



# THE MLHS SCHOOL HANDBOOK

*2021-2022*

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

Updated: 6/30/21



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## 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 Religion classes and throughout a curriculum that has today's teen in mind
- Apply it to the many different situations that arise within our school family
- Discipline as needed with law, gospel, prayer, and evangelical encouragement
- Provide a foundation for life-long study of God's holy word
- Reach out to those who don't know the pure Word of God when we are given the opportunity

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

- Preserve our beautiful campus and facility as good stewards of God's blessings
- Provide ample teaching space and the 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

We use the tremendous talents of our faculty and staff as we...

- 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 blessing and joy of serving the one who has made us his own
- Model the value of hard work, cooperation with others, and effort to improve
- Let each student know that they are objects of God's love and ours

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

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

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

- Give each student a foundation that will allow them to succeed as God blesses them
- Give attention to individual interests, needs and strengths
- Prepare students well for post-secondary education, the work force, and military service
- Incorporate skills that enhance our students' ability for acceptance into post-secondary schools
- Offer training and encouragement for the public ministry
- Partner with parents in providing a quality Christ-centered education

We use our diverse extracurricular programs as we...

- Give each student the opportunity to learn valuable life skills outside the classroom
- Provide ample opportunities in athletics, fine arts, and service groups
- Teach the value of healthy competition
- Allow students to discover, develop and display the talents they have
- Teach the importance of good sportsmanship, teamwork and being good examples
- Provide entertainment and edification for those who see us in action
- Promote God-pleasing school pride
- Encourage the development of Christian leadership skills



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## MLHS Vision Statement

By the year 2021 Manitowoc Lutheran High School will use the gifts God gives his people to be a leader among secondary schools in the Manitowoc area, a model area Lutheran high school in the WELS, and a trusted program that attracts students from around the world.

Adopted 9/2016

## ADMISSIONS

### Manitowoc Lutheran High School Enrollment/Participation Policy

1. It is the policy of MLHS to admit students of any race, color, national or ethnic origin to all of the rights, privileges, programs, and activities generally accorded or made available to students at the school. MLHS does not discriminate on the basis of 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 MLHS Non-WELS Enrollment Committee 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.





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## 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:

- a. Gross Family Tuition by Zone
- b. LESS: Wisconsin Parental Choice Voucher (or similar program)
- c. LESS: Discount for Multiple Children
- d. LESS: Needs-Based Tuition Assistance (NBTA)
- e. LESS SCRIP Account Redemption
- f. LESS: Other Tuition Vouchers or Gift Certificates
- g. LESS: Congregation Tuition Assistance/Scholarships (ONLY when payment actually received from congregation)

## 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<sup>st</sup> 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<sup>st</sup> with the remaining tuition paid January 1<sup>st</sup>.
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

- **Report cards** will not be sent if payments have not been received for that period according to the agreed upon payment schedule.
- **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 ID's/Conference Passes

Students will be issued a student ID. This allows them free admission to all home athletic (not WIAA playoffs) and fine art 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 shortly after that day.



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## 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.

## 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).

## 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. 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 at [www.mlhslancers.org/courseofstudy](http://www.mlhslancers.org/courseofstudy).

### 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 7th day of the semester.
- A student may withdraw from the class between the end of the 7th day and the end of the 12th day of the semester with written parental permission, the approval of the guidance director, and in consultation with the instructor involved, and the homeroom advisor. No student may withdraw after the end of the 12th day of a semester class without it being marked as "Withdraw Fail" on their transcript.
- A student in need of graduation credit or a 6th academic class due to withdrawal may add a class at the end of the 7th 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 depends on when the class begins. The same 7th or 12th 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 you have any course selection changes, please contact your student's advisor to set up an appointment. There will be a \$25 fee for any Sophomores, Juniors, or Seniors that have any course changes after June 15th (unless course change is recommended for academic prerequisite by advisor/teacher). For freshman, the fee will apply to second semester course changes only.

### 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 Grade

Besides the letter grades for courses, three times a year MLHS will assess the students on three different categories. These grades 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 grades listed will range from 1(working on it) to 3(exceeds). The three categories and some examples are listed below:

### Verbal Communication with teachers and peers

- Volume is appropriate
- Volunteers to speak in class
- Models Christian Love in words
- Asks for help
- Works well in a group

### Quality work is produced

- On time
- Own work
- Neat and organized

### Shows self-direction and initiative

- Pays attention in class
- Balances personal activities
- Prioritizes and carries out jobs without help
- Displays 'can do' attitude

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

## Policy on Incomplete Status and Eligibility

**Week to Week Eligibility due to missing work:** Eligibility reports are run on Thursday afternoon. Students who have more than 6 of those missing assignments by Saturday at midnight are considered ineligible for the following week (Monday-Saturday). Missing work is work that has not yet been turned in and is after the determined due date. The instructor determines what missing work is. Any assignment that is over two weeks missing automatically marks the student as ineligible. Parents will be notified by email if their student is ineligible for the following week.

