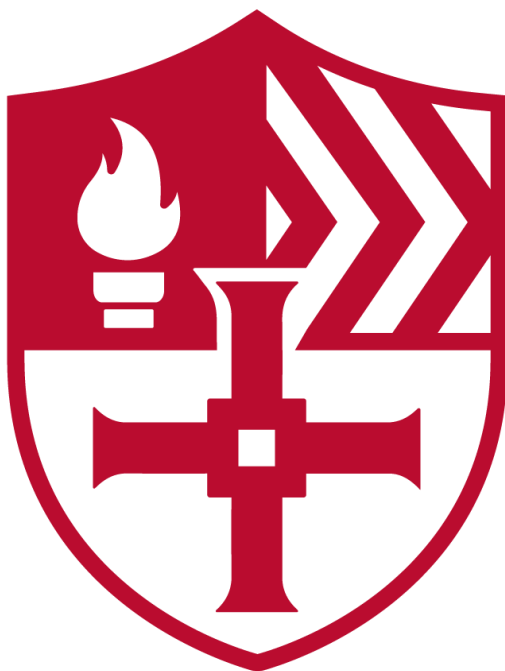


MILWAUKEE LUTHERAN MIDDLE SCHOOL



2026-2027

STUDENT HANDBOOK

SHARE JESUS. SHAPE LIVES. DEVELOP LEADERS

Where Love Rules and Leaders Rise

9700 West Grantosa Drive, Milwaukee, WI 53222

Phone: 414.461.6000

www.milwaukeeelutheran.org

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1. MISSION, VISION, AND CORE VALUES

WeTeachTruth Lutheran Education (WTT) is owned and operated by a group of congregations of The Lutheran Church – Missouri Synod (LCMS) in the Milwaukee area. It functions as an educational agency of its member congregations. The LCMS is a mission-oriented and Bible-based denomination that confesses the historic, orthodox Christian faith in the Triune God: Father, Son, and Holy Spirit. We believe, without reservation, that the Scriptures of the Old and New Testament are the written Word of God and the only rule and norm of faith and practice.

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

Brand: We Teach Truth. Jesus Makes All the Difference
Mission: Share Jesus. Shape Lives. Develop Leaders.
Vision: Built on Jesus Christ and His Word, we ensure exceptional experiences in four pillars of focus: Spiritual Growth, Academics, Athletics, Arts
Core Values: Biblical Truth / Relationships / Communication / Growth / Love

2. ADMINISTRATIVE PERSONNEL

President/CEO – Dr. Cole Braun
Executive Vice President – Mr. Mike Waugh
Vice President of Education – Dr. Sam Seefeld
Principal – Dr. Wayne Jensen
Assistant Principal – Ms. Atoi Sinclair
Director of Student Life – Mr. Joe Kalkopf
Director of Faculty and Curriculum – Ms. Megan Dills
Director of Athletics – Ms. Jackie Pasholk
Director of Admissions – Ms. Abbie Amling

3. SPIRITUAL DEVELOPMENT

The primary purpose of Milwaukee Lutheran Middle School is to help students “grow in the grace and knowledge of their Lord and Savior Jesus Christ” (2 Peter 3:18). This involves students finding identity, meaning, purpose, and power for their lives in Christ. All day-to-day operations of the school and all of life's activities are a service to Him.

3.1 CHAPEL & PRAYER

The following spiritual elements are integrated into the daily routine and practice of Milwaukee Lutheran Middle School:

1.Chapel

All students and faculty participate in Chapel, which is held multiple times per week. Chapel is a devotional time of reflection. Chapel is led by faculty, students, local pastors, and other members of our Milwaukee Lutheran family.

2, Prayer and Devotions

Prayer and devotional times are an important component of spiritual development. These opportunities occur at various points both during the school day and in connection with extracurricular events.

3, Integration of Faith into Curriculum

All staff are instructed to integrate God's Word into applicable lessons. Connections between the world and Scripture are vital to the development of each student.

3.2 CHRISTIAN CONFLICT RESOLUTION

Because we have all fallen short of God's expectations, sin and challenge will occur in our community. When they do, we are to follow the Lord's process of reconciliation as outlined in Matthew 18:15-17, with a goal of restoring a respectful, God-pleasing relationship.

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

1. Communicate the concern with the person seen as the offender.
2. Take a helper with him/her to communicate the concern with the perceived offender.
3. Communicate the concern with the perceived offender and a community authority.
4. Dissolve the relationship as a final attempt to show the unrepentant offender that there is no God-pleasing relationship.

The Lord gave us this process for our good. If an offended person does not confront the offender in a spirit of reconciliation, bitterness often grows in the heart of the offended, and the problem worsens. We expect offenders in our community to be ready and willing to repent when their wrongs are pointed out to them. We expect the offended in our community to be ready and willing to forgive repentant offenders as God has forgiven us.

3.3 ALTERNATIVE LIFESTYLES & GENDER IDENTITY

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

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

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

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

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

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

4. STUDENT RIGHTS

4.1 CONFIDENTIALITY OF STUDENT RECORDS

Milwaukee Lutheran is compliant with the Federal Family Right and Educational Privacy Act (FERPA) and Wisconsin Statutes Section 118.125 by ensuring:

- A. All records maintained by the school for the pupil shall be confidential including:
 - Directory data of address, telephone listing, and email address.
 - Other personal student data and physical health records including student number, immunization records, primary disability category, Free and Reduced lunch eligibility, or homeless status.
 - Progress Records including courses taken, grades, and test results.
 - Behavioral Records including attendance, truancy, retention, referrals, suspension, or expulsion.
- B. All confidential records shall be maintained for an appropriate length of time:
 - Progress Records, which contain only objective pupil data (transcripts), shall be kept permanently.
 - All other records, including Directory Data and Behavioral Records, shall be maintained for five years following graduation (per state requirements) and thereafter destroyed.
- C. Records may be disclosed:
 - Parents of minor students have the right to inspect their records. Parents desiring to inspect their records shall address a request to the principal in writing.
 - To the student by written consent from the parent or legal guardian.
 - Upon receipt of court order.
 - Upon receipt of request from another school due to transfer.
- D. The procedure for challenging records shall be:
 - Written notice to the Principal/Principal Designee requesting a hearing.
 - If satisfaction is not achieved, a statement of challenge may be addressed to the Executive Vice President.

4.2 NON-DISCRIMINATION POLICY

Milwaukee Lutheran Middle School admits students of any race, color, nationality, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of any race, color, nationality, and ethnic origin in the administration of its policies or other school-administered programs.

