive Christian secondary education, MLHS students are encouraged to assist church programs, sing in choirs, usher, take part in congregational youth activities, and the like. It is a goal of MLHS to train Christian young men and women so that they will be actively involved with their congregation throughout their life.

## Personal/Spiritual Counseling

Spiritual or personal counseling is available to students from all members of the faculty. Though homeroom advisors are often the first point of contact, MLHS has made provision for spiritual and personal counseling through the campus pastor or other pastors on staff. Students are encouraged to make use of the opportunities to seek help from these fellow believers. In addition, MLHS does have a school counselor from Christian Family Solutions that is in the building 1-2 days a week. Students and parents may request counseling from her by working with our Campus Pastor.

## Academic Guidance/Career Counseling

Through personal consultation or through homeroom advisors, the Guidance Director advises students on academic progress, program planning, course selection, vocational choices, and entrance into colleges and trade schools. Upper class members will be asked to meet at least once each year with the Guidance Director. Additional meetings will be arranged as necessary. Members of the other classes are also encouraged to meet with the Guidance Director concerning these matters.



College-bound students needing financial aid, together with their parents, will be able to get information about scholarships from the Guidance Department.

The Guidance Center is available to all students and parents. Information on careers, courses, colleges, technical colleges, etc. should be used to help plan for the future.

## Social Media

Students are reminded to make use of the many forms of social media in a God-pleasing manner. Posting confidential information, derogatory, discriminatory, negative or sexist messages or photos on social networks, (i.e. Facebook, Snapchat, X, Instagram, etc.) is harmful to your neighbor's reputation and not reflective of the sanctified lifestyle of God's children. Students will not publicly criticize teachers, other students, or MLHS. While at school, students will not take or post images of any student, teacher, or staff member without their expressed consent. An exemption is granted for a public performance (sports, play, concert, etc.). Student misconduct through these media outlets will be dealt with on an individual basis and may include disciplinary measures such as suspension and/or expulsion. All social media will be blocked on the school WIFI during school hours.

## National Honor Society

Manitowoc Lutheran High School has a chapter of the National Honor Society. Candidates eligible for election to this chapter must be members of the senior class. Junior students who have an unweighted cumulative grade point average after five semesters and senior students who have an unweighted cumulative grade point average after six semesters of at least 3.50 will be notified that they may apply for membership in the MLHS chapter of the National Honor Society. Membership is based on scholarship, service, leadership and character.

## Parties

The following guidelines should be observed in connection with school parties:

- The organization advisor must approve the party.
- The party must not conflict with any other scheduled activity or with any conditions agreed upon by the faculty.
- All parties must be attended by faculty representatives.
- The date and type of party must be approved by the principal.
- All school parties must end by midnight.

If any of these conditions is not met, such party is not to be considered a school function and should not be referred to as a "school (class) party." MLHS cannot accept responsibility for any activity which is not officially sanctioned and sponsored by the school.

## Dances/Prom

The following guidelines should be observed in connection with school sponsored dances:

- Students may be charged a fee for entry to these events to help cover costs.
- Guests/dates from other schools must have a dance guest permission form filled out one week prior to the dance.
- Guests/dates should not be older than a high school graduate of the previous year or younger than 9<sup>th</sup> graders.
- You may only bring one guest. Guests must be of the opposite sex.
- All dances are lock-ins. Students will sign out when leaving early.

### Dress Guidelines

- Attire will not show any cleavage.
- See-through clothing is not allowed.
- Backless dresses should be at the waistline or higher with the appropriate coverage on the sides.
- No form-fitting clothing is allowed. Please keep the length of a skirt or dress in good taste.

### Behavioral Guidelines

- While dancing, hands are to be kept at an appropriate level above the waist.
- Do not touch an individual in a sexual way, or even give the impression that you are.



- Front-to-back dancing or grinding is neither appropriate nor acceptable.
- Running into people, body-passing, or putting someone on your shoulders is not acceptable.
- No carry-ins (soda, water, food) of any kind are allowed.

#### Prom

In addition to the guidelines above, prom also has these guidelines:

- No 9<sup>th</sup> graders are allowed to attend.
- 10<sup>th</sup> graders are allowed if asked to go with an 11<sup>th</sup> or 12<sup>th</sup> grade student.
- Student will sign in when they arrive and sign out when they leave.

### Hall Passes

Each classroom has 1-3 hall passes. Except for emergencies, hall passes are issued to those who must leave a classroom or study hall. Any student in the halls during a class period must have the hall pass visible for people to see. For the sake of good order, students should not request passes until attendance has been taken.

### Senior Center

As a senior privilege, eligible seniors are allowed the use of a designated area during study halls, if overcrowding does not result. In order for this privilege to continue, the conduct and cleanliness of the designated area must be acceptable at all times. Ineligible students are not allowed to use Senior Center while ineligible. Further rules will be given during the first week of school.

### School Song

Cheer for our Lutheran High, for that Red and Gray!  
 We'll always loyal be, to our colors true. U-Rah-Rah!  
 Ever we'll sing your praise, while we our voices raise,  
 To spread your name abroad,  
 Three cheers for our Lutheran High!  
 U-Rah-Rah! Manty Lutheran High!  
 U-Rah-Rah! Manty Lutheran High!  
 U-Rah-Rah! Manty Lutheran High! Yea - LANCERS !!!

### Student Council

The MLHS Student Council is a representative body of students chosen by class elections. The Council serves as a liaison between the student body and the faculty. Motions of consequence need the approval of the advisor, and on occasion, the faculty.

The composition of the Student Council is determined as follows:

- The senior class has five representatives
- The junior class has four representatives
- The sophomore class has three representatives
- The freshman class has two representatives

The Student Council organizes itself and elects its own officers, except the president and vice president, at the first meeting of the school year. The president of the Student Council is always the student body president.



## Student Employment

Since numerous students help to finance their schooling, we do not discourage student employment. However, such employment should not interfere with the student's responsibilities to school work or any disciplinary action.

There are some jobs at MLHS that juniors and seniors may obtain that happen during the school day. Students are paid and do various tasks around school.

## Academic Trips/Tours

All trips and tours are to be planned under the direction of a faculty advisor. Such trips/tours may require expense from the participants. Since a school is judged by the conduct of its students, Christian conduct is particularly necessary on the part of members of a tour group. This applies to all manner of trips, whether it is for athletic contests or field trips. Coaches and instructors reserve the right to exclude any student who does not meet these standards.

