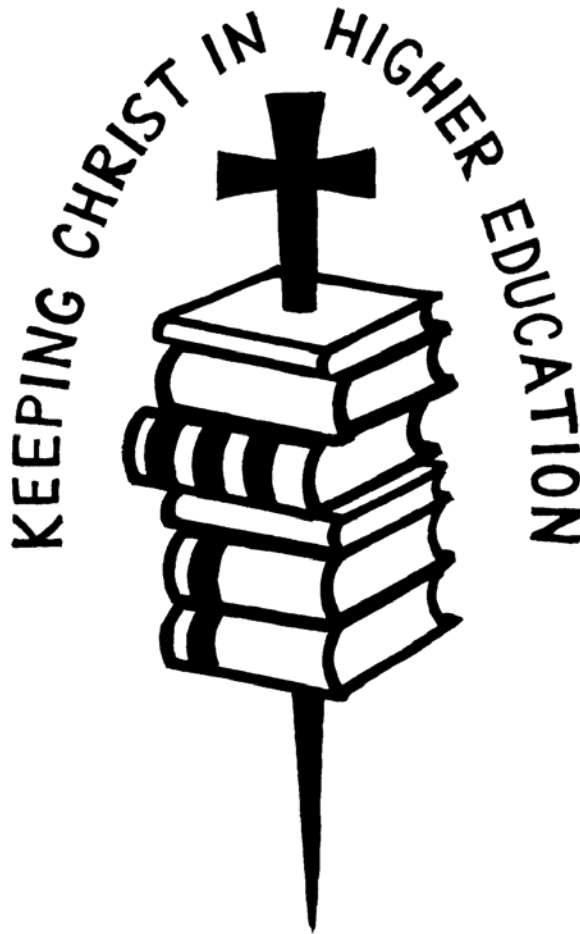


# Luther High School Student/Parent Handbook 2012-2013



Onalaska, Wisconsin



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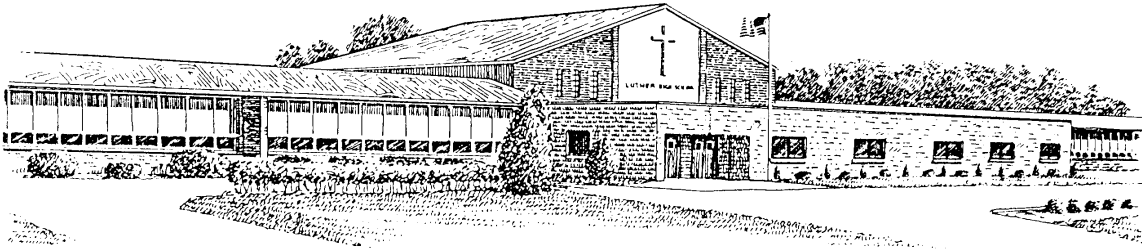
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# PART 1: GENERAL INFORMATION

## WELCOME

*Welcome to Luther High School, a 9-12 grade Wisconsin Evangelical Lutheran Synod Area Lutheran High School. As a student at Luther you are a member of a school family whose motto is "Keeping Christ in Higher Education." In keeping with that motto, all we do and say at Luther must be in accordance with what God tells us in His Word. This handbook is intended to establish guidelines for our Christian living at school and school activities as well as to provide information for you about various aspects of school life and activities at Luther High School.*



## MISSION STATEMENT

Luther High School provides a Christ-centered education that encourages and equips students for life and for eternity.

## VISION STATEMENT

Luther High School desires that its students, mindful of baptismal grace, live the holiness that God gave to them in Christ.

## OBJECTIVES

Therefore, Luther High School will keep Christ in higher education by:

1. faithfully proclaim and apply the Word of God through the teaching of classes, life skills, and activities in accordance with the Lutheran Confessions.
2. promote spiritual growth and maturity through the proper use of God's Law and Gospel.
3. encourage and train students to share their faith throughout their lives whether in personal or public ministry.
4. instill a desire for knowledge, understanding and wisdom while taking "every thought captive and making it obedient to Christ." (2 Corinthians 10:5)

## THEME

The theme for the 2012-2013 school year is "Now fear the Lord and serve Him with all faithfulness" (Joshua 24:14).

## GOD'S WORD OUR GUIDE

---

Because Luther High School is subject to the Word of God as it speaks to the New Testament believer, the following Scriptural principles are applicable to the conduct and life of its students. When students enroll at Luther High School, they are declaring that they agree to live under the powerful influence of God's Word. Parents and students are encouraged to consider carefully the following points:

1. Through the Holy Law of God Luther High School students recognize that by nature they are sinful and condemned by God.  
*Romans 3:20 No one will be declared righteous in His sight by observing the law, rather through the law we become conscious of sin.*
2. Through the Gospel Luther High School students recognize the forgiving love of God toward sinners and salvation by grace through the work of Christ.  
*John 3:16 - For God so loved the world that he gave his one and only Son, that whoever believes in him shall not perish but have eternal life.*  
*Romans 6:23 - For the wages of sin is death, but the gift of God is eternal life in Christ Jesus our Lord.*
3. Luther High School students respond to the grace of God in Christ with a thankful life that lives the holiness God gave to us in Christ.  
*1 John 4:19 We love, because He first loved us.*  
*1 John 5:3 - This is love for God: to obey his commands. And his commands are not burdensome*
4. Luther High School students will respond to the grace of God in Christ in the following ways:
  - A. by willingly and joyfully serving as ambassadors of Christ, showing God's love to the world in their words and actions.  
*2 Cor. 5:20 We are therefore Christ's ambassadors, as though God were making His appeal through us. We implore you on Christ's behalf: Be reconciled to God!*
  - B. by willingly and joyfully participating in the worship of God our Savior.  
*Ps 122:1 I rejoiced with those who said to me, "Let us go to the house of the LORD."*
  - C. by willingly and joyfully obeying and respecting the representatives God has placed over them.  
*Heb 13:17 Obey your leaders and submit to their authority. They keep watch over you as men who must give an account. Obey them so their work will be a joy and not a burden, for that would be of no advantage to you.*
  - D. by willingly and joyfully living in peace and harmony with fellow students, admonishing them when they disobey God's Word.  
*Romans 12:18 If it is possible, as far as it depends on you, live at peace with everyone.*  
*Matthew 18:15 If your brother sins against you, go and show him his fault just between the two of you. If he listens to you, you have won your brother over.*
  - E. by willingly and joyfully, as faithful stewards, using all the gifts God has given them  
*1 Thes 4:11-12 Make it your ambition to lead a quiet life, to mind your own business, and to work with your hands, just as we told you, so that your daily life may win the respect of outsiders, and so you will not be dependent on anybody.*
  - F. by willingly and joyfully being obedient and faithful citizens of our country  
*Romans 13:1 Everyone must submit himself to the governing authorities, for there is no authority except that which God has established...*