**Week to week eligibility due to late work:** Like above, eligibility reports are run on Thursday afternoon. Students who have at least 15 late assignments at the time of the report are considered ineligible for the following week. Late work is work not handed in on the due date. The instructor determines what the due dates are. Missing work is also considered late work but is treated individually. A student will also be determined ineligible for at least 20, 25, and 30 cumulative late assignments. Once late work reaches 30 assignments, the student will be considered ineligible for the remainder of the semester. Parents will be notified by email if their student is ineligible for the following week. When the student is complete with all coursework (verified by the principal), the student may practice or meet with their co-curricular group during the remaining ineligible period. Once ineligible, the student is required to serve a minimum of 30 minute after school study period each day until work is current. When the student is complete with all coursework (verified by the principal), the student may practice or meet with their co-curricular group during the remaining ineligible period. They may regain full eligibility with the following week's report. Students who are declared ineligible multiple times may be removed from the co-curricular activity. Students may be declared ineligible at any time based on other



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factors such as behavior, ability to positively represent MLHS, or academic performance at the discretion of the administration. They may regain full eligibility with the following week's report.

**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 will inform the student that he/she may make an appeal for further extension of eligibility to the principal. Appeals will be dealt with on an individual basis in consultation with the student, teachers involved, and class 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, class advisor and the principal or his representative.

**Ineligibility:** Ineligible students will not be allowed to participate in any co-curricular activity including athletics, dramatics, jazz ensemble, Lancer Singers, pep band or other special choir or band ensemble outside of what is required, pom squad, clubs (including soccer), student council, student publications, Homecoming or Prom Court, and senior center. Students who are enrolled in choir or band for credit are eligible to perform when the choir or band performs as a unit.

Transfer students are subject to the same eligibility requirements as those outlined for MLHS students. The faculty reserves the right to declare any student ineligible for failure to utilize his/her God-given talents or because of an un-Christian attitude or pattern of behavior.

**Intervention:** When a student holds a course letter grade of two "F's" 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 learning coordinator in conjunction with the student's parents.

**Freshman Intervention:** When a Freshmen holds a course letter grade of a "F" halfway through a semester, that student will be required to have a meeting with teachers, parents, class advisor, and others if need be. This meeting will be arranged by the class advisor and a plan will be created to help them use their God given ability to the fullest.

## Graduation Requirements

Credits needed for graduation are 25 credits and must include:

Religion	4.0	Electives	4.5	Health	0.5
English	4.0	Science	3.0	Computer Applications	0.5
Social Studies	3.0	Physical Education	1.5	World Language	0.0
Mathematics	3.0	Fine Arts	1.0		

Special academic consideration may be given to students with limited abilities. Requests for this consideration should be directed to the guidance director through the learning coordinator.

Each student must carry a full load of courses whether or not the student needs the credits for graduation. This in general, means carrying at least six in person courses each semester. Students are permitted to carry more than six in person courses each semester and are encouraged to do so when ability permits.

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



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9th graders are required to pass a typing proficiency test. Every attempt should be made to pass this prior to the beginning of 9<sup>th</sup> grade. If the test is not passed, the 9<sup>th</sup> grader will work on typing during a study hall. This is not a graduation requirement.

### 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. Notification of placement on the honor roll will be made in the local newspapers. 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.
- 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. If a senior fails a required course in the second semester, a diploma will not be issued until the credit is earned.

### Valedictorian/Salutarian and HEAB Recipient

***The following procedure will be used to determine the outcome at Manitowoc Lutheran High School for the class valedictorian, salutarian, and the Academic Excellence Scholarship sponsored by the Wisconsin Higher Educational Aids Board.***

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



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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 Apprentice 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 be charged a fee for transcripts sent with college applications, scholarships, etc (done through Parchment). Alumni are to pay a fee of \$10.00 for each transcript needed. Alumni link to online transcripts is [www.mlhslancers.org](http://www.mlhslancers.org) and click on "Guidance" and then click on "applying to college."

## 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. The staff who supervise these study halls are there to guarantee an atmosphere for study. If one wishes to do work quickly and efficiently, it is expected that conditions are quiet and orderly. Therefore:

- There is not to be 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.





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- Ear buds are permitted for music only
- Watching movies, shows, or playing games are not allowed

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:

1. Online classes
2. College classes for Dual Credit
3. AP classes
4. Youth Apprenticeship
5. Individual Music Lessons
6. 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. (6 MLHS + 2 Online/SH, 7 MLHS + 1 Online/SH, 8 MLHS, 6 MLHS + 1 SH + 1 Online) Each Online course taken will be taken during a Study Hall.