## Closed Campus/Visitors

For safety and security, MLHS has a closed campus.

- Visitors to MLHS should report to the main office and wear a visitor's badge.
- Students should never open locked doors to let anyone in the building (including students).
- When students arrive on campus they are not to leave campus until school dismisses without prior permission. When students have permission to leave before dismissal, they must sign out in the main office.
- Students are not granted the authority to have deliveries made to the school property without receiving Administration approval. This includes delivery services or personal arrangements.

## Weapons

Weapon means any firearm, whether loaded or unloaded; any device designed as a weapon and capable of producing death or great bodily harm; any electric weapon, as defined in s. 941.295 (4); or instrumentality which, in the manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm.

The possession of all weapons or instruments that have the appearance of a weapon is not permitted anywhere on campus, in the vicinity of the campus, or on buses. Likewise, they may not be in possession at any school activity, either at MLHS or elsewhere. Anyone found to be in possession of a weapon will be subject to administrative and/or legal action.

## Matters of Concern

Parents or guardians of current students are asked to consider the following steps when matters of concern arise and there is the need to express them:

- Speak with the individual in charge of the class or program first.
- If a next step is needed, speak with the appropriate overseer or administrator as well. Let the individual in charge know that this will take place.
  - For discipline matters: Director of student life
  - For academic matters: principal
  - For overall ministry of the school: president
  - For financial matters: Director of finance
  - For extracurricular matters: The director of the specific area
  - For international ministry matters: The Director of International Ministry
- On occasion the Board of Control will also listen to matters of concern as brought to their attention by the school Administration.



## CLASSROOM DECORUM

While there certainly must be allowances for teaching styles, types of classes, and subject matter being covered, there should be some general agreement among the staff concerning proper classroom decorum. These standards are to be adhered to by all classroom teachers at all times.

- No food or drink is allowed to be consumed by students in any classroom at any time unless approved by the teacher.
- Water is allowed.
- Backpacks are not allowed in classrooms. Only a computer sleeve and a pen/pencil bag are allowed.
- Students are not allowed to interrupt class nor infringe upon anyone's right to teach or learn.
- Students are not allowed to sleep during class.
- Students should sit in the desks in a proper manner, sitting on the seat of the desk.
- Students are not allowed to write on the desks nor any school property.
- Students are to be in the classroom before the tone sounds.
- Students are dismissed at the end of the class by the teacher as soon after the tone as possible.
- Hall Passes: Students who need to use the restroom should report to their classroom before the tone sounds and ask for permission to use the restroom. Those students will not be marked tardy. Except for an emergency, all other bathroom requests should be denied. Any student that forgot to bring materials for their class should retrieve them at the beginning of the period. Except for an unusual circumstance, all other locker requests should be denied.
- Students should not open or close the windows or operate the blinds.

## Homeroom

- Homeroom are held every Monday
- Students will work with their advisor for various tasks
- Normal classroom decorum should be observed.
- Students must stay in their homeroom for the duration of the time, unless directed to go elsewhere.
- Students may ask to see another teacher for help.
- Students may use this time to go to the office if required
- Attendance: Teachers will record tardies and absents.

## Flex Period

- During flex periods, students must sign up for a flex activity before 2pm.
- Those not signed up will be auto assigned into a catch all location.
- Normal classroom decorum should be observed.
- Students must stay in their flex classroom for the duration of the time, unless directed to go elsewhere.
- Except for an emergency, all other hallway requests should be denied.
- Attendance: Teachers will record tardies

## Study Hall

Students must be in their assigned seats when the tone sounds or they will be marked tardy. A quiet study atmosphere must be maintained in the study hall. Only academic matters should be pursued. Limited hall passes will be given out to students. Students should bring all their work with them to study hall. There will be no food in the study hall. Students are not allowed to play games, watch movies/shows, or use their computers for any reason other than academic reasons.

## CO-CURRICULARS

### Co-Curricular Identified

MLHS students who are academically eligible may participate in the clubs, activities, sports, and organizations listed below.

- **Athletic Activities Identified** - MLHS students who are academically eligible may participate in the athletic activities listed below.





#### Boys Athletics

Cross Country  
Football  
Basketball  
Wrestling  
Hockey  
Baseball  
Track

#### Girls Athletics

Cross Country  
Volleyball  
Basketball  
  
Softball  
Track

- **Fine Arts**
  - Music: Lancer Singers, soloists, small ensembles outside of choir or band, Jazz Band, Pep Band
  - Theatre: Drama Club, Fall Play, Spring Musical, Forensics
- **Clubs**
  - Student Council, National Honor Society, Yearbook, FBLA, Khairo, Peer Tutoring, Soccer, Robotics, Shining through Christ, Winter Dance Team, Fall Dance Team, Esports, Broadcasting
- **Activities**
  - Senior Night, Showcases, Homecoming Court, class trips, chapel speakers, chapel players, Awards Banquet, Prom Court, service trips, Peer Leaders

NOTE: The activities would be forfeited if they take place within the time in which co-curricular(s) is/are forfeited.

## Co-Curricular Code of Conduct

All students involved in any co-curricular activity are not permitted the use of tobacco (in any form), products that contain or emit nicotine, alcohol, or other controlled substances. Students involved in co-curriculars are not permitted to be in establishments whose principal purpose is the serving of alcoholic beverages, unless accompanied by their parent(s), or at peer gatherings where it is known or anticipated a controlled substance or alcohol is likely to be available for consumption. All students who participate in any co-curriculars, and their parents, will be required to sign a co-curricular code of conduct acceptance form prior to participation in co-curricular activity. This form is valid for one calendar year, even when the student is not involved in the co-curricular activity. Consequences for violation of this code of conduct are as follows:

### 1. Presence of alcohol or other controlled substances:

- First Offense:
  - **Student Athletes:** Forfeiture of 25% of the current and/or next scheduled sports season from the time of verification of infraction. An athlete that has forfeited part of an athletic season must continue to practice with the team during the time of forfeiture. If the forfeiture involves the beginning of the season, the athlete may participate in the "tryouts" if applicable.
  - **Co-Curricular Students:** Forfeiture of three weeks of participation from the time of verification of infraction. A student that has forfeited time must continue to attend practices/rehearsals with their group during the time of the forfeiture.
- Second Offense:
  - **Student Athletes:** Forfeiture of 50% of the current and/or next scheduled sports season from the time of verification of infraction.
  - **Co-Curricular Students:** Forfeiture of six weeks of participation from the time of verification of infraction.
- Third Offense:





- Forfeiture of one calendar year (12 months) of participation from the time of verification of infraction, participation in a professional AODA assessment program and involvement in an AODA support group.