## ASSOCIATION CONGREGATIONS

---

Opened in 1957, Luther High School is operated by an association of 28 Wisconsin Evangelical Lutheran Synod churches within a forty-five mile radius of La Crosse.

Bethel Lutheran – Galesville, WI  
 Christ Lutheran – Burr Oak, WI  
 Christ Lutheran – Cochrane, WI  
 Christ Lutheran – West Salem, WI  
 English Lutheran – Viroqua, WI  
 First Lutheran – La Crescent, MN  
 First Lutheran – La Crosse, WI  
 Good Shepherd Lutheran – Holmen, WI  
 Goodview Trinity Lutheran – Winona, MN

Grace Lutheran – La Crosse, WI  
 Grace Lutheran – Ridgeway, MN  
 Immanuel Lutheran – La Crescent, MN  
 Immanuel Lutheran – La Crosse, WI  
 Mount Calvary Lutheran – La Crosse, WI  
 St. John's Lutheran – Barre Mills, WI  
 St. John's Lutheran – Caledonia, MN  
 St. John's Lutheran – Lewiston, MN  
 St. John's Lutheran – Nodine, MN  
 St. John's Lutheran – Sparta, WI  
 St. Matthew's Lutheran – Stoddard, WI  
 St. Matthew's Lutheran – Winona, MN  
 St. Michael's Lutheran – Fountain City, WI  
 St. Paul Lutheran – Tomah, WI  
 St. Paul's Lutheran – Bangor, WI  
 St. Paul's Lutheran – Onalaska, WI  
 St. Peter's Lutheran – Chaseburg, WI  
 St. Peter's Lutheran – Hamburg, WI  
 Zion Lutheran – Hokah, MN

## **ASSOCIATION LUTHERAN ELEMENTARY SCHOOLS**

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Christ-St. John – West Salem, WI  
 English Lutheran – Viroqua, WI  
 First Lutheran – La Crosse, WI  
 Immanuel – La Crosse, WI  
 Mt. Calvary-Grace – La Crosse, WI  
 St. John's – Caledonia, MN  
 St. John's – Lewiston, MN  
 St. John's – Nodine, MN  
 St. John's – Sparta, WI  
 St. Matthew's – Stoddard, WI  
 St. Matthew's – Winona, MN  
 St. Paul – Tomah, WI  
 St. Paul's – Bangor, WI  
 St. Paul's – Onalaska, WI

## **GOVERNANCE**

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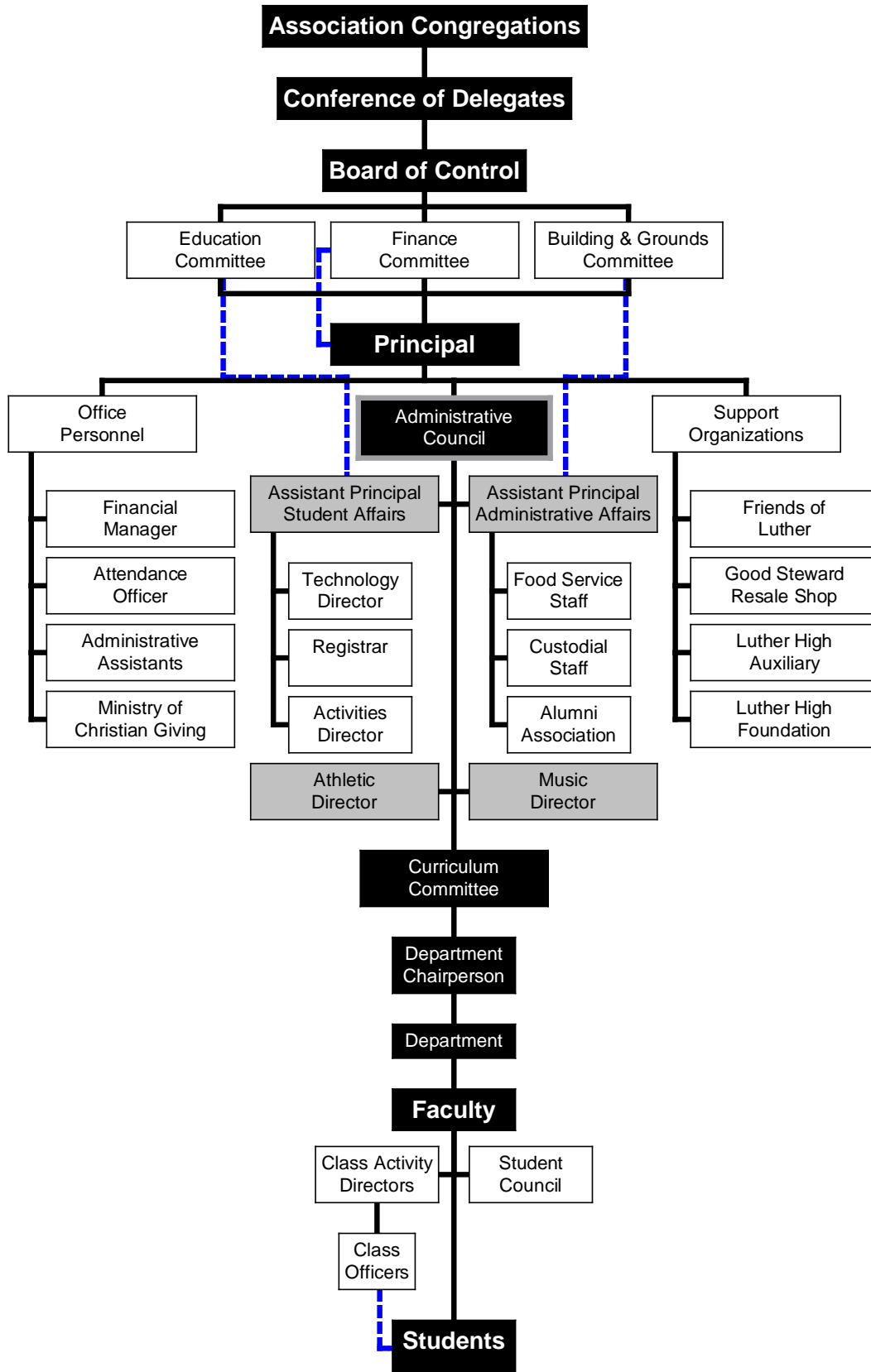
The Conference of Delegates is the governing body of Luther High School and conducts four regular meetings annually. These meetings are held on the second Wednesday of February, May, August and November. The delegates are comprised of the pastors of association congregations, a male teacher from each congregation having a Lutheran Elementary School, and a number of laymen from each congregation according to the size of the congregation.