## 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
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 LTC and 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
  - a. 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.
  - b. 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:
  - a. Students taking an enrichment course must have a minimum of a 2.8 GPA to be considered.
  - b. Students must not have excessive late assignments or been ineligible due to missing work multiple times in the previous semester.
  - c. Students seeking credit recovery from an online course have no GPA requirement.
  - d. The drop/add policy for MLHS applies to **ALL** online classes and will begin from the start of the online class



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- e. A registration form is submitted to the guidance office
  - f. The registration form must include parent/guardian signatures, Guidance Counselor signature, and homeroom advisor approval.
4. MLHS will include online course offerings approved by the academic committee in our course of study booklet. Only those courses are eligible for the free 1<sup>st</sup> course discount.
  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 15th.
- The Registrar will not consider a registration late if it is due to an unforeseen scheduling conflict.
- Bethany Dual Credit courses do not have a late registration, space is limited with these courses and admission to course is dependent on acceptance to Bethany Lutheran College.

### Expenses & Fees

- Each qualifying student will have the opportunity to have one semester of an online course (\$300) that is not offered in the MLHS curriculum included in the cost of tuition during his or her MLHS career. Only courses listed and approved in the course of study booklet will apply.
- Any course costs in excess of \$300 are the responsibility of the student and must be paid prior to the class start date.
- Textbooks, software and other expenses are not covered
- MLHS will only reimburse for courses that total 8. If the student enrolls in a 9th class, the cost will be paid by the student.
- Students may take more than one semester of a course or an additional course outside the MLHS curriculum; however, the family is required to pay the full financial cost of the course along with any additional fees and supplies.

### 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.





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## Advanced Placement/Dual Credit Classes

1. MLHS Advanced Placement (AP) courses provide the top students a 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.
3. *Dual Credit* are also available through Manitowoc Lutheran High School.
  - a. Dual enrollment 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.
  - b. In addition to the online class requirements listed, students must have a GPA of 3.0
  - c. Dual Credit Course grades will be entered on the MLHS transcript but will follow the grading scale of the originating institution.
4. 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 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
2. A minimum GPA of 2.0 must be maintained.
3. One Practical Arts elective credit must be earned per semester for a minimum of three hour/day work experience.
4. If accepted, the student must take a minimum of four classes in addition to Youth Apprenticeship.
5. A student is required to attend the Youth Apprenticeship Coordinator meeting before being accepted into the YA program
6. MLHS will cover high school credit only as part of the YA program. Dual credit courses will be charged to the family, even if it is their first online course.

## 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

- 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 students 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.



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## Accountability

- Every month a 1-page typed paper will be submitted to the mentor 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 will be comprehensive exams that cover all material taught during the semester.
- The Semester Exams are broken into units that were taught. Instructors can decide how the test is set up and graded.
- Each instructor is asked to inform the students about the nature of the material on the test. A review guide will be given prior to the testing days, usually 2-3 weeks before.
- 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 results of the tests are a valuable tool for our staff to analyze what learning is taking place in the classroom.
  - The process of studying for and taking these tests is good preparation for college-bound students and those heading into the workforce. It is a real life experience to be evaluated on what you have learned and the material you are responsible for.
- 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 guidance in this endeavor.

### Semester Exam Procedures

- All students are expected to be in school each day by the beginning of the day. NO LATE ARRIVALS ARE PERMITTED!
- All students are to be in attendance for all study halls as there are classes and tests to follow.
- Students having a Study Hall during the first or last testing period on each day may be excused. **However, they must have a signed note from home and check in/out properly with the Main Office staff!**
- Students that have completed their exams during the given period should remain quietly in the room until the final bell so that other testing areas are not disturbed.
- 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!
- No Cell Phones are permitted into the testing areas

## Student Awards

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

**Academic Awards:** The academic award will consist of a red "L" with an imprint of the lamp of knowledge symbol and 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 must be 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 must be 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.



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## Co-curricular Awards:

**Drama Awards:** The drama award will consist of a pin and grey "L" based upon an accumulation of earned points. Subsequent awards will consist of a gold bar pin. This award, as well as other special drama awards, shall be given at the discretion of the drama coach in accordance with a filed award's 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 student meets the award's standards. Subsequent awards will consist of a gold bar pin. This award is available to students in band and choir. It, as well as other special music awards, shall be given at the discretion of the director in accordance with a filed award's policy.

**Forensics Awards:** The forensics award will consist of a pin and grey "L" and will be given to the student the first time that student meets the award's standards. Subsequent awards will consist of a gold bar pin accompanied by a certificate of continued achievement. These and other relevant Forensics awards shall be given at the discretion of the Forensics coach in accordance with a filed award's 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, a sports specific pin, and a bar to show years lettered. Subsequent awards will consist of a bar only indicating a letter was earned in that sport. 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's policy on file in the office. All other awards are at the option of the coach of the particular sport and must be in accord with the written policy on file in the office.