4.3 APPEALS PROCESS

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

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

*Generally, only decisions impacting a student's enrollment may be appealed beyond the Office of Student Life (letter B as outlined above).

5. ADMISSIONS POLICY

The admissions process is used to determine whether enrollment is a good fit for both the student and Milwaukee Lutheran. Milwaukee Lutheran accepts and reviews applications from any students who have met the criteria for enrollment. If circumstances exist that would significantly prevent the student from being successful at Milwaukee Lutheran, admission may be denied.

If records are falsified or information is withheld, a student's acceptance or enrollment may be impacted, and the student may be asked to immediately withdraw.

As part of the admissions process, all students undergo a comprehensive review of both academic and behavioral records to determine eligibility for in-person enrollment. Students with a documented history of physical altercations, fighting, or other serious behavioral infractions are not eligible to attend our in-person campus. Each applicant's disciplinary history will be carefully evaluated on a case-by-case basis by our admissions and student support teams to ensure a safe and supportive learning environment for all.

We are committed to maintaining a positive school climate that prioritizes the safety and well-being of all students and staff. Our policies reflect this commitment and guide our decisions regarding placement and support for all learners.

5.1 SIXTH-GRADE STUDENTS

- A. Any student who has successfully completed fifth grade and wishes to attend Milwaukee Lutheran will be considered for admission.

- B. Families must complete an online application, along with a confidential teacher questionnaire from a teacher or school administrator. Students with an IEP or 504 Plan must submit copies along with their application.
- C. All applicants are required to complete the Milwaukee Lutheran Placement Exam. The exam is used to help determine the potential for students to successfully manage the academic requirements of Milwaukee Lutheran and to properly place students into a planned course of study.
- D. Applicants may be asked to complete a personal interview with a member of the Admissions Department. Parents are required to attend the interview. In the interview, the mission and expectations of Milwaukee Lutheran will be discussed in relation to the student's previous records. Applicants may be denied admission based upon an unsatisfactory interview.
- E. After a thorough review of all records, a decision on academic admission will be communicated by the Admissions Director.
- F. All incoming sixth grade applicants must gain academic acceptance AND have a financial plan (Tuition/MPCP/WPCP/SNSP) in place before they can begin as a student.
- G. All admitted sixth grade students are considered to be on Probationary Status for twelve weeks at which point an informal review of enrollment will be conducted.
- H. If a student is determined to be ineligible for in-person attendance based on academic or behavioral history, the student may be considered for enrollment at our virtual campus, where they can continue their education in a structured and supportive remote environment.

5.2 TRANSFER STUDENTS

- A. Any student wishing to transfer to Milwaukee Lutheran will be considered for admission upon completing the application process.
- B. All prospective transfer students will be subject to review by the Admissions Department. That review can include, but is not limited to, the academic, attendance, behavioral, and testing results of the transfer student from all previous schools. All documentation must be received before a student will be permitted to enroll.
- C. Upon review by the Admissions Department, a decision will be rendered on admission. That decision can be contingent upon any relevant criterion and may include conditions. The decision to deny admission may include provisions for future consideration. All decisions may be appealed to the Principal/Principal Designee of Milwaukee Lutheran.
- D. All admitted transfer students are considered to be on Probationary Status for twelve weeks at which point an informal review of enrollment will be conducted.
- E. If a student is determined to be ineligible for in-person attendance based on academic or behavioral history, the student may be considered for enrollment at our virtual campus, where they can continue their education in a structured and supportive remote environment.

6. WITHDRAWAL POLICY

In cases where a student is asked or chooses to withdraw from Milwaukee Lutheran during a semester, paperwork must be completed with the Registrar before any academic records are released to the student. If the paperwork is not completed and verification is received of transfer from another school, the student will be automatically withdrawn after three school days for internal purposes (enrollment figures, grades, etc.). Credit will not be granted for any uncompleted courses. At the discretion of administration, grades may be "frozen," which would award credit for any course currently being passed.

6.1 SELF-EXCLUSION

Any student who is absent for ten consecutive days without contact from home will be withdrawn as a student from Milwaukee Lutheran.

7. ACADEMICS

Milwaukee Lutheran Middle School offers a high quality, comprehensive curriculum. Academic courses are designed to meet the individual needs of each student as we prepare them for a productive post-secondary experience. All instruction and student learning at Milwaukee Lutheran is approached from a Christian worldview.

7.1 TRANSITION SPECIAL EDUCATION SERVICES

The Transition Education Services program at Milwaukee Lutheran Middle School provides assistance, as available, for students with a diagnosed disability or impairment affecting his or her ability to function independently within the school environment. The program offers a spectrum of services which include a modified core curriculum, resource study hall, reasonable classroom accommodations, and post-secondary planning. Students receive support and instruction that promote self-advocacy, problem-solving, the development of compensatory skills, and classroom success. Students wishing to enroll in the Transition Program must provide current and past assessments indicating evidence of disability or impairment, and a review of all educational records. A family interview with program staff may also be required. Admission to the program is limited. Graduation requirements for the Transitional Education Services program are the same as the graduation requirements from Milwaukee Lutheran.

7.2 GRADING PERIODS

The school year is divided into two semesters, and each semester is composed of two academic quarters:

Semester 1: Quarter 1 and Quarter 2

Semester 2: Quarter 3 and Quarter 4

Calculation of Semester Grades

- Each semester grade is calculated by averaging the two quarter grades within that semester.
- Quarter grades are equally weighted, meaning each quarter contributes 50% to the semester grade.

7.3 GRADE-LEVEL PROMOTION

Promotion Requirements:

English: 12 credits

Science: 6 credits

Math: 6 credits

Social Studies: 6 credits

Religion: 6 credits

PE: 3 credits

Electives: 10 credits

Promotion to seventh grade: 14 credit minimum

Promotion to eighth grade: 30 credit minimum

Credits for Eighth Grade Promotion into High School: 46

Students who fail to complete the minimum number of credits may be enrolled in summer school or dismissed from Milwaukee Lutheran.

7.4 ACADEMIC RECOGNITION

Students who earn a GPA of 3.50 to 4.00 for a semester will qualify for High Honor Roll. A GPA between 3.00 to 3.49 will qualify for Honor Roll.

Students who qualify for Honor Roll in both semesters of a school year will be awarded an Academic Letter.