The Board of Control consists of 12 members comprised of four pastors, two teachers of Lutheran Elementary Schools, and six laymen. These men implement the decisions of the Conference of Delegates. The administration of the affairs of management is vested in the Board of Control.

These dedicated men serving as delegates and board members give freely of their time and abilities to keep our school functioning smoothly.

**ORGANIZATIONAL CHART**

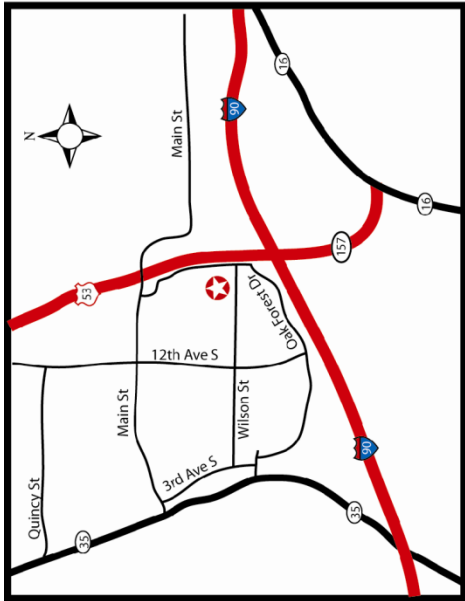
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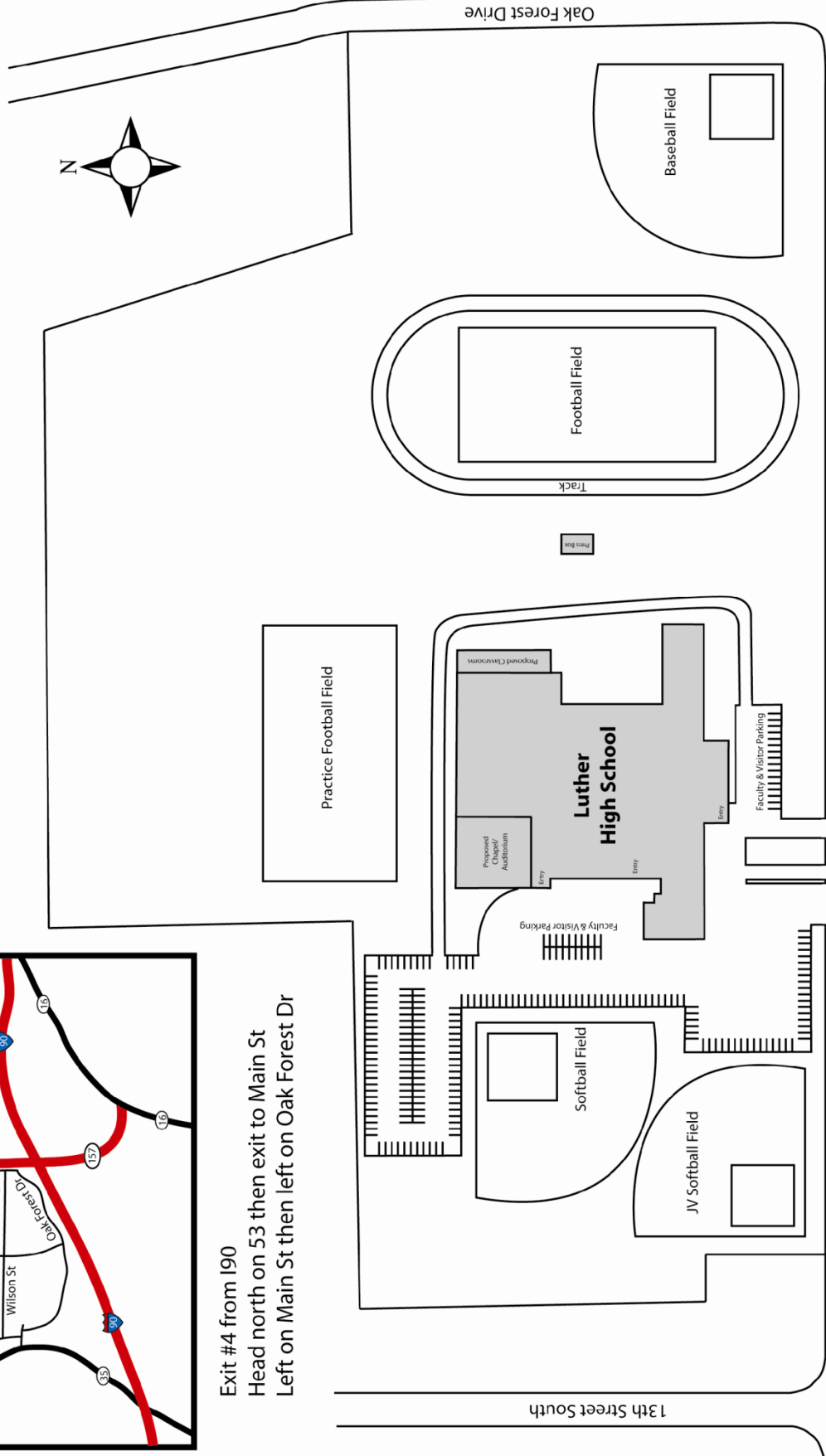
# MAP