The manager award will consist of a gray "L" with a special pin attached to the "L". Subsequent awards will be available to varsity managers who, at the discretion of the head coach, meet the standards of a written policy on file in the office.

## 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. 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 business manager in the business office. Office hours are from 8:00 AM to 4:00 PM daily except on school vacations in which hours may be altered.

**The SCRIP Office** is located off the commons. It is open from 7:30 to 3:30 during the day and 4:00 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 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 29-30). 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.



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## 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, and plastic should be disposed of in the green recycling containers located on each floor hallway. Waste paper should be placed in the marked red containers in the hall. 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 10:30 p.m. The limit on the number of evenings allowed will be announced and must be followed.
- Seniors will put up their graduation verse in the gym before the 2<sup>nd</sup> Semester begins.
- 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 and hands over their head

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.

## Lockers

ALL LOCKERS ARE TO BE KEPT LOCKED AT ALL TIMES.

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



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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 administration office. Any student entering another student's locker is subject to disciplinary action. Food is not to be kept in your 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 to report any damages which may occur to lockers. Students who intentionally damage lockers will be required to pay for all damages. 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.

## Media Center

The Media Center plays an important role in the educational program at MLHS. All students are encouraged to make use of the Media Center for gathering information for papers and reports, for use of computers and printers in completing homework, and for leisure reading. Office supplies are available for use, such as a stapler, 3-hole punch, and pencil sharpener.

All study halls are held in the Media Center, and occasionally the online classes, as well. Make up tests and quizzes are proctored during students' study hall period. The media center will not be open during homerooms and lunch hours. Courtesy and cooperation with Media Center personnel is necessary at all times.

An atmosphere conducive to study should be maintained at all time in the Media Center. No food or drink are allowed near any electronic devices.

Books may be borrowed from the Media Center and are due within three weeks after they are checked out. Students are responsible for the care of Media Center materials during the time in which they are using them. If an item becomes lost or damaged, regardless of age or condition, the student is responsible for the cost of replacement. Report cards or transcripts may be withheld until Media Center accounts are settled.

## Lost/Found

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

## School Equipment

Students should exercise care in 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.

## 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.

### 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 four disciplinary detentions in one semester is subject to suspension.

### 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 administration office. The student will receive an unexcused absence for that period. Reported 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:

- Students will record their vehicle registration information with their enrollment for each school year.
- Students may not park 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.

### 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 suspensions and 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 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 insure 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 Dean of Students, 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 you believe that you have not been provided equal opportunity in any manner, or if you become aware of discrimination or harassment, you should immediately report that conduct to the administration. Manitowoc Lutheran will attempt to resolve your concerns. Your identity will be kept confidential to the extent possible under the circumstances. If you do not find your concerns have been handled to your satisfaction, you 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 you believe retaliation has occurred you should promptly notify the administration. If this is not satisfactory, your 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 and pager 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. Should a student miss more than six times in any one class, the parents/guardians will be contacted to inform them of this matter. 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 7:54 A.M. 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?
SR	School Related	Present	No
T	Tardy	Present	N/A
ET	Excused Tardy	Present	N/A
HB	Homebound	Present	No
FT	Field Trip	Present	No
WR	Work Related to Youth Apprenticeship	Present	No
PRT	Partial Time ( <i>received at least ½ of class</i> )	Present	No
COL	College Visit	Absent	No
CRT	Court	Absent	No
WTHR	Weather	Absent	No
FL	Family Leave ( <i>Emergency Only</i> )	Absent	No
APPT	Appointment ( <i>eg. Doctor/dentist</i> )	Absent	Yes
PE	Parent Excused	Absent	Yes
ILL	Illness	Absent	Yes
A	Absent	Absent (Unexcused)	Yes
SU	Suspension	Absent (Unexcused)	Yes

### Present Codes

All present codes (SR, T, ET, HB, FT, WR, PRT) 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, dean of students 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. The learning coordinator will gather assignments from the student's teachers, oversee the program, make home visits when possible, and ensure that testing is completed in a manner which is compatible with classroom procedure.*

### 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:



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1. Student illness (ILL)
2. Severe illness or death in the student's immediate family (FL)
3. Medical emergency, quarantine, or communicable disease (Ill or HB)
4. Extreme weather that prohibits safe travel to school. (WTHR)
5. Court summons (CRT) used only if they have been summoned. If student needs to appear in court it will be recorded as a Parent Excused (PE) absence instead.
6. 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. (Ill or HB)

The following **DO NOT** count towards the 10 absences per class per semester and are absent.