7.5 ACADEMIC EVALUATION

The grading scale at Milwaukee Lutheran is as follows:

A	4.000	(93-100)	C+	2.333	(77-79)	D-	0.66	(60-62)
A-	3.666	(90-92)	C	2.000	(73-76)	F	0.000	(0-59)
B+	3.333	(87-89)	C-	1.667	(70-72)			
B	3.000	(83-86)	D+	1.333	(67-69)			
B-	2.666	(80-82)	D	1.000	(63-66)			

Grades are based upon the student's cumulative performance over the course of the semester. Semester grades are the only grades which appear on a student's permanent transcript record.

Milwaukee Lutheran believes that appropriate and timely communication for both our students and their parents is essential to maximizing the potential of each student. Grades may be accessed at any time by students and parents using the school online gradebook. Students and parents will be given access to separate online accounts. Parents will be emailed a Progress Report at the end of each quarter from each teacher. Progress Reports are not a part of a student's transcript but may impact extra-curricular eligibility.

Report cards will be posted at the conclusion of the semester. Parents and students may access their report card within the online gradebook or requested through the Office of Student Life.

7.6 LATE WORK

- A. All daily assignments, homework, and quizzes will generally be accepted for credit up to the end of a unit. However, teachers may deduct points for lateness per their classroom policy.
- B. All tests are required to be taken at the end of the unit.
- C. All major projects, presentations, or test retakes will be accepted for credit up to the end of the quarter. However, teachers may deduct points for lateness per their classroom policy.
- D. Any work missed due to an excused absence will generally be given two days to complete (this includes tests). The time frame for making up missed work due to an extended absence will be determined by the teacher. Students concerned about the amount of time a teacher has given to make up work due to an extended absence should contact his/her Class Dean.

7.7 INCOMPLETES

Teachers may assign an incomplete grade at the end of the semester for those students who have missed an extended amount of class time. Teachers should inform the student that an incomplete grade will be given and share the requirements to receive a letter grade. Students will have up to three weeks after the semester to fulfill the course obligations and a letter grade will be posted.

7.8 GRADE POINT AVERAGE

Semester grades are the only grades used in computing a student's grade point average (GPA). A student's GPA is calculated by dividing the total number of quality points by the number of courses taken. The cumulative GPA consists of grades received from all courses taken by the student.

7.9 CREDIT RECOVERY

In the case where a student fails a course, credit recovery may be necessary. Listed below are credit recovery options for courses that have been failed.

A. Demonstration of Mastery of Retroactive Content

In certain courses, first semester credit can be recovered by demonstrating proficiency (defined as C- or better) during the second semester due to the sequential nature of the content. If the second semester grade falls below a C- at any point, Milwaukee Lutheran reserves the right to remove the student from the course. This option is teacher initiated based upon performance toward the end of the first semester and includes a contract signed by the student, parents, and teacher. This option is typically only available for courses in foreign language and mathematics.

B. Repeating Courses

When a student requests to repeat a course due to a failing grade, he/she may be allowed to do so once. Students' disciplinary and attendance records may be taken into account in making the decision as to whether the repeating of a failed course would be allowed. The student would be scheduled for the course on a space-available basis. Students who have not previously taken the course will be given priority when scheduling.

C. Milwaukee Lutheran Summer School

Summer school in certain courses may be offered at Milwaukee Lutheran. Students must follow directives concerning summer school attendance and performance to be granted credit.

D. Credit Recovery for Physical Education Due to Medical Condition

If a student is unable to participate in physical education for greater than 30% of the semester due to a medical condition, the course must be repeated the next time it is offered.

E. Alternative Credit Recovery

Credits can also be earned by successfully completing a summer school program or online equivalency course through an accredited academic institution. For credits to be accepted through these institutions, approval must be granted by Milwaukee Lutheran administration prior to the course being taken.

7.10 ACADEMIC PROBATION

The purpose of placing Milwaukee Lutheran students on Academic Probation is to ensure that each student is on a path to graduation. A Milwaukee Lutheran student will be placed on Academic Probation if he/she fails multiple classes in a semester. Once placed on Academic Probation, the student is required to pass all their classes the following semester. If a student who is on Academic Probation fails a class, he/she will be dismissed from Milwaukee Lutheran.

8. ACADEMIC INTEGRITY

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

8.1 CHEATING

Cheating is the deliberate or attempted use of unauthorized materials, information, technology, study aides, or unauthorized group work on assignments, projects, tests, or other academic exercises during class or outside of class. The student is responsible for consulting with the teacher concerning whether group work is permissible. Any attempt to give or receive improper assistance is cheating.

Representing or attempting to represent oneself as another or having or attempting to have oneself represented by another in the taking of a test, preparation of an assignment, or other similar activity constitutes cheating.

Examples include, but are not limited to, the following:

- Providing access to materials or information so that credit may be dishonestly claimed by others.
- Creating and distributing copies of one's own work so that credit may be dishonestly claimed by others.
- Giving or receiving unauthorized assistance on an assessment.
- Forging a signature or falsifying information related to documents or programs.

8.2 PLAGIARISM

"Plagiarism" comes from the Greek root word "kidnapping," and is the theft of someone else's ideas, words, or other work without clearly acknowledging the creator and using that material as one's own. Plagiarism includes an exact copying of another's work, or a rewording, paraphrasing, partial quotation, or summarization of another's work without properly acknowledging the creator of the original work. Plagiarism includes copying assignments, presentations, lab reports, graphs, charts, essays, compositions, and term papers.

Plagiarism is a form of intellectual and academic dishonesty that can be done intentionally or unintentionally. Intentional plagiarism is the deliberate presentation of another's work or ideas as one's own. Unintentional plagiarism is the inadvertent presentation of another's work or ideas without proper acknowledgement because of poor or inadequate practices. Unintentional plagiarism is a failure of scholarship; intentional plagiarism is an act of deceit.

Examples include, but are not limited to, the following:

- Downloading information from the Internet or other source and submitting it as one's own work.
- Submitting as one's own work that which is copied or translated from another source.
- Utilization of Artificial Intelligence (A.I.) with the intent of passing the work off as one's own.

8.3 ACADEMIC DISCIPLINE PROCESS

When an act of academic misconduct may have occurred, the classroom teacher will notify the student of the incident. The student will be given the opportunity to respond to the allegation. The teacher's professional judgment will then be used to determine whether an infraction has occurred.

Violations of the Academic Integrity Policy will follow the incremental discipline plan described below:

- The assignment may receive a zero or need to be redone.
- Parents will be notified.
- Additional steps may be taken.