## Luther High School

1501 Wilson St  
Onalaska, WI 54650-3142  
(608) 783-5435

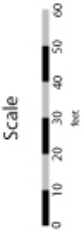
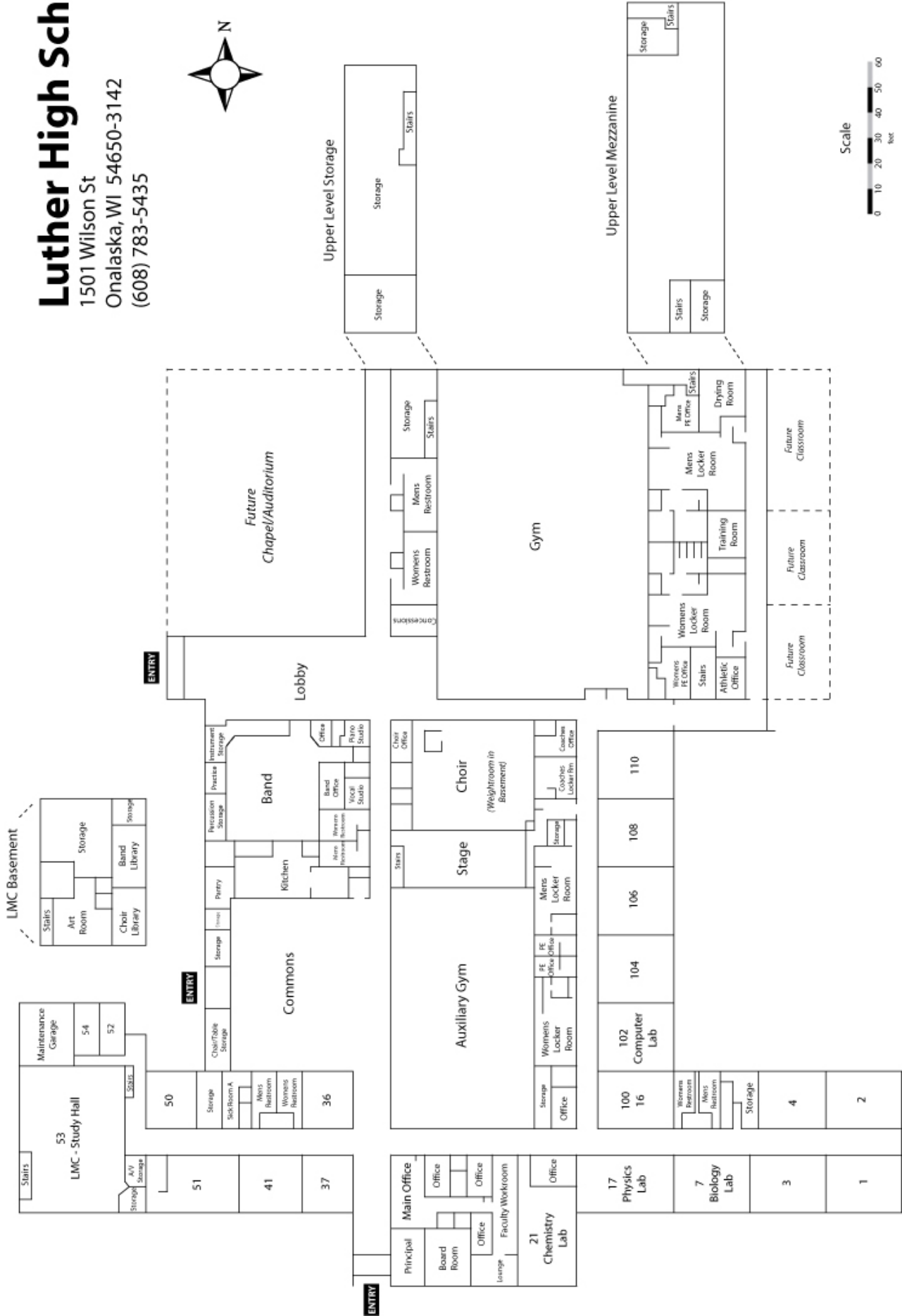


Exit #4 from I90  
Head north on 53 then exit to Main St  
Left on Main St then left on Oak Forest Dr