- **COL-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 a Parent Excused (PE) absence which will count towards the 10 absences per class per semester.)
- **CRT-Court:** Only used if they have been summoned. If student needs to appear in court it will be recorded as a Parent Excused (PE) absence instead.
- **WTHR-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.
- **FL-Family Emergency:** This code is **ONLY** used in the case of a family death or family emergency.

The following **DO** count towards the 10 absences per class per semester and are absent

- **APPT-Appointment:** Medical appointment
- **PE-Parent Excused:** A parent notifies the main office that their student will be absent and the reason does not fall under any of the other excused absences.
- **ILL-Illness:** Parent or legal guardian inform the main office that student is sick.

**(Medical Excuse Requirement:** If a student is absent due to illness it will be documented as such. Students will be allowed ten (10) occurrences of illness PER SCHOOL YEAR. After the tenth occurrence, administration will request a medical professional's written note in order to excuse the absence. *(The Homebound (HB) Code would be used as the attendance code after the 10<sup>th</sup> ILL code.)* This is in accordance with Wisconsin Statute 118.15(3)(c).

The following **DO** count towards the 10 absences per class per semester and are **UNEXCUSED Absences**. Three unexcused absences due to discipline 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.

- **A-Absent: This is an absence that is NOT excused.** Students who miss school for reasons other than the reasons listed above fall under this code.
- **SU-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. 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 ASAP. 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 8:20 A.M.
- 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.

### Co-curricular attendance

- To participate in co-curricular practices, rehearsals, meetings, etc., students must be in school by 12:00 p.m. 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

### 1<sup>st</sup> hour of the day

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. The 4<sup>th</sup> unexcused tardy (and every 4<sup>th</sup> one after) during 1<sup>st</sup> hour will result in absence for 1<sup>st</sup> hour.

### Other hours of the day

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 4<sup>th</sup> tardy will result in an after school "detention" which will be a working detention with our maintenance staff.

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



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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 school administration 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 administration 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 regular-strength acetaminophen (500 Mg) and Ibuprofen (200 Mg) and Benadryl on hand in the office. 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.

### 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 7am unless there is a delayed start. Students are asked to plan their arrival time accordingly. By 3:20 P.M., students are to be out of building. Students having a legitimate reason to stay beyond 3:20 P.M. will wait in the commons in a structured study environment. The commons is supervised until 5pm on non-game days. Students who misuse the privilege of staying in school after 3:20 P.M. will forfeit that privilege. This time limit, of course, does not apply to students in a faculty-supervised activity.

### Relationships

MLHS provides an atmosphere in which young men and women may enjoy each other's company. Christian companionship is certainly an important by-product of a school where students are of a common fellowship in faith. Couples are expected to conduct themselves with the dignity and propriety expected of children of God. Public displays of affection such as close physical contact, embracing, and the like are not becoming to the student nor to the school and thus must be avoided.

### MLHS 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.



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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 may not display tattoos or body piercings with offensive themes but rather every visible tattoo or piercing should be tasteful and within bounds of Christian decorum.

### Locker Room Privacy

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 my 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



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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 my child's use of electronic information resources is not in a school setting. You hereby give my 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, DC-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 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, miss-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

1. Each student will receive a Laptop and AC charger.
2. Parents/guardians and students signed the **Laptop User Agreement** (Appendix A) during online registration.
3. 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.
4. 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.
5. Students are responsible for following the Acceptable Use Policy and appropriate handling of the device during school.
6. The student new to MLHS will receive Laptop orientation within the first week of school.

#### 1.2 Returning a Laptop

1. 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.
2. 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

1. Laptops and AC charger will be turned in to the Computer Department staff, when requested, in satisfactory condition. Laptops will be inspected for damage.
2. 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 \$300

Replacement Touch Screen: \$150

AC Charger: \$25



## ***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. (Approximately \$300) MLHS regards the Laptop as all other materials that are checked out to a student. (i.e. library materials, 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 \$25 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 - \$25 fee for repair regardless of the cost of the part (charged to TADS account) vs. full price for all parts & repairs
- 2nd incident - \$50 fee for repair (charged to TADS account) vs. full price of all parts & repairs
- 3<sup>rd</sup> incident or more - \$75 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 \$150. Full replacement of the computer is just over \$300.

## **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**

1. Avoid using any sharp object(s) on the Laptop. The Laptop will scratch, leading to the potential for needed repairs.
2. Laptops do not respond well to liquids. Avoid applying liquids to the Laptop.
3. 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.
4. 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.
5. Never throw or slide a Laptop.
6. 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.
7. Cords and cables must be inserted carefully into the Laptop to prevent damage.
8. Laptops have a unique identification number and at no time should the numbers or labels be modified or removed.
9. Laptops must never be left in an unlocked locker, in an unlocked car, or in any unsupervised area.