9. ATTENDANCE

The compulsory attendance law (Wisconsin Statutes Section 118.15) recognizes the educational value of regular school attendance. Students being present and punctual to school is the critical first step in ensuring academic achievement. The student's responsibility to maintain regular attendance is necessary to ensure continuity in the education process. The school expectation is that students will be accessing the classwork they are missing via Blackbaud to account for their absence.

9.1 ATTENDANCE PROCEDURES

- A. All absences must be reported to the Attendance Office (Phone: 414.461.6062, email: attendance@milwaukeeelutheran.org, or reported through Blackbaud) by a parent/guardian prior to 9:30 a.m. on the day of the absence. Parents are asked to submit attendance via Blackbaud or call or email each day when the student is absent.
- B. If a parent/guardian has not called, the Attendance Office will mark the student with an unexcused absence/truancy.
- C. Students may not leave school without reporting to the Attendance Office. If it is necessary for a student to leave during school hours, a note signed by a parent must be presented to the Attendance Office at the beginning of the school day or a phone call from a parent/guardian must be received at least one hour prior to the student leaving. If you are calling, please leave a message with your name, the name of the student to be dismissed, and the reason. The student will receive a pass to report to the Attendance Office at the designated time and be given a Permit to Leave slip.
- D. Students who arrive at school after 11:00 a.m. are unable to participate in any extracurricular activities that day.

9.2 TYPES OF ABSENCES

- A. Excused absences are absences due to illness, doctor appointments, family-related illness, family emergencies, funerals, and other approved reasons. The school will require a doctor's excuse if the student is absent three or more consecutive days. All work may be made up for full credit.
- B. Unexcused absences are absences due to negligence in communicating with the school, truancy, suspension, oversleeping, or other unapproved reasons. Academic achievement may be impacted by an unexcused absence through the lowering of the grade(s) of an assessment given during the unexcused absence.
- C. Any student who intentionally skips a class – by avoidance in the building or by leaving the building – may be subject to suspension.

9.3 MAKEUP WORK

It is the student's responsibility to arrange for makeup work due to an excused absence. Makeup work must be completed according to the teacher's directions and time frame. Due dates for long-term assignments remain the same – provided the student was present when it was assigned and had adequate time to complete it.

All students who participate in a school-sanctioned field trip will be responsible for all the work in other classes for that day. The student is also responsible for the requirements of work given on that day and any other deadlines for projects, quizzes, and tests as established by the teacher in each class.

9.4 CHRONIC ABSENCES

Consequences for attendance related issues may result in a student being placed on an Attendance Contract. Students may be placed on an Attendance Contract for any of the following reasons:

- A. Excessive number of absences.
- B. Excessive number of tardies to school.
- C. Excessive number of tardies during the school day.

Failure to abide by the Attendance Contract may result in a student not being able to return for the following school year, or in extreme cases, immediate dismissal from Milwaukee Lutheran.

9.5 TRUANCY

If a student accumulates five unexcused absences in a semester, they are considered habitually truant under Wisconsin Statue Section 118.16. The statue holds the parent/guardian of a child between the ages of 6 to 18 responsible for failing to ensure regular, full-time attendance when school is in session. In cases of excessive absences, Milwaukee Lutheran will work with the Milwaukee Police Department through their Truancy Abatement System (TABS). Possible consequences include municipal citations, fines, and/or imprisonment.

10. DISCIPLINE

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

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

Milwaukee Lutheran has the right to discipline students for any reason, but failure to comply with the expected standards of conduct will subject the student to potential disciplinary action, up to and including expulsion. In the event a student apparently refuses to accept the ministry offered and willfully or consistently demonstrates an unwillingness to live a Christian life, the student, by virtue of attitude and action, disqualifies himself/herself from continued ministry.

10.1 CLASSROOM BEHAVIORAL INTERVENTION STEPS

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

- A. The teacher will issue a warning.
- B. The student will be asked to exit the classroom to wait and talk with the teacher in the hallway.
- C. The teacher will communicate concerns with a parent.

- D. Probation – this is an agreement between the student and the school that outlines the expectations and immediate changes (academic, attendance, or behavioral) necessary for continued enrollment. Violation of an agreement is grounds for immediate expulsion.
- E. Suspension
- F. Expulsion

10.2 SUSPENSION

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

- A. Severe or consistent behaviors detrimental to Milwaukee Lutheran (also see expulsion).
- B. Attendance matters (also see expulsion).
- C. Any minor altercation (verbal, pushing, shoving, etc.) between individuals in the school building, on campus, near the school, or at a school-sanctioned event that results in a disruption to the school. A second offense in the student's career will result in recommendation for expulsion.
- D. Theft or vandalism of school or student property.
- E. Gambling on campus.
- F. Allowing others into the school building (also see expulsion).
- G. Acts of defiance toward any staff member will result in a minimum two-day suspension.

Any behavior that results in suspension from school could also result in law enforcement involvement and/or expulsion. Additionally, participation or attendance of extracurricular activities are not allowed during the suspension period.

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

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

10.3 EXPULSION

- A. Student behavior that may result in expulsion from school includes, but is not limited to:
- B. Any student who repeatedly violates the expectations of Milwaukee Lutheran or consistently demonstrates disrespect towards those in authority.
- C. Possession on campus or at any school-related event of any instrument that would normally be considered a weapon. This includes guns, knives, pepper spray, or any other device capable or likely to cause death or bodily harm. Violation will result in confiscation of the weapon and may include law enforcement notification.
- D. Any student who has habitual attendance issues. See the Attendance Section of this handbook for details.
- E. Any physical altercation (striking another individual, fight, etc.) that takes place in the school building, on campus, near the school, or at a school sanctioned event.
- F. Use of technology/social media that brings disrepute upon Milwaukee Lutheran and/or members of the school community.
- G. Harassment
- H. Any student determined to be selling, in the possession of, utilizing, or under the influence of any foreign substance including vape/vaping paraphernalia, tobacco, alcohol, marijuana, illegal drugs, other controlled substances, or possession of related paraphernalia while on/near campus or at a

school event. Additional drug testing and/or drug treatment may be required should the student be allowed to return to school.

Note: any person carrying the odor of tobacco or marijuana use will be asked to leave the classroom or building until the smell discontinues to be a distraction to others around them. Continued issues regarding this topic can lead to expulsion.

- I. Continued refusal to actively participate in the learning process.
- J. Criminal behavior or acts of an illegal nature in the community such that it misrepresents the mission of the school.
- K. There are instances when students who are dismissed from in-person learning at Milwaukee Lutheran may have the option of continuing their education through the Milwaukee Lutheran virtual program. Such instances are determined at the sole discretion of the Office of Student Life.
- L. Allowing others into the school building resulting in potential danger to Milwaukee Lutheran.