## 2. Possession or use of tobacco, products that contain or emit nicotine, alcohol or other controlled substances:

- *First Offense:*
  - **Student Athletes:** Forfeiture of 50% of the scheduled sports season from the time of verification of Infraction.
  - **Co-Curricular Students:** Forfeiture of quarter (45 school days) of participation from the time of verification of infraction.
- *Second Offense:* Forfeiture of one calendar year (12 months) of participation from the time of verification of infraction, participation in a professional AODA assessment program and involvement in an AODA support group, and/or participation in a smoking cessation treatment program if the offense is use of tobacco (in any form).
- *Third Offense:*
  - **Student Athlete:** The student athlete will be ineligible to participate in athletics at Manitowoc Lutheran High School
  - **Co-Curricular Students:** Forfeiture of all co-curricular participation at Manitowoc Lutheran High School.

## 3. Student or Parent Referral:

Students who in good faith refer themselves, or parents who refer their children, for help in dealing with alcohol or other drug problems will be dealt with as in Part I, A. This applies to first offense only.

## 4. Points of Clarification

- The co-curricular code is in effect at all times, in and out of season.
- Violations of the co-curricular code are cumulative during the high school career and are not limited to calendar years.
- Failure to complete an assessment or participate in recommended treatment will result in forfeiture of co-curricular participation for one calendar year.
- When calculating the number of athletic contests to be forfeited, any amount that results in a decimal of .6 or greater will be rounded to the next whole number. The number of contests forfeited will be recalculated when the forfeiture involves two different sports.
- If the number of contests forfeited is greater than the number that remains in the season, the remainder will be carried over to the next sport in which the athlete participates.
- The student, by virtue of his/her participation in a co-curricular activity, serves as a representative of MLHS. Any conduct unbecoming of such a student could result in disciplinary measures. Such conduct would include, but is not limited to, profanity and obscenity, insubordination, acts of vandalism, conviction of criminal offense, or other acts that discredit their Savior, themselves, or their school.
- If an athletic code violation forfeiture results in a student being suspended for one or more WIAA tournament competitions, the athlete is immediately disqualified for the remainder of the total tournament series in that sport.
- An athlete that forfeited part of an athletic season due to a violation of the athletic code that involves **possession or use of tobacco, products that contain or emit nicotine, alcohol, or other controlled substances**, may not be nominated for all-conference honors for that season in the sport during which the violation occurred. In addition, athletes that “place” in a conference contest may be recognized for their performance in that contest; however, they may not be recognized as all-conference by virtue of that performance.

# Athletic Matters



## MLHS Board of Control Policy - Interscholastic Athletics

At Manitowoc Lutheran High School participation in athletic activities is a privilege granted to our students to be used in a God-pleasing way to the glory of God. “Whatever you do, do it for the glory of God.” (1 Cor. 10:31). While the Board takes great pride in winning, it does not submerge good sportsmanship and good mental health beneath the desire to win. The Board encourages students to participate in a variety of organized sports to:

- Learn how to make use of special God-given physical abilities;
- Learn how to exercise Christian sportsmanship;
- Learn that games and sport can be a God-pleasing activity;
- Learn humility concerning God-given abilities;
- Learn to set individual and team goals, and work hard to reach those goals;
- Learn to participate as a team where the good of the whole supersedes the importance of the individual;
- Benefit from gradual athletic development by learning fundamentals and techniques particularly through a JV and/or JV2 “learning experience” program;
- Involve as many students as possible in a part of school life;
- Learn to budget and use time wisely;
- Provide student athletes with awareness of potential opportunities as are afforded them through competitive athletics.

In keeping with the above goals, the Board will seek to fund girls’ sports on an equal opportunity basis with the boys’ sports and permit and encourage coeducational teams when the sport is determined to be suitable as a coeducational activity.

## Seasonal Listing of Athletic Activities

Season	Boys	Girls
<b>Fall</b>	Cross Country	Cross Country
	Football (Varsity & JV)	Volleyball (JV2, JV1, Varsity)
<b>Winter</b>		
	Basketball (JV2, JV1, Varsity)	Basketball (JV1, Varsity)
	Wrestling	Dance Team
	Hockey (Coop with many schools)	
<b>Spring</b>		
	Baseball (JV, Varsity)	Softball
	Track	Track
	Tennis (Coop with Roncalli)	Soccer

## Athlete-Coach-Parent

### Communication Process

Manitowoc Lutheran High School sponsors and encourages student participation in co-curricular activities as a means of providing opportunities for personal growth, skill development, socialization, creativity and competitive experience. The value of supplemental activities is recognized as important to the total educational process.



It is the position of Manitowoc Lutheran High School that involvement in co-curricular responsibilities is a gift from God. Nothing gives any student entitlement to a position on a team. Nor is one student treated differently than another. Yet, issues may come up, because of playing time, disagreement with coaching styles, or misunderstandings. Gossip, backbiting, and all negative approaches (either face-to-face or through social media) to a problem does nothing but make it more difficult to solve. Athletes and parents do not have to worry that disagreements with coaches will be followed by repercussion. Christians do not operate in this manner. The Athletic Department asks athletes, parents, and coaches to open the lines of communication using the following standards:

- Coaches will operate under an open-door policy where they will candidly respond to questions and concerns from either the athlete or parent.
- Students are encouraged to first talk to their coach about an issue.
- If an athlete spoke to their coach about an issue, and it is determined the parent needs to be involved, the problem should be brought directly to the coach.
  - Contact **should not** be immediately after the contest
  - Contact should be at school.
  - Coaches should schedule a meeting with parents and athletes in a private setting.
  - Communication between all parties will be carried out in a rational, calm, mature discussion or the meeting will be terminated immediately.
- In most cases, the athlete/parent and coach should be able to arrive at an amiable solution to most questions and concerns.
- If athlete/parent/coach cannot mutually agree upon a satisfactory solution, the concern should be brought to the athletic director(s) for mediation.
- Parents can assist Manitowoc Lutheran High School in providing Christian co-curricular activities by being encouraging, supportive and positive role models at home and as spectators.