10. Laptops should be placed vertically on a locker shelf or in a backpack/book bag to avoid putting any pressure on the screen.
11. Laptops must not be left in a vehicle or a location that is not temperature controlled.
12. Laptops must be charged for school each day. **This is the student's responsibility.**
13. 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.
14. 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. The student may rent a working device from the Computer Department. The first five rentals the student will be charged \$5 per day. After the fifth time, the charge increases to \$10 a day and the parents may be contacted. A charger may be rented for \$2 per day.

### 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

1. 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.
2. 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

1. Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
2. 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.
3. **Music is only allowed on the Laptop at the discretion of the teacher.**
4. Data storage will be through apps on the Laptop, i.e., One Note, One Drive, 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.

### 3.8 Stylus

Students with a touch screen laptop should purchase a stylus to use while writing on the screen.

## 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 as well as 50 PC computers in various locations around the school. 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 anytime 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.



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## 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.

- The use of cell phones is prohibited during instructional hours. Each individual instructor is responsible for his or her classroom.
- Cell phones not in use should be out of sight.
- The use of cell phones is prohibited in locker rooms, bathrooms, or any other place where privacy is expected (\$175.22)
- Students are allowed to use cell phones outside of instructional time with the following exception: no cell phones may be used during passing time to chapel and all electronic devices need to be turned off during chapel.
- During Study Halls cell phones may not be used.
- 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 put on TADS. \$10 will be given to the teacher to use for classroom purchases. The other \$10 will be given to our mission outreach. 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 internet format.

## Class Dues

Factored into the tuition payment is an amount for class dues. The class fee will be used to cover class activities, decorating responsibilities, prom expenses, class memorials, graduation expenses, class gift and chaperone expenses.

## Chapel

As members of the body of Christ, it is a privilege and a blessing for us to worship our Lord daily. May each of us 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.
- Chapel is a time to be cherished throughout the day. When leaving chapel, meditate upon those things which have been heard and sung.

An opportunity to share God's work through a free-will offering is regularly given as part of the chapel experiences. This is one more way in which an opportunity is given to demonstrate love for our Savior by sharing Him with the world.

## 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.)

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- MLHS students are expected to be neat and clean and are encouraged to wear something dressier than leisure attire.
- All shirts or tops worn must have sleeves and be long enough to be tucked in while standing or sitting.
- 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.
- Pants that has excessive rips or tears, that expose a lot of skin, are not allowed.
- Location of rips and tears 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, or musical lyrics)
- Hats, caps, or hoods or other head coverings are not to be worn.
- Low-hanging pants are not allowed (pants must be at the hips).
- Yoga Pants/Leggings and the like are not allowed during school hours, unless worn under shorts, skirts, dresses, or backsides are covered by long shirts, jerseys, or other clothing (exception is a Phy-ed class).

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.

## 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 pastors on staff. Students are encouraged to make use of the opportunities to seek help from these fellow believers.

## 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, (ie Facebook, Snapchat, Twitter, 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,



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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.

## National Honor Society

The Manitowoc Lutheran High School has a chapter of the National Honor Society. Candidates eligible for election to this chapter must be members of the junior or 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 class or 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 1 week prior to the dance
- Guests/dates should not be older than a high school graduate of the previous year and 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, student transfer 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.



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## Senior Privilege

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.

## 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 freshmen class has two representatives.

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

## Student Elections

Class elections may be held and are usually done at the beginning of the school year. Homeroom teachers will decide which class offices if any are needed. Student council representatives are also to be elected. A majority vote is decisive. Freshmen are to elect officers within a reasonable period after the beginning of the school year.

Because officers are elected representatives of the class who are to conduct its business affairs, care should be exercised that only capable candidates are nominated. Being elected to a class office is an honor and responsibility not to be taken lightly.

## 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.

## 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.





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- 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:

1. Speak with the individual in charge of the class or program first.
2. 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: Assistant Principal  
For academic matters: Principal  
For overall ministry of the school: President  
For financial matters: Business manager  
For extracurricular matters: The director of the specific area  
For international ministry matters: The Director of International Ministry
3. 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.
- 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/Flex Period

- 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.
- Except for an emergency, all other hallway requests should be denied
- Attendance: Teachers will record absents and 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.



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

Boys Athletics	Girls Athletics
Cross Country	Cross Country
Football	Volleyball
Basketball	Basketball
Wrestling	Pom Squad
Baseball	Softball
Track	Track

- **Fine Arts**
  - Music: Lancer Singers, Soloists, Small Ensembles outside of choir or band, Pep Band
  - Theatre: Drama Club, Fall Play, Spring Musical, Forensics
- **Clubs:** Student Council, Academic Decathlon, National Honor Society, Yearbook, Class Officer, Khairo, Peer Tutoring, Soccer, FRC, Forensics, New Friends, Teens for Life
- **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:

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

#### A. First Offense:

- a. **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" for the sport.
- b. **Co-Curricular Students:** Forfeiture of three weeks of participation from the time of verification of infraction. Suspended students must practice their co-curricular activity if they are involved in a multiple scheduled event.