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

10.4 APPEALS – See Section 4.4 Appeals

10.5 DRUG/ILLEGAL SUBSTANCE/WEAPON SEARCH

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

11. HARASSMENT

Milwaukee Lutheran supports a secure school environment, conducive to teaching and learning in an environment free from mistreatment, harassment, and bullying behaviors. Harassment is prohibited by state and federal law and school policy. Milwaukee Lutheran will not tolerate harassment of students or staff and will review and investigate allegations in a prompt, confidential (when possible), and thorough manner.

11.1 TYPES OF HARASSMENT

Harassment occurs when an individual is subjected to treatment or a school environment which is hostile or intimidating because of an individual's ethnicity, creed, color, national origin, physical disability, or gender. We believe that every person must be afforded compassion, love, kindness, respect, and dignity. Harassment is intended to cause distress upon or negatively affect the reputation of a member of the community. It includes, but is not limited to, any or all the following actions:

- A. Verbal Harassment – threatening or derogatory comments or jokes with intent to harass.
- B. Physical Harassment – unwanted physical touching, contact, hazing, assault, deliberate impeding or blocking movements or any intimidating interference with normal work or movement.
- C. Visual Harassment – publicly displaying derogatory, demeaning, or inflammatory images or making obscene gestures with the intent to harass.
- D. Sexual Harassment – includes unwelcome sexual advances, unwelcome requests for sexual favor and other unwelcome verbal or physical conduct of sexual nature.
- E. Cyberbullying – verbal, visual, or sexual harassment directed toward any student, family member or staff member using cyber methods or social media – including the filming, photographing, posting, or sharing of materials that portrays any student or member of the school poorly. Any comments made about a Milwaukee Lutheran faculty or staff member on the Internet or social media will be dealt with as if the comments were made in person and disciplinary action will be taken.

It is the student's responsibility to avoid any personal conduct or activity that may be considered harassment.

11.2 HARASSMENT DISCIPLINE PROCESS

- A. Students should immediately inform the accused offender that the harassing behavior is offensive and unwelcome.
- B. If the student does not feel comfortable doing this or if the incidents continue, this should immediately be reported to a faculty member or administrator.
- C. The student may be asked to write a statement about exactly what happened.
- D. If the situation meets the definition of harassment, appropriate steps will be taken to discipline the offender which may include suspension, expulsion, and/or referral to law enforcement. The severity and pattern of any harassment will be taken into consideration when disciplinary decisions are made.

Because of the confidential nature of cases of harassment, all information will be limited to those individuals with a need to know.

Retaliation against alleged victims of harassment is grounds for suspension and/or expulsion.

11.3 SEXUAL MISCONDUCT

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

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

12. DRESS CODE

Milwaukee Lutheran has adopted a dress code that requires all students to wear a prescribed wardrobe. An attractive school wardrobe promotes school spirit and an improved self-image, while maintaining a neat appearance of the student body. This wardrobe further identifies students as members of the school community and fosters a spirit of cooperation, participation, and safety.

The dress code applies during building hours from 7:00 a.m. to 4:00 p.m. and is strongly recommended for any activity in which students represent Milwaukee Lutheran to the community.

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

12.1 DRESS CODE ENFORCEMENT

A student with a dress code infraction will be sent to the Office of Student Life where he/she will be advised to seek alternate clothing from his/her locker. If that option does not work, the student will be suspended from class until a parent/guardian can bring appropriate clothes to school or for the rest of the day. An excessive number of dress code violations will result in a parent meeting.

12.2 STANDARDS OF DRESS

Tops:

Students are required to purchase all school tops online through Land's End.

- A. Students will always wear a school-approved top which will consist of the following: polo shirts (BURGUNDY OR WHITE), quarter-zips (RED), or crew neck sweatshirts (BURGUNDY OR RED) (no hoods or hoodies), purchased through Milwaukee Lutheran. If it is a Milwaukee Lutheran prescribed full-zip jacket, a school-approved polo shirt must be worn underneath.
- B. School-approved tops from Milwaukee Lutheran will bear a Milwaukee Lutheran school-approved logo. Shirts must be of a reasonable fit, i.e., not far too small/tight or baggy. A long-sleeved shirt may be worn under a short-sleeved polo shirt provided it is without any writing or graphics. Hoods are not allowed.
- C. No outerwear (coats, jackets, jean jackets, etc.) will be worn during the school day. Students should dress appropriately for the weather without requiring outerwear to be worn.
- D. BURGUNDY OR RED full-zip fleece jackets are available for purchase online only and are approved to be worn during the day.

Bottoms:

Clothing bottoms are not available through Milwaukee Lutheran. They must be acquired from other vendors and meet the requirements below:

- A. Students are allowed to wear pants, capris, or shorts made of khaki/chino/dress material in solid colors of khaki/tan or navy blue. Students may NOT wear jeans. Shorts must be of modest length (defined as 4 inches above the kneecap while standing). Pants that meet the material and color requirements may have elastic at the bottom of the legs and/or drawstrings at the waist.
- B. Girls may wear skirts made of khaki/chino/dress material which must be of modest length (defined as 4 inches above the kneecap while standing) and will be either solid colors of khaki/tan or navy blue. Plaid skirts are NOT allowed for middle school.
- C. Clothing bottoms must be worn at waist level. A belt may be required of a student if undergarments are exposed.
- D. Blue jeans, leggings, athletic pants, and pants that have tears, rips, or frays are not allowed.

Footwear:

- A. Students must wear shoes, boots, or sandals at all times in school.
- B. Not permitted- slippers, house shoes.

Miscellaneous:

- A. Hair must be clean and of reasonable style. Simple designs cut into the hair are permissible. Boys' facial hair must be neatly trimmed.
- B. Excessive piercings are not permitted (determined by the Office of Student Life).
- C. All tattoos are discouraged. Those deemed offensive must be covered at all times.
- D. Not permitted – headwear (including caps, hoods, bandanas, and do-rags), earmuffs, sunglasses, and "grills."
- E. Non-medical face masks are not allowed on campus at any time.

12.3 STUDENT IDs

Student ID cards serve multiple purposes for our students:

1. They can serve as identification for coming into the building.

2. They serve as your entry pass into school events (athletics, drama, music, dances, etc.).

Students will receive one ID at the beginning of the school year. Students should be able to present their ID at any point during the school day. If a student needs a replacement ID, they will be charged a \$5 fee.