## Player Fee

Manitowoc Lutheran High School (Friends of the Lancers Committee) will be charging each student athlete \$100 per sport that they participate in. The fee can be waived if a family member volunteers at any sporting events throughout the school year. Volunteer spots will be tracked and accumulated during the year. Volunteering two time slots per sport will waive the \$100 fee per sport. Volunteer opportunities include working in the canteen, taking tickets, running the scoreboard, announcing games, doing books for the team, etc. The max a family will have to work is 12 spots throughout the school year. Volunteer spots cannot be carried over from year to year. All fees remaining at the end of the school year will be billed through the student's TADS account. (ex: if your child is in 2 sports, you would have a player fee of \$200 for the school year. Working 4 volunteer spots would waive that fee. If you only work 3 out of 4 spots, then you would only be charged \$50).

### Opt Out Option:

Each family has the option to opt out of volunteering for sporting events by paying the \$100 fee per sport that their child plans to participate in during the school year. This is non-refundable and will be billed each season after they commit to a team (ex. - volleyball player fee billed in September, basketball player fee billed in December, softball player fee billed in April).

Each family is required to agree to the player fee/opt out option through the Athletic registration form found at [www.mlhslancers.org/athletics](http://www.mlhslancers.org/athletics).



## Athletic Participation

The following criteria must be met before an athlete is allowed to practice in a co-curricular sport. It is the responsibility of the head coach or program director to see that they are met.

- The athlete must be enrolled as a full-time student at Manitowoc Lutheran High School.
- The athlete must not have reached his/her 19<sup>th</sup> birthday before August 1 of any given school year.
- The athlete must have amateur status. (see WIAA bulletin for more info)
- The athlete must be academically eligible and in compliance with the co-curricular code.
- The athlete must have on file a signed physical examination form or an alternate year permission form, a signed co-curricular code compliance form/WIAA form, HFM forms, and attend or watch athletic meeting. (Physical examinations taken on or after April 1 are good for the following two school years.)
- An international student must seek WIAA permission and may or may not have varsity status. (ask athletic director for further information)

## Transfer Rule

See WIAA High School Athletic Eligibility Information Bulletin

## Transportation

All out of town transportation is arranged by the athletic director(s) or their designee. A seasonal transportation schedule will be furnished to each head coach and posted online. Post-season and tournament transportation will be arranged by the athletic director(s) and head coach when the particular information becomes available. Manitowoc Lutheran may opt to not schedule transportation to the site of a game within Manitowoc. Athletes are expected to ride the transportation provided to and from the event. If the school provides transportation to and from the event, all team personnel must travel to the contest with the team and return from the contest with the team unless the athlete has been signed out from the binder provided by their coaches. If a student is driving themselves to an event, permission should take the form of a completed Athletic Contest Travel Release form. This form can be found on the MLHS website. Generally, athletes may not ride with other students unless it is family. If the school provided transportation is in the form of a rented van operated by a coach, the coach should obtain insurance provided by the rental agent.

## Dual Participation/Non-school Participation

Athletes are not permitted to participate on more than one school sponsored athletic team per season. One exception is made during the spring. After May 1, baseball and softball are granted an exception. They may try out/practice for a summer team, but may not play games until the school season has ended. It is also the Athletic Department's policy that when a player commits to play for a team, his/her first loyalty is to that team. With this in mind, students will not be allowed to participate in school sponsored activities geared towards preparing for another sport's season while currently participating in another school sport.

WIAA allows any individual student-athlete, with school approval, to participate in up to two non-school contests during the regular season in the same sport. Permission must be granted in advance from the athletic director. The non-school opportunities will not count against the individual maximum in that sport. This rule applies to normal non-school games, as well as "gimmicks," such as reduced number competition (3 on 3 basketball), specific skill contest (punt, pass, and kick), fun runs, etc. (WIAA Handbook Article VI, Section 1).

## Sports Activities Outside of School

See WIAA High School Athletic Eligibility Information Bulletin



## Summer Contact Days

Coaches may not have coaching contact with any athletes they will be coaching the following school season during restricted times (except their own children). There is no distinction between varsity and J.V. coaches, i.e., J.V. coaches cannot coach varsity athletes during restricted times, and vice versa, nor any distinction between paid and nonpaid (volunteer) coaches. An exception is that varsity and J.V. coaches can have coaching contact with students who have just completed 8th grade or any preceding grade up until these 8th graders actually start their 9th grade year. Coaching restrictions apply to all sports during the school year, except during the respective sport season. All sport coaches have five days of unrestricted coaching contact opportunity in the summer, between the end of school and July 31; the days do not need to be consecutive. The 5 contact days must be the same for all levels within a sport program. Football must follow WIAA Fall Football Acclimatization rules.

For coaches in all sports except football, unlimited “non-school” contact may be used by coaches during the summertime, provided such non-school programs are not limited to students on the basis of school or team affiliation. The summertime being defined as when school is not in normal session (the last day of school to the first day of school). Other than during the actual school season and as specifically approved in the summer, coaches may not have coaching contact with their athletes other than as listed above; including practicing or competing with athletes, driving athletes to non-school competition, driving athletes to camps, clinics, etc., or having basically anything to do with the athletes’ non-school participation.

During the school year, athletes may be used as clinicians only during the sport season. In the summertime, a school may conduct a clinic for students in grade 8 and below, where high school varsity and junior varsity coaches may use some or all of their athletes as clinicians. Individual students may be used as clinicians a maximum of 6 days during the summer (when school is not in session). Using students as clinicians in such a manner must conclude no later than July 31.

## Body Fluids

The body fluids and substances of all people should be considered potentially infectious from various diseases. Body fluids and substances may include blood, semen, vaginal secretions, saliva, secretions from nose and throat, urine, feces, vomitus, drainage from scabs, cuts and lesions. It is always best to avoid direct skin contact with body fluids of other people. Whenever possible, a student should be encouraged to care for his/her own bleeding injury. If assistance is necessary, the use of disposable gloves is required for the caregiver when the body fluids are present. Disposable gloves and any other fluid contaminated materials should be placed in a proper biohazard container. All OSHA regulations must be followed.