# Luther High School

1501 Wilson St  
 Onalaska, WI 54650-3142  
 (608) 783-5435



## CALENDAR

August					
M	T	W	R	F	
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
20 <sup>1</sup>	21	22	23	24	
27	28	29	30	31	

September					
M	T	W	R	F	
3	4	5	6	7	
10	11	12	13	14	
17	18 <sup>2</sup>	19	20	21	
24	25	26	27	28	

October					
M	T	W	R	F	
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18 <sup>3</sup>	19	
22	23	24	25	26	
29	30	31			

November					
M	T	W	R	F	
			1	2	
5	6	7	8	9	
12	13	14	15	16	
19	20 <sup>4</sup>	21	22	23	
26	27	28	29	30	

December					
M	T	W	R	F	
3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21*	
24	25	26	27	28	
31					

January					
M	T	W	R	F	
	1	2	3	4	
7	8	9 <sup>5</sup>	10	11	86
14	15	16	17	18	
21	22	23	24	25	
28	29	30	31		

February					
M	T	W	R	F	
				1	
4	5	6	7 <sup>6</sup>	8	
11	12	13	14	15	
18	19	20	21	22	
25	26	27	28		

March					
M	T	W	R	F	
				1	
4	5	6	7	8	
11	12 <sup>7</sup>	13	14	15	
18	19	20	21	22	
25	26	27	28	29	


April					
M	T	W	R	F	
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
22	23 <sup>8</sup>	24	25	26	
29	30				

May					
M	T	W	R	F	
		1	2	3	
6	7	8	9	10	
13	14	15	16	17	
20	21	22	23	24	87
27	28	29	30	31	

June					
M	T	W	R	F	
3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	

 First/Last School Days

 No School – Holiday Vacation

 No School – Staff Development

 No School – LES Promotions

 Semester Exam

 Reserve exam day for inclement weather

<sup>1</sup> Superscripted # – Start of Term

**Total Days = 173**

Notes:

- Opening Service August 19
- Freshmen Orientation Day August 20
- 1<sup>st</sup> Semester – August 20 through January 8
- 2<sup>nd</sup> Semester – January 9 through May 23
- Graduation May 26

## TEACHING SCHEDULE

	7:54 – 8:38	8:42 – 9:25	9:29 – 9:46	9:50 – 10:33	10:37 – 11:20	11:20 – 11:42	11:46 – 12:29	12:33 – 1:16	1:20 – 2:03	2:07 – 2:50
<b>Period</b>	<b>1</b>	<b>2</b>	<b>Chapel</b>	<b>3</b>	<b>4</b>	<b>Lunch A</b>	<b>5*</b>	<b>6</b>	<b>7</b>	<b>8</b>
Adickes	Music Appreciation/	Gospels		/Music Theory		Computer Skills / Computer Skills		Concert Ch MWF Snd Fnd TR	Gospels	Gospels
Appold	Study Hall TR	Publications I & II		Pre-Algebra	English 10			Study Hall TR	English 10	English 10
Babinec		Physical Science		Physical Science	Physical Science		Physics			
Bader	Ind. Inst. Asst.	Ind. Inst. Asst.		Ind. Inst. Asst.	Intro to Business/ Accounting		Ind. Inst. Asst.		Art 3D & Photo/ Art Draw & Paint	Art 3D & Photo/ Art Draw & Paint
Benrud	Health/ Civics	Health/ Civics		Civics/ Health	/Boys PE 10	Boys PE 10/ Boys PE 9			Boys PE 9/ Boys PE 9	Life Fit Boys PE/ Life Fit Boys PE
Bilitz	O.T. Survey	Acts & Epistles		O.T. Survey		Acts & Epistles		O.T. Survey	Acts & Epistles	
Hagedorn	Algebra II			Algebra I	Algebra II		Algebra II	Algebra I		Algebra I
Heinze	British Literature	Adv Brit Lit		British Literature	Latin I					
Kilmer							Study Hall	Study Hall	Study Hall	Study Hall
Krajewski	Study Hall	Study Hall		Study Hall	Study Hall					
Larson	Cantate Choir MWF Study Hall TR									
Lisk		German I		Latin II		Hst Christ Thgh		Hst Christ Thgh	German II	Hst Christ Thgh
Loersch	Biology			Biology	/Adv Biology		Adv Biology/	Biology		
Lusky	Spanish III	Spanish II					Spanish I	Spanish II	Spanish II	Spanish I
Mahnke	Computer Apps I/ Computer Apps II	Computer Apps I/ Computer Apps II		Robotics/ Robotics						
Rosenberg	English 9	English 9		English 9	Girls PE 10/	Girls PE 9/ Girls PE 10			/Girls PE 9	Life Fit Girls PE/ Life Fit Girls PE
Ross	Pre-Calculus			Geometry	AP Calculus			Geometry	Pre-Calculus	Geometry
Rupprecht	App Home Maint/ App Home Maint				Geography/ Geography	Geography/ Geography		App Home Maint/ App Home Maint	Band	
Schaper	Adv Am Lit	Fnd Eng 11 & 12		American Literature	American Literature	/Christian Living			Computer Skills / Computer Skills	Christian Living/ Christian Living
Schibbelhut	Digital Video/	/Digital Video		Digital Video/ Digital Video	Earth Science	Chemistry			Chemistry	Chemistry
Schiebel		U.S. History			U.S. History		Western Civilization	Western Civilization	Western Civilization	U.S. History
Wichmann		Government/ Elements of Soc St		Consumer Ed						
<b>Period</b>	<b>1</b>	<b>2</b>	<b>Chapel</b>	<b>3</b>	<b>4</b>	<b>5*</b>	<b>Lunch B</b>	<b>6</b>	<b>7</b>	<b>8</b>
	7:54 – 8:38	8:42 – 9:25	9:29 – 9:46	9:50 – 10:33	10:37 – 11:20	11:24 – 12:07	12:07 – 12:29	12:33 – 1:16	1:20 – 2:03	2:07 – 2:50