The ID must not be altered in size, shape, appearance, and/or defaced in any manner (no stickers). Wearing another student's ID or taking another student's ID may result in a disciplinary referral. All students must utilize the student ID from the current year.

13. TECHNOLOGY & ELECTRONICS

Milwaukee Lutheran recognizes that technology is a part of our culture and the lives of our students. It also understands the benefits of technology devices and the value they can provide to students and educators. The policies surrounding technology use in our building are intended to promote acceptable, educationally focused use of technology and ban social use for students. In all situations, these devices are to be used in a manner that enhances education and brings glory to God.

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

13.1 CELL PHONES

Milwaukee Lutheran is a phone-free school. Students will be assigned a Yondr phone pouch that they will have throughout the school year. It will be required that phones are locked in the Yondr phone pouch upon arrival to school in the morning. Students will be able to unlock the Yondr phone pouch when the school day ends.

If a student loses their Yondr phone pouch, they will be required to pay a \$35 fee to purchase a new pouch.

A suspension will be given if a phone is seen or heard during the school day.

School administrators may observe cell phone history including voicemail, text messages, photographs, video, social media accounts, etc. in case of suspicious activity. In instances of serious disregard of school policy, other students' cell phones may be confiscated and searched. Students are responsible for all content on their phones. Violations will be dealt with according to school policy and may involve legal authorities.

If a parent needs to contact his/her child, they should contact the Attendance Office, 414-461-6062.

Milwaukee Lutheran is not responsible for lost, stolen, or broken cell phones.

13.2 OTHER ELECTRONICS

Students are not allowed to bring other electronics (AirPods, headphones, iPods, Smartwatches, tablets, etc.) to school. A suspension will be given if an electronic device is seen or heard during the school day.

13.3 COMPUTER NETWORK ACCEPTABLE USE POLICY

- A. The internet is a network of networks used by educators, businesses, the government, the military, and other organizations. The internet can be used to educate and to inform. As a learning resource, the internet is similar to books, magazines, video, and other information sources.
- B. Access to the internet at Milwaukee Lutheran High School is a privilege - not a right. Access entails responsibility.
- C. Because the internet is a fluid environment, the information which will be available to students is constantly changing; therefore, it is impossible to predict with certainty what information students

might locate. We do use a filtering device to automatically screen the sites which are called up. While our intent is to make internet access available to further educational goals and objectives as well as to apply technology in accordance with Christian principles, students may find ways to access other materials. We believe that the benefits to students from access to the internet, in the form of information resources and opportunities for collaboration, exceed the disadvantages. Milwaukee Lutheran will preserve academic freedom with certain standards; ultimately, parents and guardians of minor students are responsible for establishing and communicating the standards that their children should follow when using media and information sources.

- D. The networking environment requires that WeTeachTruth Lutheran Education (WTT) defines guidelines for student exploration and use of electronic information resources. (See Internet Use Rules and Regulations Below) Such guidelines address issues of privacy, ethical use of information with respect to intellectual property, using the networks for illegal activities, or knowingly spreading embedded messages or other computer programs that have the potential of damaging or destroying programs or data.
- E. Students may use the internet to participate in distance learning activities, to ask questions of and consult with experts, to communicate with other students and individuals, and to locate material to meet their educational and personal information needs. School and library media specialists and teachers have a professional responsibility to work together to help students develop the intellectual skills needed to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet their educational goals.
- F. Milwaukee Lutheran reserves the right to delete any files put onto the computer due to internet use.
- G. Milwaukee Lutheran reserves the right to prioritize the use and access to the system.
- H. Milwaukee Lutheran requires that all students have a signed Acceptable Use Policy on file.

The following are examples of actions that are not allowed:

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

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

- A. Do not give out personal information, phone numbers, social security numbers, credit card information, or addresses.
- B. Do not enter news groups or chat rooms without approval of an administrator or teacher.
- C. Do not fill out questionnaires without the permission of an administrator or teacher.
- D. Do not order a product over the internet.
- E. If you arrive at a site that is offensive to Christians, use the "back" button to leave the site and report it immediately to an administrator or teacher.

Violation Consequences

Violations of this acceptable use policy will be dealt with through the discipline cycle and may result in:

- A. Withholding privileges
- B. In-school suspension
- C. Out-of-school suspension
- D. Expulsion
- E. Students and their families are responsible for any financial expenses resulting from improper technology use. This includes payments to staff members for their time to correct problems due to abuse.

14. HEALTH

14.1 HEALTH RECORDS

The parent/guardian is responsible for annually completing and updating a current health record with appropriate information. This record should inform the school of any health issues that may cause special problems or require special handling on the part of the school.

14.2 IMMUNIZATION REQUIREMENTS

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

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

Written proof is due to the school before classes may be attended. Any parent who does not comply with Immunization requirements within 60 days of being admitted to the school must be reported by Milwaukee Lutheran to the Milwaukee County District Attorney.

14.3 MEDICATION

It is recommended that prescription medications be taken at home. If this is not possible, the school will follow state law (Wis. Stat. § 118.29) for dispensing over-the-counter and prescription medication.

- A. All prescription medication must be kept in the office. No student should be carrying or self-administering prescription medication in the building. It is the students' responsibility to report to the office to take their medication and have it recorded.
- B. Parents must complete a form granting authorization to administer prescription medication with specific directions including dosage and time of administration. Only prescription medication in a labeled pharmaceutical container with doctor's instructions will be administered.
- C. Over-the-counter medication administration requires parent/guardian digital consent on file in Blackbaud.
- D. Students with asthma may have an inhaler in their possession with written consent of a parent/guardian.

14.4 ILLNESS/INJURY

Students who are ill (which includes experiencing a fever) should remain home from school. Please contact the attendance office to report the absence. Students may return to school when symptoms have passed.

Students who become ill during the school day must obtain a pass from the classroom teacher and report directly to the Attendance Office. If necessary, arrangements will be made with the parents/guardians for the student to go home. Students should make the arrangements through the Attendance Office and not on their own.

When a student is injured, the school will administer appropriate first aid. The student's parent/guardian will be notified. If medical attention is required, arrangements will be made with parent's/guardian's consent whenever possible. Following the injury, an incident report form must be completed and filed in the main office by the student and/or individual supervising the activity.