## Injuries/Training Room

Athletes are not to be in the training room unless they are being assisted by a manager, coach, or trainer. The training room is just that; it is not a meeting room or a place to store personal items. All use of medical or rehabilitation equipment in the training room must be authorized by qualified personnel; the athletes are not to help themselves. Re-usable equipment issued to an athlete such as braces, wraps, padding, crutches, etc., must be returned to the training room. The training room should be kept clean. A certified athletic trainer is available to athletes at scheduled times. A complete first aid kit and a kit to handle body fluids will be available at all practices and contests. All injuries, including minor injuries, should be reported to the coach immediately so that appropriate measures can be taken to provide relief and prevent further injury and so that therapy can be started to aid recovery. Students should never bring food into the training room.

## Responsibilities of the Student-Athlete

Making a team and continued participation is a privilege extended to all student athletes who meet team requirements and are willing to assume the responsibility of team membership. These responsibilities include:

- Witness your love for your Lord by representing him, your parents, your school, your community and yourself properly at all times.
- Display Christian behavior at all times.
- Display respect for officials, opponents, rules, coaches and all in authority.
- Display a spirit of cooperation and teamwork.
- Stay eligible according to the MLHS rules of eligibility .



- Honor the co-curricular code.

Participation in athletics requires a significant commitment from both the athlete and parent/guardian. Athletes should not miss practice or contest unless illness, injury, or an extraordinary situation occurs and any such situation should be excused by the coach beforehand. Issued uniforms and equipment should be cared for and returned in good condition. Athletics are part of the co-curriculars at MLHS. They are subordinate to academic pursuits. Therefore, the student-athlete is responsible for all class work, lecture notes and assignments missed due to an early departure for an athletic contest.

## Social Media

Student-athletes are reminded to make use of the many forms of social media in a God-pleasing manner. Posting confidential information, derogatory, discriminatory, negative or sexist messages or photos on social networks (i.e. Facebook, Instagram, Twitter, etc.) toward MLHS or students from other schools, is harmful to your neighbor's reputation and not reflective of the sanctified lifestyle of God's children. Student-athlete misconduct through these media outlets will be dealt with on an individual basis and may include suspension of practice/games/meets/matches, etc.

## Weight Room

It is encouraged that all athletic programs at Manitowoc Lutheran High School (MLHS) implement a weight room plan for their teams. It is also becoming more common for athletes to use the weight room during the off-season to maintain conditioning and/or better prepare themselves for upcoming seasons and competition. Because of this, the weight room is being used year-long and for much longer hours in the day. Due to the potential for injury and the resulting liability of MLHS and its staff, the following rules have been put in place.

- Anybody that is not currently enrolled at MLHS or a faculty/staff member must read and sign MLHS's Warning of Risk/Liability Release prior to using the weight room. These forms will be available in the school office throughout the school year.
- All students wishing to use the weight room must receive instruction on lifting and facility equipment during Physical Education class and/or from their coach prior to use.
- Users of the weight room will be made aware of the presence of phone and AED on premise for use if an emergency occurs.
- The weight room may be used by currently enrolled MLHS students, alumni, parents, and faculty only during the school year and only during the hours of use determined and clearly posted by the athletic director. Other times of use may be requested and authorized at the discretion of the athletic director. However, supervision requirements are applicable for these times as well. At no time is an individual allowed to use the weight room without another person present. Unauthorized entry and improper/unsupervised use of the weight room will be dealt with on an individual basis by the athletic director and/or Administration and may include loss of weight room privileges.
- The doors are to remain locked when the weight room is not in use. The weight room needs to be directly supervised by the staff member (authority figure) unlocking the door or by an assistant. "Direct" supervision means the staff member (or assistant) is in the weight room during the time of use and actively observing users.
- An assistant may act as the direct supervisor provided they are a minimum of 18 years of age and 4 years older than the user(s) of the weight room. The assistant must be deemed competent to supervise the weight room by the staff member unlocking the door.
- If supervision is taking place by an assistant, the staff member needs to remain on the school premises during weight room use and inform the assistant and weight room users of the general area where he/she will be located if an emergency occurs.
- Appropriate weight room etiquette is expected of users, i.e., putting equipment and free weights back in place, sharing equipment with others, sanitizing equipment for the next user, keeping volume and noise levels to a reasonable level. Inappropriate behavior will result in the loss of weight room privileges as determined by the athletic director and/or Administration.



- When use of the weight room is complete, the staff member or assistant is responsible for ensuring users have returned all equipment to its proper location, turning off lights/radios/fans, and closing/locking all doors.

## Insurance

Manitowoc Lutheran does not carry accident insurance on its student athletes. The parent or guardian takes full financial responsibility for the treatment of any and all injuries the athlete may receive participating in athletic programs at Manitowoc Lutheran High School. If coverage is desired, the student must purchase private insurance. The WIAA has purchased insurance coverage for all student athletes and cheerleaders while taking part in an interscholastic program. The medical benefit is \$1,000,000 after a \$25,000 deductible.

The WIAA does provide concussion insurance for all athletes in WIAA events, practices, and travel to and from events. This is supplemental insurance. Contact the athletic director for more information.

## Amateur Status

See WIAA High School Athletic Eligibility Information Bulletin

## Wisconsin NIL

In Wisconsin, high school student-athletes are allowed to earn money from their Name, Image, and Likeness (NIL) through activities such as endorsements, sponsorships, and social media promotions. These opportunities are permitted under state guidance, but athletes must follow specific rules to maintain their eligibility under Wisconsin Interscholastic Athletic Association (WIAA) and school policies.

### Key Points:

1. Permitted Activities: Athletes may receive compensation for NIL-related work such as promoting products, services, or events, provided it does not interfere with their academic or athletic commitments.
2. No Pay-for-Play or Recruiting Incentives: NIL agreements cannot be used as a reward for athletic performance or as an incentive to enroll, transfer, or remain at a specific school.
3. Disclosure Requirement: Student-athletes must notify their school of any NIL agreements to ensure compliance with school and WIAA regulations.
4. Prohibited Relationships: NIL deals cannot be made with:
  - o School alumni offering compensation connected to the athlete's participation in sports.
  - o Businesses or individuals that currently (or in the recent past) sponsor or support the school's athletic programs.
  - o Appearing in endorsements wearing a school uniform or using school, Big East Conference or WIAA logos is not permitted.
5. Compliance with School Policy: All NIL activity must align with the school's conduct standards and WIAA rules. Violations could result in a loss of athletic eligibility.

**Important Note:** Student-athletes and families are encouraged to consult with a legal or financial advisor before entering into NIL agreements to ensure full understanding of the obligations and potential consequences.