\*2<sup>nd</sup> semester lunch hours flip-flop

## STAFFING

20 full-time faculty, 4 full-time staff, 5 part-time staff

## FACULTY NON-ACADEMIC DUTIES

<u>Name</u>	<u>Duties</u>		
Adickes, Paul	Advisor Sound Foundation Jr/Sr Banquet Promotions Committee	Heinze, Keith	Assistant Principal Kitchen Supervisor Building & Grounds Promotions Committee National Honor Society English Dept Chair Administrative Council
Appold, Patti	Advisor JV Volleyball Coach JV Softball Coach	Larson, Dan	LES Band Lessons Asst Drama Lancer/Sabre Band National Honor Society
Babinec, Joel	Advisor Eligibility Committee Varsity Girls Basketball Coach Athletic Director Promotions Committee Administrative Council National Honor Society	Lisk, Kevin	Soph Class Activity Dir Cross Country Coach Assistant Track & Field Coach Lutheran Radio Committee World Lang Dept Chair National Honor Society
Bader, Connie	Jr Class Activity Dir Jr/Sr Banquet Drama Art Dept Chair Luther Light Coordinator Pro-Life Knights	Loersch, Mark	Sr Class Activity Dir Freshmen Boys Basketball Coach Varsity Golf Coach Promotions Committee Science Dept Chair Guidance Counselor
Benrud, Jon	Advisor JV Golf Coach Wrestling Coach Promotions Committee PE Dept Chair Male Health Officer Anniversary Committee	Lussky, Becky	Fr Class Activity Dir Assistant Drama Promotions Committee Cheerleading/Pom Advisor National Honor Society - Chai
Bilitz, Jon	Advisor Assistant Football Coach Varsity Baseball Coach Promotions Committee Religion Dept Chair Student Council	Mahnke, James	Assistant Principal Technology Coordinator Activities Director Registrar Eligibility Committee Business Dept Chair Administrative Council AV Dept Robotics Coach
Hagedorn, Jason	Advisor Varsity Football Coach JV Girls Basketball Coach Promotions Committee Assistant Student Council Anniversary Committee - Chair		

Rosenberg, Kari	Advisor Varsity Volleyball Coach Assistant Track & Field Coach Promotions Committee Female Health Officer Anniversary Committee	Schibbelhut, Greg	Advisor Promotions Director JV Boys Basketball Coach Varsity Track & Field Coach
Ross, Mark	Advisor Math Dept Chair Wings Team Girls Tennis Coach Varsity Softball Coach National Honor Society	Schiebel, Matt	Advisor Social St. Dept Chair Assistant Football Coach Assistant Track Coach Anniversary Committee
Rupprecht, Jim	Advisor Handbells Jazz Band Music Dept Chair Administrative Council National Honor Society	Wichmann, Paul	Principal Attendance Officer Luther High Auxiliary LHS Foundation Promotions Committee Friends of Luther Emergency Drills Administrative Council Good Steward Store
Schaper, Brad	Advisor International Student Coordinator Varsity Boys Basketball Coach JV Baseball Coach Promotions Committee		

## **PART 2: APPLICATION & FINANCES**

### **ADMISSIONS POLICY**

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In the spirit of the Reformer, Dr. Martin Luther, after whom our school is named, Luther High School has been established and is maintained by an association of Wisconsin Evangelical Lutheran Synod (WELS) congregations of the La Crosse area in order to offer the members of our congregations a Christ-centered high school education (Proverbs 1:7; 9:10; 2 Corinthians 10:5). Therefore, it is the policy of Luther High School to give enrollment preference to students from WELS congregations of the Luther High School Association and secondly to students from WELS congregations which are not members of the association.

Students from Christian congregations not in confessional fellowship with the Wisconsin Evangelical Lutheran Synod and students who do not belong to a Christian church, but are seeking a Christian education as provided at Luther High School, will be permitted to enroll at Luther High under the following conditions:

- a. All students will comply with all the rules and regulations which have been established by Luther High School, including attendance at daily devotional services, religion classes, etc.
- b. All students and their parent(s)/guardian(s) not in confessional fellowship with the WELS will learn the teachings of the WELS by attending an adult information course held by one of our WELS churches within one year of enrollment at Luther High School.
- c. No student shall at any time undermine the stated purpose of the school or doctrines of the Evangelical Lutheran Church, in or outside the classroom.
- d. No student shall solicit support for religious convictions contrary to the doctrines of the Evangelical Lutheran Church.
- e. Leadership positions in the worship life of the school are reserved for students who are members of the WELS or a church body in doctrinal fellowship with the WELS.
- f. Students and their parents will recognize that the admissions committee of Luther High School is charged with annually approving or disapproving enrollments on the basis of the above principles. If in the judgment of the admissions committee it seems that a student's past or present conduct or attitude is at variance with the policy and spirit of the school (as set forth in the statement of philosophy and purpose in the Luther High School catalog), his or her enrollment may be denied for the school of the school, even though no specific offense is mentioned.
- g. Admission will not be denied on the basis of race, color, national or ethnic origin.

### **FINANCIAL ASSISTANCE**

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Financial assistance is provided through a variety of sources including our churches, the Luther High Foundation, Friends of Luther, the Good Steward Resale Shop and the Tuition Assistance Program. Luther High School annually distributes financial assistance to students who apply for them and are awarded on the basis of family need. Applications are due April 1 for the following school year.