14.5 PREGNANCY

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

14.6 ABUSE, NEGLECT, & EXPLOITATION OF CHILDREN

All employees of Milwaukee Lutheran have specific legal obligations to report suspected abuse, neglect, or exploitation of children. Employees will follow the established procedures as outlined in the faculty handbook. Employees will not contact a student's family regarding a disclosure by a student indicating that he/she may have been a victim as a result of any member of that student's family.

15. CAMPUS

15.1 CRISIS PLAN

Milwaukee Lutheran has a comprehensive plan to deal with crisis situations. Included in this plan are the preventative measures taken to minimize issues on campus, the roles and responsibilities of school staff and students, and the procedures associated with various emergency situations.

It is understood that no guarantees are implied by the plan. Rather, Milwaukee Lutheran has taken every reasonable effort to ensure the safety of all individuals and property by establishing a plan which seeks to mitigate, prepare for, respond to, and recover from incidents.

15.2 BUILDING/CAMPUS HOURS

Access to the building is allowed at 7:00 a.m. Students who arrive between 7:00 a.m. and 7:45 a.m. will go to the cafeteria unless they have an appointment with a teacher.

School is regularly dismissed at 3:20 p.m. At 4:00 p.m. students must leave not only the school building, but also the campus itself. Therefore, campus is effectively closed to all students other than those participating in extracurricular activities at 4:00 p.m. We ask that Milwaukee Lutheran's willingness to allow students to remain on campus for the 40 minutes from the end of school (from 3:20 p.m. – 4:00 p.m.) not be taken advantage of. Students who can leave campus immediately at 3:20 should do so. Likewise, students who are driven home or Uber home should also make every effort to leave campus as closely to 3:20 as possible.

When Milwaukee Lutheran has an alternative schedule dismissing at a time other than 3:20, the same procedures as above will be followed but with different corresponding times. In effect, the school campus will be required to be exited 40 minutes after the end of the school day irrespective of the actual time school is dismissed.

15.3 CLOSED CAMPUS

Milwaukee Lutheran is a closed campus. Students are to be in the building from the time school begins until dismissal. Once students enter campus for the day, they should not leave unless permission is granted from the attendance office. Any student leaving the building or campus without permission will face additional consequences.

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

15.4 VISITORS TO CAMPUS

All visitors must report to the main office to check in. Each visitor must wear a visitor ID pass while in the building.

No visitors are allowed to enter the building between 3:00 and 3:20 p.m.

Visitors during the school day may not be school aged. All prospective student visits must be arranged through the Admissions Office.

Any student who has visitors on the Milwaukee Lutheran campus will be responsible for the visitors' behavior. Inappropriate conduct during the school day, before and after school hours, or extra-curricular events may penalize the Milwaukee Lutheran student according to discipline policies.

15.5 STUDENT DROP OFF & PICK UP

Drop-Off Procedures

Students may be dropped off beginning at 7:00 a.m. Upon arrival, students should report to the cafeteria, where they may enjoy breakfast and remain supervised until 7:45 a.m. At that time, students will transition to the 400-level hallway to access lockers and restrooms before the start of the school day. Classes begin promptly at 8:00 a.m., and students are expected to be in their classrooms ready to learn at that time.

Pick-Up Procedures

Students being picked up between 3:20 p.m. and 3:35 p.m. will exit through Door 2 and should be picked up in the far-right lane closest to the building. Students whose transportation will not arrive before 3:35 p.m. should report to the After School Room to wait for their ride. The After School Room closes promptly at 4:00 p.m.; any students not yet picked up at that time will wait outside Door 2. Please note that students who walk home will be dismissed at 3:20 p.m. and will exit the building at that time.

15.6 VANDALISM

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

16. SCHOOL-RELATED INFORMATION

16.1 BACKPACKS/ATHLETIC BAGS

Students are allowed a book bag/backpack as their only "carry-in" to the classroom. Students may not carry a purse or fanny pack during the school day unless it is inside the backpack. Bags are to be stored under the desk or in the classroom location assigned by the teacher. No bags or purses are allowed in chapel or

assemblies. Athletic bags should be secured in athletic lockers, which are available by contacting the Athletic Office.

16.2 BUSING

Busing to and from school is based on the policy of MPS Pupil Transportation Services; students living at least one mile from City of Milwaukee public transportation may qualify. Call the Milwaukee Lutheran school office for more details. Information regarding the name of the bus company, route number, location of the stop, and pick-up times will be communicated with homes as soon as possible.

16.3 CAFETERIA – BREAKFAST & LUNCH

The cafeteria provides a hot breakfast and lunch service. All enrolled students can receive breakfast and lunch at no charge. Household applications are not required to receive free meals.

The cafeteria is the only place for eating food. Students are expected to be in the cafeteria during their assigned lunch period unless an arrangement has been made through the Office of Student Life. Students are not allowed to take food or drinks outside the cafeteria during the school day.

No outside food deliveries (DoorDash, Uber eats, Grub Hub, etc.) are allowed to Milwaukee Lutheran.

Parents are not to deliver food to students during the school day.

16.4 HALL LOCKERS

- A. The locker assigned to each student is the property of the school. Inspection of lockers may be conducted at any time, without notice, without student consent, and without a search warrant.
- B. The locker is intended to be a place where personal property will be safe. Combinations should remain confidential, and the sharing of lockers is strongly discouraged. Students are responsible for anything in the locker that is assigned to them. The school is not responsible for lost or stolen articles from your locker.
- C. Locker combination changes require use of maintenance personnel. Therefore, a \$2 fee is charged for a requested change.
- D. Lockers should be kept neat and clean. No decorations are allowed on the outside of lockers except for Milwaukee Lutheran activity stickers, or those items approved by the Office of Student Life. Only magnets or masking tape should be used to hang items inside the locker.
- E. Costs to clean or repair damaged, scratched, or defaced locks or lockers will be charged to the student.

16.5 LOST & FOUND

- A. Valuable items should not be brought to school. If necessary, these items should remain in a secure locker. The school is not responsible for any items that are lost or stolen.
- B. All items that are found should be taken to and then claimed from the Office of Student Life. Items that are not claimed by the end of each semester may be donated.
- C. If you have lost or stolen items, report the loss to the Office of Student Life office immediately.

16.6 PUBLIC AFFECTION

The showing of public affection (i.e., hand holding, kissing, hugging, caressing, etc.) is not appropriate for school and causes offense to others. Whether an action is appropriate or not is at the discretion of the staff. Students violating these expectations will be dealt with according to the school's discipline policies.