#### B. Second Offense:

- a. **Student Athletes:** Forfeiture of 50% of the current and/or next scheduled sports season from the time of verification of infraction.
- b. **Co-Curricular Students:** Forfeiture of six weeks of participation from the time of verification of infraction.

#### C. Third Offense: See possession or use (part II, B.)



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

- A. *First Offense:*
  - A. **Student Athletes:** Forfeiture of 50% of the scheduled sports season from the time of verification of Infraction.
  - B. **Co-Curricular Students:** Forfeiture of quarter (45 school days) of participation from the time of verification of infraction.
- B. *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).
- C. *Third Offense:*
  - A. **Student Athlete:** The student athlete will be ineligible to participate in athletics at Manitowoc Lutheran High School
  - B. **Co-Curricular Students:** Forfeiture of all co-curricular participation at Manitowoc Lutheran High School.

### III. 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.

### IV. Points of Clarification

- A. The co-curricular code is in effect at all times, in and out of season.
- B. Violations of the co-curricular code are cumulative during the high school career and are not limited to calendar years.
- C. Failure to complete an assessment or participate in recommended treatment will result in forfeiture of co-curricular participation for one calendar year.
- D. When calculating the number of athletic contests to be forfeited, any amount that results in a decimal of .6 or greater will be round to the next whole number. The number of contests forfeited will be recalculated when the forfeiture involves two different sports.
- E. 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.
- F. 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.
- G. 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.
- H. 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." (I 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 sport to:

1. Learn how to make use of special God-given physical abilities;
2. Learn how to exercise Christian sportsmanship;
3. Learn that games and sport can be a God-pleasing activity;
4. Learn humility concerning God-given abilities;
5. Learn to set individual and team goals, and work hard to reach those goals;



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6. Learn to participate as a team where the good of the whole supersedes the importance of the individual;
7. Benefit from gradual athletic development by teaching fundamentals and techniques particularly through a JV and/or freshman "learning experience" program;
8. Involve as many students as possible in a part of school life;
9. Learn to budget and use time wisely;
10. Provide student athletes with awareness of potential opportunities as afford 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 particular sport is determined suitable as a coeducational activity.

### Seasonal Listing of Athletic Activities

Season	Boys	Girls
Fall	Cross Country	Cross Country
	Football (Varsity & JV)	Volleyball (JV2, JV1, Varsity)
Winter	Basketball (JV2, JV1, Varsity)	Basketball (JV2, JV1, Varsity)
		Pom Squad
Spring	Baseball (JV, Varsity)	Softball (JV, Varsity)
	Track	Track

### 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:

1. Coaches will operate under an open-door policy where they will candidly respond to questions and concerns from either the athlete or parent.
2. Students are first encouraged to talk to their coach about an issue
3. If after an athlete spoke to their coach about it, and it is determined the parent needs to be involved, the problem should be brought directly to the coach.
  - a. Contact **should not** be immediately after the contest
  - b. Contact should be at school.
  - c. Coaches should schedule a meeting with parents and athletes in a private setting.
  - d. Communication between all parties will be carried out in a rational, calm, mature discussion or the meeting will be terminated immediately.
4. In the majority of cases, the athlete/parent and coach should be able to arrive at an amiable solution to most questions and concerns.



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5. If athlete-parent-coach cannot mutually agree upon a satisfactory solution, the concern should be brought to the athletic director(s) for mediation.
6. 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.

### 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.

1. The athlete must be enrolled as a fulltime student at Manitowoc Lutheran High School.
2. The athlete must not have reached his/her 19<sup>th</sup> birthday before August 1 of any given school year.
3. The athlete must have amateur status. (see WIAA bulletin for more info)
4. The athlete must be academically eligible and in compliance with the co-curricular code.
5. 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.)
6. An international student must have WIAA permission and may or may not have Varsity status. (ask AD 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 outside the locker rooms. Post-season and tournament transportation will be arranged by the athletic director(s) and head coach when the particular information becomes available. Manitowoc Lutheran will not schedule transportation to the site of a game within Manitowoc (exception: basketball at Roncalli). Athletes are expected to ride the provided transportation 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 or the athletic bulletin board. 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. 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



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### 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, you may only use your athletes as clinicians 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 persons 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 persons. 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 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:

1. Witness your love for your Lord by representing Him, your parents, your school, your community and yourself properly at all times.
2. Display Christian behavior at all times.
3. Display respect for officials, opponents, rules, coaches and all in authority.
4. Display a spirit of cooperation and teamwork.
5. Stay eligible according to the MLHS rules of eligibility
6. 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-





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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 (ie 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. Scripture clearly teaches in 1 Corinthians 14:40 that everything should be done in a fitting and orderly way. Therefore, in keeping with this command and due to the potential for injury and the resulting liability of MLHS and its staff, the following rules have been put in place.