### **NON-DISCRIMINATORY POLICY**

---

In keeping with the scriptural truth that the Lord has directed his church to proclaim the gospel to all nations, and, since God has not restricted the ministry of his church to any one particular group, Luther High School cannot and does not discriminate on the basis of race, color, disability, or national/ethnic origin in its admission procedures, educational policies, scholarship grants, and co-curricular programs.

## **PAYMENTS**

---

**FEES:** All fees for music and athletics are required to be paid on or before August 15<sup>th</sup>.

**TUITION:** Families will be able to pay their tuition in one of two (2) ways:

1. Payment in full – This payment is made directly to the school due on or before August 1<sup>st</sup>. There is a \$100 discount for full tuition payment by August 1<sup>st</sup>.
2. Monthly payment through Simply Giving with half of the payments scheduled to be completed by the last day of regularly scheduled classes for first semester and monthly payments through Simply Giving with half of the payments scheduled to be completed by the last day of regularly scheduled classes for second semester. There are no annual fees. There are fees for non-sufficient funds. Simply Giving uses automatic withdrawal from a checking or savings account. For more information, visit our website at [www.luther.k12.wi.us](http://www.luther.k12.wi.us) or contact the Financial Manager at (608) 783-5435 x108.

All forms need to be completed, signed, dated and verified by LHS office by August 1<sup>st</sup> (tuition form, fees form, Simply Giving form with void check or ACH document from your financial institution) Students are not permitted to participate in co-curricular activities until their account is in good standing. If a payment is missed for any reason, you will be sent a letter and given 15 days to make that payment and become current on your account or at the 15<sup>th</sup> day after the missed payment the student will become ineligible for all co-curricular activities. Account must be in good standing by semester exams or the student will be suspended and will not be able to take semester exams and will not be readmitted the next semester. If a payment is missed for any reason or you are experiencing financial difficulty in meeting your selected tuition payment plan then you must relate this concern to the Board of Control's Finance Committee so that satisfactory arrangements can be made and any inconveniences avoided.

## **REFUNDS**

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If a student withdraws from school, a refund of tuition costs will be made on a prorated basis.

## **SCHOLARSHIPS (POST HIGH SCHOOL)**

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The Wisconsin Academic Excellence Scholarship of \$2250 is awarded to the top student (must be a WI resident) in each graduating class who will attend a Wisconsin public or private institution of higher learning. This scholarship is renewable for up to three additional years.

Each spring Luther awards scholarships for post high school study that are made available by individual donors and local civic organizations. Qualified Luther students are also nominated for scholarships that are awarded on a competitive basis at the state and national levels.

Scholarship grants are also made available by many companies and organizations to their employees and members. Parents should explore these possibilities whenever possible. Many congregations have established scholarship funds to provide assistance for their members attending synodical ministerial schools. Parents should contact their pastor to determine whether such assistance is available.

## PART 3: ACADEMIC PROGRAM

### ACT TEST SCORES 2011

	Eng.	Math	Rdg.	Sci.	Composite
<b>LHS</b>	23.9	23.4	24.1	23.4	23.9
<b>WI</b>	21.6	22.1	22.2	22.3	22.2
<b>US</b>	20.5	21.0	21.3	20.9	21.0

### ACADEMIC ELIGIBILITY

A student becomes ineligible for co-curricular activities with a failing grade in any class at the end of the second, fourth, sixth, and eighth terms. A student may regain eligibility by getting a form from the Registrar after a minimum of 10 school days and having no failing grades in any class. A student who is ineligible at the end of the second semester will be ineligible beginning the first day of the next academic school year (summer practices/competitions don't apply). Upon the recommendation of the advisor, a student may be declared ineligible at any time.

### ACADEMIC HONORS

Seniors who have a cumulative GPA of 3.500 and higher after seven semesters will graduate with academic honors.

### ACADEMIC LOAD

Each student must take a minimum of 6 classes each semester. There is a maximum of 8 classes in a semester.

### ACCREDITATION

Wisconsin Evangelical Lutheran Synod School Accreditation  
 Wisconsin Religious and Independent Schools Accreditation  
 National Council for Private School Accreditation

### ADVANCED PLACEMENT COURSES

Advanced Placement (AP) courses give the chance to try college-level work in high school. If you receive a "qualifying" grade on the AP Exam, there are many colleges worldwide that will give credit or advanced placement for your efforts. Earning college credit early potentially reduces future college tuition costs. Currently Luther High School offers AP Calculus and AP Art. AP exams are not offered at Luther High School. Students will need to make arrangements with another school offering the exams. You can take AP Exams in many other academic areas even if you haven't taken a specific AP course. For more details about Advanced Placement courses please visit [www.collegeboard.com](http://www.collegeboard.com) or contact the Registrar.

### AUDITING A COURSE

A student in good standing may register to audit a course with the consent of his advisor, the instructor of the class he wishes to audit and the Registrar. An audit may be changed to a course being taken for credit during the first five school days of the semester. Procedures for withdrawing from a course taken for audit are identical to those followed when dropping a course taken for credit. Attendance is required for an audit, but tests and papers are not required. A grade of S, N, or U will be given that does not calculate into the GPA. Audits will not be considered a part of the required credit load or graduation credits and must be taken during an open class hour (e.g. cannot stack an audited class and another class during the same class hour).

### CLASS RANK

Class rank is determined by cumulative GPA at the end of each semester.

## DROPPING/ADDING CLASSES

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Changing a schedule must involve the student, parents/guardian, advisor, and instructor(s) using a Drop/Add form from the office, Registrar, or [www.luther.k12.wi.us](http://www.luther.k12.wi.us).

Students may not attend a new class until a new schedule is issued. An unexcused absence will be recorded for students not in their assigned classes.