16.7 SECURITY CAMERA & VIDEO FOOTAGE POLICY

Purpose

The purpose of the school security camera system is to promote the safety, security, and welfare of students, staff, visitors, and school property. Security cameras are intended to deter misconduct, enhance campus security, and assist school administration and school security personnel in investigating safety concerns, behavioral incidents, vandalism, theft, policy violations, emergencies, or other matters affecting the school community.

Use of Security Cameras

Security cameras may be placed in and around school buildings, entrances, hallways, parking lots, common areas, and other areas of school property where there is no reasonable expectation of privacy.

Security cameras will not be installed in restrooms, locker rooms, or other areas where individuals have a reasonable expectation of privacy. Cameras generally will not be placed in classrooms or private offices unless approved by the school administration or designee for a specific safety, security, operational, or instructional purpose.

The school may post signage indicating that video surveillance is in use. The absence of signage does not limit the school's authority to utilize security cameras in accordance with this policy.

Security cameras are intended to record video images only and do not record audio unless specifically authorized by law and approved by the school administration or designee.

Security cameras are intended to enhance school safety but are not monitored continuously and should not be relied upon to prevent or detect every incident.

Ownership and Control of Footage

All security video recordings and images captured by the school's camera system are the property of WeTeachTruth Lutheran Education and constitute confidential school records maintained for safety, security, and administrative purposes.

Access to security footage is restricted to authorized school administrators, school security personnel, the school administration or designee, law enforcement, or other individuals specifically authorized by the school administration when necessary for legitimate school, legal, operational, or safety purposes.

Parent and Public Access

To protect the privacy rights of students, staff, and families, security camera footage is generally not released to or viewed by parents, guardians, students, or members of the public.

The school may review footage internally and communicate relevant findings or outcomes to parents or guardians when appropriate. However, direct viewing access to security footage will generally not be provided.

The school reserves the right to disclose or provide access to security footage when required by law, pursuant to a valid subpoena or court order, or when determined by the school administration, in consultation with legal counsel when appropriate, to be necessary to protect the health, safety, or welfare of students, employees, or the public.

Requests from law enforcement or other governmental agencies will be handled in accordance with applicable laws, school policies, and legal guidance.

Retention of Video Recordings

Security recordings are retained for approximately 30 to 90 days, depending on system capacity and operational needs, after which they are automatically overwritten or deleted unless the recordings are being preserved as part of an active investigation, litigation hold, insurance claim, legal proceeding, or other legitimate administrative purpose.

Policy Violations

Unauthorized access, use, disclosure, duplication, alteration, or distribution of security footage is strictly prohibited and may result in disciplinary action, up to and including termination of employment or expulsion, as well as civil or criminal penalties as permitted by law.

16.8 SEARCH & SEIZURE

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

16.9 STUDENT ARREST NOTIFICATION POLICY

As a Lutheran school, we are committed to partnering with parents in fostering students of Christian character who live in accordance with God's Word and the expectations of our school community. Because student conduct may have implications for the safety, well-being, and mission of the school, students and parents/guardians are required to notify the Principal or administration within forty-eight (48) hours if a student is arrested for, charged with, or taken into custody for conduct that constitutes a criminal offense.

Failure to provide timely notification is a violation of school policy and may result in disciplinary action, up to and including suspension, expulsion, or termination of enrollment.

Notification of an arrest or criminal charge does not, by itself, determine disciplinary action or establish that a student has violated the law. The school will review each situation individually, considering the nature of the alleged conduct, the information available, the safety and welfare of the school community, and the school's mission and standards of Christian conduct.

Nothing in this policy limits the school's authority to investigate or respond to conduct that violates school policies, the school's Statement of Faith, or expectations for Christian behavior, regardless of whether criminal charges are filed or a criminal conviction results.

16.10 TEXTBOOKS

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

17. PARENTS/FAMILIES

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

17.1 PARENT/FAMILY VISITOR POLICIES

Parents who visit the building from 7:00 a.m. to 3:00 p.m. must check in with the main office or proceed directly to where directed at time of admittance into the building. No parents/family visitors are admitted into the building from 3:00 p.m. to 3:20 p.m.

- A. Parents are not permitted in any part of the building during the school day without a visitor pass.
- B. Parents who wish to speak to a staff member or visit a classroom must have an appointment scheduled.
- C. Parents are not to deliver food to students during the school day.

17.2 PARENT/FAMILY CONDUCT

Any parent who misrepresents the expectations of Milwaukee Lutheran by using inappropriate language or conduct (including towards a faculty or staff member) may be banned from the campus. This includes at extracurricular events on our campus and at away events. Parent/Family conduct can impact the enrollment status of a MILWAUKEE LUTHERAN student.

17.3 COMMUNICATION

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

- A. The primary method of communication with families is through email and the school information system. It is important that email addresses are kept current and checked regularly.
- B. Daily announcements are available in Blackbaud.
- C. Parents should read the regularly published school newsletter – The Red Knight News – which includes announcements and information from the school.
- D. Except for breaks, holidays, and weekends, parents should expect return of phone calls and emails within 24-48 hours.

18. HANDBOOK LIMITATIONS

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



Acknowledgement of Student Handbook

The Milwaukee Lutheran Student Handbook is available for review on the parent page of our website at www.milwaukeeelutheran.org.

Parents/guardians and students are expected to read and understand the policies, procedures, and expectations outlined in the handbook. By signing below, you acknowledge that you have reviewed the handbook and agree to support and comply with its contents.

Please return this signed acknowledgement form by Friday, September 5. If the signed form is not returned by the stated deadline, it will be understood that the handbook has been reviewed, and its terms are accepted by both the student and parent/guardian.

The policies and procedures contained in the Milwaukee Lutheran Middle School Student Handbook are intended to:

- Carry out the Mission of Milwaukee Lutheran – Share Jesus. Shape Lives. Develop Leaders.
- Provide for the orderly function of the school.
- Create an environment where high achievement is the focus.
- Produce a system of personal responsibility on the part of all students.

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

We acknowledge that we have received and read the Milwaukee Lutheran High School Student Handbook. We have taken the opportunity to gain clarification on the policies and procedures outlined in the handbook. We agree it is our responsibility to understand and adhere to the information and expectations contained in the handbook. We further acknowledge that the contents of the handbook are subject to interpretation and that the final decisions and enforcement will be made by the Milwaukee Lutheran High School administration.

We agree to work with the faculty, staff, and administration to provide an environment that supports proper Christian relationships, nurtures the learning of all students, and provides a safe and orderly place for all Milwaukee Lutheran High School students.

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

Student Name

Grade

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date