## Fine Arts Matters

Artistic talent is a gift from God which all are to develop and use in his service. The MLHS Fine Arts Department is dedicated to the concept that each student receives a complete and rewarding arts experience. This includes gaining knowledge, refining, and attaining excellence in the performance of a wide variety of fine arts. In addition, the department strives to develop the spirituality, personality, responsibility, character, and sense of teamwork in each student.

The overall objectives of the MLHS Fine Arts Department are:

- *Spiritual:* To use our God-given abilities and talents to their fullest possible extent to the glory of our Father in heaven.
- *Educational:* To develop creativity, impart knowledge and understanding, refine performance techniques, and develop appreciation through performance.
- *Cultural:* To develop an understanding that music and the arts are a reflection of our culture, their impact on us, and a legacy that we will leave for future generations.
- *Social:* To assist in the development of the total person by providing healthy opportunities for social interaction and character development.
- *Service:* To lend color and atmosphere to certain school and community activities within the framework of an educational experience.

## Achieving Success

*1 Peter 4:10-11 "Serve one another, each according to the gift he has received, as good stewards of the many forms of God's grace...If anyone serves, let him do it as one serving with the strength God supplies so that God may be glorified in every way through Jesus Christ. To him belong the glory and the power forever and ever. Amen."*

- It is God who is at work through us as we use the gifts Christ gives each one of us. Spiritual gifts are not given for the benefit (or pride) of the one who possesses the gift but for the benefit of others.
- God rightly gets the praise for our service since the gifts and the strength and the opportunity to use them come from him.
- The goal of using our gifts is not focused on us, but on our fellow Christians (and those yet to be brought to faith).
- We are seeking to be Christ's tools to build others up. This is not a competition to get noticed by others or earn some "merit" with God. We have nothing to earn from him or to prove to him since he has given us everything in Christ and we are already his fully loved children and heirs.
- Our fellow Christians can be blessed through our service and built up in Christ. That is the goal. To best achieve that goal, it is crucial that every part of the body be functioning just as Christ designed him/her to function. God, who has given all these gifts to each of us, has the right to define how such gifts are to be used.

## The Student's Responsibility to the Fine Arts Program

*Matthew 5:16 "In the same way let your light shine in people's presence, so that they may see your good works and glorify your Father who is in heaven."*

- Respect yourself, your fellow students, and those in authority.
- Follow all classroom rules, rehearsal guidelines, and school regulations.
- Create, read, play, and sing with insight and expression.
- Improve your knowledge and understanding.
- Contribute positively to your own education and that of others by making the best use of your talents.
- Cooperate with fellow Fine Arts Department members and share with them the responsibilities and privileges that are part of the program.
- Be honest and fair with others.
- Encourage your fellow students.
- Make a sincere effort to learn and improve daily.
- Be "on time" and prepared for each class, which includes bringing the proper materials, equipment and being in your assigned seat or position.





## The Teacher's Responsibility to the Fine Arts Program

*1 Corinthians 10:31 "So whether you eat or drink, or do anything else, do everything to the glory of God."*

We guide our students through God and his Word as to the PURPOSE of why we are using our God-given musical gifts as he has called us to serve him.

- Provide an atmosphere conducive to creating, studying and performing to the glory of God.
- Provide the students with proper and adequate facilities and equipment for rehearsal and performance.
- Provide the students with the materials and instruction necessary to advance their education.
- Plan and prepare each lesson.
- Encourage the daily progress of the entire performing organization.
- Assess and evaluate the progress of each student.

## Instruments and Equipment

**Care of School Equipment:** Please remember that the school-owned instruments and equipment are not our own. They belong to God who has chosen to bless Manitowoc Lutheran High School with their use through the generous offerings of the Federation members. These items are very expensive and must last for many years. Therefore, it is the responsibility of students, parents, and instructors to take care of them in the best possible way.

**Band Instruments:** There is no rental fee for using a school owned band instrument. However, a student that is issued an instrument by the band director needs to complete and sign an *Instrument Use Form* with their parents. When the student is no longer in need of the assigned instrument, he or she must see the band director and sign the *Instrument Use Form* again showing that the instrument was returned in good condition. Any maintenance costs incurred during the school year resulting from normal wear and tear will not be the responsibility of the student. Any damage due to neglect, carelessness, or abuse on the part of the student will be charged to the student.

**Percussion Equipment:** Percussion equipment is to be used by members of the percussion section only. Others may use it only with permission from the music teachers. Percussion equipment includes tympani, bells, bass drums, marching equipment, congas, and the drum set. During Pep Band, members of the percussion section are the only ones with permission to use the percussion equipment.

**Audio-Visual Equipment:** The Audio-Visual Systems in the gym and Music Center are extremely expensive. Therefore, it is imperative that only those trained and asked by a teacher to adjust the system do so. If using microphones, please do not blow into or tap on them. Microphones are extremely delicate and can be easily damaged. Students are not to use any equipment without the permission of one of the music teachers.

**Gowns and Uniforms:** We have been blessed with gowns for the choirs, outfits for the Lancer Singers, and a full set of marching uniforms and concert formal wear for the Symphonic Band. There has been a tremendous amount of money and time invested in these and we ask that all students work to take proper care of this wonderful blessing.

## Facilities

*What a blessing we have in our facility! Please remember to take very good care of the facility and equipment that we have been entrusted with. Always treat our school and equipment with care and respect!*

- Practice Rooms and Room 135 will be available outside class time during the following hours:
  - Monday – Friday 7:00 – 7:45am
  - Monday – Friday during Lunch (permission of Mr. Ungemach needed) and Homeroom (permission of advisor & Mr. Ungemach needed)
  - Monday – Friday 3:00 – 4:30pm
- Other practice times may be arranged with the MLHS Music Staff (Scharf, Milbrath, Ungemach or lesson staff)



- At no time is it permissible to have another teacher from the high school unlock the practice facilities so that you can practice. Plan ahead and work with the music staff.
- **Please leave your snacks or drinks outside the Music Center!**
- To avoid the problem of left-over wrappers, cups, and food, it is the policy of the MLHS Music Department that **no food is allowed in the music rooms at any time.** If you would like special permission to override this policy, please speak with a member of the MLHS Music Staff.