- Students (alumni), faculty, and parents must read and sign MLHS's Warning of Risk/Liability Release prior to using the weight room. These policies are included in the registration packet and typically signed at the time of registration. However, forms will be available in the school office throughout the school year. A sign will be maintained in the weight room indicating no facility usage is permitted without a signed Warning of Risk/Liability Release and it is the responsibility of the user to have this completed prior to use.
- 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





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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

## 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 receive a full and rewarding arts experience. This includes gaining knowledge, refining, and attaining excellence in the performance of a wide variety. 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 musical abilities and talents to their fullest possible extent to the glory of our Father in heaven.
- **Educational:** To develop creativity, impart musical knowledge and understanding, refine performance techniques, and develop an appreciation through performance.
- **Cultural:** To develop an understanding that the arts are a reflection of our culture, its 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

I Peter 4:10-11 "Each one should use whatever gift he has received to serve others, faithfully administering God's grace in it's various forms.....If anyone serves, he should do it with the strength God provides, so that in all things God may be praised through Jesus Christ. To Him be the glory and the power for ever 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 Musician's Responsibility to the Music Program

*Matthew 5:16 "Let your light shine before men, that they may see your good deeds and praise your Father in heaven."*

- Respect yourself, your fellow students, and those in authority.
- Follow all classroom rules, rehearsal guidelines, and school regulations.
- Read, play, and sing music with insight and expression.
- Improve your knowledge and understanding of music.
- Contribute positively to your own music education and that of others by making the best use of your talents.



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- Cooperate with fellow music department members and share with them the responsibilities and privileges that are part of the music program.
- Be honest and fair with others.
- Encourage your fellow musicians.
- 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 Music Program

*I Corinthians 10:31 "Whatever you do, do it all for 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 studying and performing music 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 musical 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 damages 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.



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## 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 – 7:45 am

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, Schmill, 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.

## Cell Phones

Cell phones are not to be present during any rehearsals or performances. Please place your device into your folder slot or the "phone basket" on your way into rehearsal each day and collect it again at the end of rehearsal.

## Earning a Fine Arts Letter at MLHS

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. In order to earn a 2016-17 MLHS Music Letter each student must compile "points". These points can be earned by performing or participating in the following activities:

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 Librarian (Outside of rehearsals)	10	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 Performances (If available)	5	Points
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
Help with Concert Setup	5	Points per hour helped
Two page paper on any composer	20	Points
Attendance of outside concert (program signed by parents	10	Points
Assist with Middle School Band or LLYC	10	Points per rehearsal
Prism Concert Performance (Instrumental=Band, Vocal=Choir)	10	Points



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## Choir

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

The choir program is made up of the Freshmen Choir, Cantate Choir, Concert Choir, and the Lancer Singers.

- **Freshman Choir**

The *Freshman Choir* is a required performance group for all freshman and is part of the Music class. They rehearse weekly (usually on Wednesday) and participate in all four school sponsored concerts.

- **Cantate Choir**

The *Cantate Choir* is a full-year course open to students in the ninth and tenth grades. The choir sings 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.

- **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 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 services of the association churches, in the four school sponsored concerts, 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 damages: *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**



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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 Band** (If available)

The MLHS Jazz Band 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*. The parade and field show summer marching band is composed of students from Fox Valley LHS, Kettle Moraine LHS, Luther Prep, Northland LHS, Luther HS, Shoreland LHS, Winnebago LA, and MLHS. This band has established an outstanding reputation in parade and field show competitions throughout the upper Midwest, the United States, and Canada. ~~Information concerning this outstanding group's 2018 season will be available in October.~~

## 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.



# Manitowoc Lutheran High School

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

- 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. A student must be in the Lessons room by the second tone with music and instrument (if necessary) ready to be begin.

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 white board outside of the teacher 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 an appreciation of theatre by becoming actively involved in actual plays and musical productions as actors on the stage or participating behind the scenes on various crews. The MLHS Drama Club is open to all students in grades 9-12 who have an interest and aptitude for theatre. Meetings occur once a month from September through April.
- **Fall Play**  
The Fall Play occurs in the month of 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 the month of March. This musical theatre experience unites the musical, acting, artistic, instrumental and production talents of many students, teachers and volunteer staff. MLHS students have the opportunity to participate in the company as singers, actors, chorus members and dancers. Others may participate as members of the pit orchestra, stage crew, sound and lighting (tech support), costume creating and selecting, hair and make-up artists, set building and ushering for performances. The Spring Musical provides a wonderful opportunity for the area Lutheran Elementary Schools to attend a performance on the MLHS campus.