## Earning a Fine Arts Letter at MLHS

In order to be awarded a Fine Arts Letter you must attain 150 points for the entire school year in choir or band. The first year of earning your letter, you will be awarded an L letter and pin. Thereafter, for every letter earned during your remaining years at MLHS, a pin will be awarded. These points can be earned by performing or participating in the following activities:

Choir Points for Lettering		
Lancer Singers	130	Points for the year
Choir Librarian (Outside of rehearsals)	10	Points per semester
Outside performance (voice or non-band instrument)	5	Points per performance
	10	Points if in a church service
Chapel accompanist or worship team	10	Points per semester
Selected for Big East Conference Honors Choir	15	Points
Sing consistently in your church choir	20	Points per semester
Participation in Lakeshore Lutheran Chorale	15	Points (5 rehearsals and 1 concert)
Section Leader in Choir	10	Points per semester
Band Points for Lettering		
Band Manager (Outside of rehearsals)	20	Points per hour semester
Outside performance (on your instrument)	5	Points per performance
	10	Points if in a church service
Pep Band	10	Points per game played
Jazz Ensemble	40	Points per semester
Pit Orchestra	25	Points per production
Brass/Woodwind Choir Performances (If available)	5	Points
Selected for Big East Conference Honors Band	15	Points
Selected for WELS Band Festival	15	Points
1st Chair in Section	10	Points per semester
Either Choir or Band		
Help with Concert Setup	5	Points per hour helped (beyond requirement)
Two-page paper on any composer	20	Points
Attendance of outside concert (program signed by parents)	10	Points
Assist with Jr. Lancer Band or Jr. Lancer Youth Choir	10	Points per rehearsal
Prism Concert performance (Instrumental=Band, Vocal=Choir)	10	Points
Drama Club Points		
Drama Club president	7	Points for the year
Drama Club vice-president	5	Points for the year
Major acting role	15	Points per production
Minor acting role	8	Points per production
Stage Manager	6	Points per production
Stage Crew	4	Points per production
Lighting Crew	4	Points per production
Sound Crew	4	Points per production



Hair & Make-up Manager	6	Points per production
Hair & Make-up Crew	4	Points per production
Costume Crew	4	Points per production
Attendance for rehearsals (90%)	10	Points per production
Paint Crew	1	Points each day
Set Up & Take Down Crew	2	Points each day
Usher	1	Points each performance
Tickets	1	Points each performance
Attendance of outside performance (Limit 2 performances)	5	Points
Copy of program, summary of play, what did I learn by attending		

## Choir

### About the Choral Program at Manitowoc Lutheran High School

The choir program is made up of the Cantate Choir, Concert Choir, and the Lancer Singers. These choirs participate in a minimum of four school concerts each year. The choir members, as soloists or small ensembles, also participate in the WSMA Solo/Ensemble Festival each spring.

- **Cantate Choir**  
The *Cantate Choir* is a full-year course open to students in the ninth and tenth grades.
- **Concert Choir**  
The *Concert Choir* is made up of students from the Junior and Senior classes at Manitowoc Lutheran. A few sophomores who are members of the Lancer Singers are also a part of the Concert Choir.
- **Lancer Singers**  
The Lancer Singers are chosen each year by audition. The choir is a completely extra-curricular choir, rehearsing after school two times per week. They serve as the musical ambassadors of Manitowoc Lutheran by singing in the worship services of the MLHS Federation congregations and at various congregational and civic events. Each school year the group also attends the WELS Lutheran High School Choral Festival.

Our choral music program continues to pursue excellence in vocal performance, so that we might share our God-given talents and faith with others, and so that we continually **“Sing and make music in our hearts to the Lord!”**

### MLHS Choirs: Concert Dress

- Our theme for concert apparel is: *“Look and listen to us, not look at me!”*
- Robes will be provided for public performances. Please provide the appropriate attire for under the robe.
- Women: A skirt or dress, black shoes (flats, less than 1 ½” heel), a blouse or shirt that meet school dress code, “nude” or “natural” nylons, hair should be pulled back from the face.
- Men: Black dress pants, black socks, black dress shoes, a short-sleeved polo or a dress shirt may be worn.
- On occasion, the choir will be allowed to wear a t-shirt under their robes, but you should always come fully dressed for warm-ups and Mr. Ungemach will be the one that makes the decision for the group.
- Proper care of our robes and stoles should be used at all times. If robes are mistreated, the students will be required to cover the cost of any damage: *Dry Cleaning - \$10, New Robe - \$120, New Stole - \$30.*

## Band

### About the Band Program at Manitowoc Lutheran High School

The MLHS band program is made up of the Symphonic Band, the Pep Band, the Marching Band, other small ensembles, and the Lutheran Vanguard of Wisconsin.

- **Symphonic Band**  
The heart and soul of the high school band program is the concert ensemble (MLHS *Symphonic Band*). The *Symphonic Band* will perform at a minimum of six school concerts each year. We prepare music that is representative of all the different



styles of music, and also spend time with music history and theory to make us well-rounded musicians. All band members, as soloists or small ensembles, also participate in the WSMA Solo/Ensemble Festival each spring.

- **Pep Band**

The MLHS *Pep Band* exists as an important asset to the school spirit of MLHS. We look forward each year to not only entertaining our audiences, but also to cheer on our fellow students with our playing. The *Lancer Pep Band* has gained the reputation of being one of the top pep bands in our area! While the *Pep Band* is a volunteer organization that performs for various home athletic contests in football, volleyball, wrestling, and boys' and girls' basketball, students will receive points toward a letter for each time they play with the *Pep Band*. This is an extra-curricular activity so eligibility guidelines govern this activity. Since we depend on every member of our band to make Pep Band a great experience and also so that we always present our best playing, it is extremely important that everyone is involved. If you cannot make these dates, or have other responsibilities during the game (playing, managing, poms) please inform Miss Scharf in writing.

- **Marching Band**

The *Marching Band* is made up of all students that are enrolled in band. Traditionally, the *Marching Band* performs at two Christmas holiday parades and the Manitowoc Memorial Day parade. Rehearsals will be held during the regular band periods. If any additional rehearsals are needed, they will be scheduled well in advance.

- **Jazz Ensemble**

The MLHS Jazz Ensemble is determined by audition from the band tryouts at the beginning of the year. Traditionally the makeup of the group is 2-3 Alto Saxes, 2-3 Tenor Saxes, 1 Bari Sax, 4 Trumpets, 4 Trombones, 1 Guitarist, 1 Bass Player, 1 Percussionist, and 1 Piano Player.

- **Small Ensembles**

From time-to-time additional ensembles perform for chapel, concerts, and other school functions and activities. These ensembles will have practice times both within and outside the school day. You are encouraged to play in these ensembles to not only grow in your musical ability, but also to help beautify our chapel worship services and concerts.

- **Church**

We encourage all students to make use of their talents by accompanying and performing in their home congregations. Each September a listing of all music students is sent to the area pastors/choir directors so that they know who is participating in the MLHS music program.

- **Lutheran Vanguard of Wisconsin**

All band students are eligible to participate in the *Lutheran Vanguard of Wisconsin*. This band is a summer marching band composed of students from Fox Valley LHS, Kettle Moraine LHS, Luther Prep, Northland LHS, Luther HS, Shoreland LHS, Winnebago LA, and MLHS. Manitowoc Lutheran is a founding member of this program. This band has established an outstanding reputation throughout the upper Midwest, the United States, and Canada.

## MLHS Lesson Program

### MLHS Lessons Program: Background

Private lessons are available through the MLHS Lesson Program.

#### Why A Lesson Program?

We have received a number of wonderful blessings here at MLHS!

- A state-of-the-art facility with top quality band, choir, and practice rooms.
- Talented students that thirst for more knowledge, skill, and blessings in music.
- Qualified individuals from our MLHS Federation who wish to share their musical knowledge and ability with our students.

With these blessings in mind a number of adults have gathered together to organize and maintain an individual lesson program for MLHS.

### MLHS Lessons Program: Weekly Lessons

- Lessons will be given before or after school, or offered during regular band and choir periods, study halls, lunch period, or homeroom.
- Lessons will be 30 minutes in length.
- Individual lessons at MLHS will be tailored to the individual needs, abilities, goals, and age of each student.



- In each lesson we will strive to include:
  - Warm-ups
  - Slight singing/sight reading
  - Technique
  - Music theory
  - Performing a varied repertoire
  - Music history
- Students will gain the tools to use their natural talents in the most healthy and effective fashion.
- Through private lessons students will be assisted and encouraged to improve their God-given abilities, enhance their performance skills, and develop an overall enjoyment of music.

### **MLHS Lesson Program: Practicing**

Practice is essential to developing quality musicians. It is also more enjoyable to participate if a student can play and sing well. Individual and small group practice makes that possible. The best way to succeed with your God-given talents is to develop them by practicing on a regular basis. Here are some helpful reminders regarding practice.

- Practice for progress and results, not just for a specific amount of time.
- Follow a sensible order for practice:
  - Warm up exercises
  - Review previous work, then move into new material;
  - Practice difficult sections slowly and correctly before going at tempo;
  - Warm down with slow, long passages at the end of a session
- Always practice with and for good tone.

### **MLHS Lesson Program: Attendance**

Attendance is taken at every lesson.

If a lesson needs to be cancelled, the lesson will be rescheduled in advance by the teacher and the student at an opportune time to fulfill the requirement of 10-14 lessons provided per semester from the Lessons Program.

Messages may be left by students or teachers on the whiteboard outside of the teacher's offices or the Lessons Room. Please do not use this as a last-minute resort to communicate about lessons being missed.

### **MLHS Lesson Program: Assessment & Evaluation**

Each family will have access to a weekly grade using their MLHS PowerSchool account. Even though this grade will appear on the MLHS Report Card, it will not count on the student's GPA. This class will appear as an audit on transcripts that are sent to colleges and employers. Each student is required to receive 10-14 lessons per semester as part of the lesson program.

The teachers will also make every effort to be available for questions or comments through scheduled consultations, phone calls, or e-mails. Please make sure that you call us at any time if you have any questions.

### **MLHS Lessons Program: Billing Information**

Lessons will cost \$18 per 30-minute lesson. This cost includes the payment of teacher salary and administrative costs.

Prior to each quarter each family will receive a bill for their upcoming lessons on their TADS account. If there are any errors, please contact Mr. Ungemach.

If a lesson is missed due to an illness or conflict with the MLHS schedule, every attempt will be made to make the lesson up. If a lesson is missed due to forgotten instruments or music, the lesson will not be made up, and it will count as a lesson given.

## **Drama**

### **About the Drama Program at Manitowoc Lutheran High School**



- **Drama Club**  
The MLHS Drama Club is designed to gain a better understanding and appreciation of theatre by actively participating in actual plays and musical productions as actors on the stage or behind the scenes on various crews. The MLHS Drama Club is open to all students in grades 9-12. Our officers are elected at the beginning of the year. The duties of each officer are listed below. Drama meets throughout the entire school year.
- **President**  
The role of president is open to any Senior who is in Drama Club and has experience in an MLHS play. The president's role in the Drama Club is to encourage, guide, and help students interested in drama. The president should be willing to share any ideas, encouragements, and concerns with the Drama Club faculty lead and play directors. The president also helps with items such as choosing shirt designs, poster designs, and anything of the like. The president will be expected to be involved in each play to some capacity this includes making a welcoming speech before each performance.
- **Vice President**  
The role of the vice president is open to any student in grades 10-12 who is in Drama Club and has experience in an MLHS play. The role of the vice president is to support and help the president in his/her role. The vice president will also be involved in decision-making in the areas of poster designs, shirt designs, and of the like. The vice president is expected to be involved in each play in some capacity. If the president is unable to fill his/her role including welcoming speeches before each performance, the vice president will be asked to fill that role.
- **Crews**  
Besides being on stage, students may participate as members of the stage crew, sound and lighting crew, costume crew, hair and make-up crew, pit orchestra for the musical, ticketing, and ushering for performances. These are crucial parts of any production and a fantastic way to start getting to know the many distinct aspects of theatre.
- **Fall Play**  
The Fall Play occurs in November. This production provides a unique opportunity for students to participate in a variety of drama experiences. The drama experience is different each year. Types of genres of theatre include: serious dramas, comedies, farces, children's theatre, murder mysteries and literary plays.
- **Spring Musical**  
The Spring Musical occurs in March. This musical theater experience unites the world of acting with music. MLHS students can participate in the company as singers, actors, chorus members, and dancers. The Spring Musical provides a wonderful opportunity for the area Lutheran Elementary Schools to attend a performance on the MLHS campus.

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MANITOWOC LUTHERAN HIGH SCHOOL



4045 LANCER CIRCLE, MANITOWOC, WI 54220

*School Handbook  
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