Adding a Class – This may be done anytime before the first five school days of a semester expire. (First year World Language students are allowed 10 school days)

### Dropping a Class –

1. If it will drop a student below the minimum 6 required classes per semester it must be done in conjunction with adding a class before the first five school days of the semester expire.
2. If it is not one of the minimum 6 required classes per semester it is typically dropped before the first five school days of the semester expire but may be done anytime during the 1<sup>st</sup> half of the semester.

Changing the level of courses (e.g. American Lit to Foundations of English 11) may be done anytime during the semester when the student, parents/guardians, advisor, and instructor determine this change is in the best interest of the student. Changing later in the semester increases the difficulty to acclimate to the new level and to take the semester exam.

## FOUNDATIONS COURSES

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Foundations level courses are provided for students whose God-given gifts and abilities may prevent them from achieving a satisfactory level of success in a standard course. Current foundations courses include: Foundations of English 12 and Foundations of English 11. In addition to these courses, many other courses can be designated as a foundations level course when needed. This designation is done in consultation with the Registrar, Advisor, parents, instructors and student. Specially designated foundations courses are typically taught in the same classroom at the same time and with the same instructor as the standard course. Foundations courses will earn the same credit as other courses but may have altered assignments and/or grading scales. Student transcripts will indicate completion of this level of study as “Foundations”.

## GRADING PERIODS (TERMS)

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Each semester is divided into 4 terms of approximately 4½ weeks in length.

Code	Name	Week #
T1	Term 1	4½
T2	Term 2	9
T3	Term 3	13½
T4/S1	Term 4/Semester 1	18
T5	Term 5	22½
T6	Term 6	27
T7	Term 7	31½
T8/S2	Term 8/Semester 2	36

## GRADE REPORTS

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*Progress reports* are non-permanent grades that are issued to students and parents at the end of terms 1,2,3,5,6 and 7. The progress reports reflect cumulative grades from the beginning of a semester. An official permanent *report card* is issued at the end of terms 4 and 8 (or semester 1 and semester 2).

## GRADING SYSTEM

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The values of GPA grades are as follows:

	Normal Course	Honors Course	
A+	4.333	5.333	
A	4.0	5.0	Excellent
A-	3.666	4.666	
B+	3.333	4.333	
B	3.0	4.0	Above Average
B-	2.666	3.666	
C+	2.333	3.333	
C	2.0	3.0	Average

C-	1.666	2.666	
D+	1.333	2.333	
D	1.0	2.0	Below Average
D-	0.666	1.666	
F	0.0	0.0	Failure

## **GRADUATION REQUIREMENTS**

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Twenty-four credits are required for graduation. A ½ credit is given for each semester long course. The following table defines the graduation requirements:

# Luther High School Curriculum

2012-2013

## REQUIRED CREDITS

(One semester = 0.5 credits)

	Religion	English	Social Studies	Science	Math	Phy Ed	Business	Music	Art	World Lang.
<b>Seniors</b>	History of Christian Thought	Brit Lit or Adv Brit Lit or Fnd of English 12								
<b>Juniors</b>	Old Testament Survey	Am Lit or Adv Am Lit or Fnd of English 11	U.S. History							
<b>Sophomores</b>	Acts & Epistles	English 10	Civics (1 sem) AND Geography (1 sem)	Biology	Algebra I or Geometry	Phy Ed 10 (1 sem) AND Health (1 sem)				
<b>Freshmen</b>	Gospels	English 9	Western Civ	Physical Science	Pre-Algebra or Algebra I or Geometry	Phy Ed 9 (1 sem)	Computer Skills (1 sem)	See notes ♪		
<b>Total 17.5</b>	4	4	3	2	2	1.5	.5	.5	0	0

**24 Credits required for graduation**

17.5 required + 6.5 electives

Minimum of 6 classes per semester

Maximum of 8 classes per semester

## ELECTIVE CREDITS

(One semester = 0.5 credits)

	Religion	English	Social Studies	Science	Math	Phy Ed	Business	Music	Art	World Lang.
<b>Total Electives 6.5</b>	Christian Living (1 sem) 12	Publications I 9/10/11/12	Consumer Education 11/12	Chemistry 11/12	Algebra II 10/11/12	Life Fitness B/G PE I (1 sem) 11/12	Computer Applications I (1 sem) 11/12	Music Appreciation (1 sem) 9/10/11/12	Art 3D/Photo I (1 sem) 11/12	Latin I 9/10/11/12
		Publications II 10/11/12	Government (1 sem) 11/12	Earth Science 11/12	Pre-Calculus 11/12	Life Fitness B/G PE II (1 sem) 11/12	Computer Applications II (1 sem) 11/12	Music Theory (1 sem) 11/12	Art 3D/Photo II (1 sem) 12	Latin II 10/11/12
		Publications III 11/12	Elements of Social Studies (1 sem) 11/12	Physics 12	AP Calculus 12	Life Fitness B/G PE III (1 sem) 11/12	Intro to Bus (1 sem) 11/12	Cantate Choir 9/10	Art Draw/Pnt I (1 sem) 11/12	German I 11/12
		Publications IV 12		Adv. Biology (1 sem) 11/12		Life Fitness B/G PE IV (1 sem) 11/12	Accounting (1 sem) 11/12	Concert Choir 11/12	Art Draw/Pnt II (1 sem) 12	German II 12
							Robotics (1 sem) 11/12	Band 9/10/11/12		Spanish I 10/11/12
							Digital Video (1 sem) 11/12			Spanish II 11/12
Version 5/10/2012							Applied Home Maintenance (1 sem) 11/12			Spanish III 12

Notes & Prerequisites on the back

**Notes:**

- ❖ All required credits must be completed with a passing grade
- ❖ Courses that are underlined are honors courses (A=5.0, B=4.0, etc. instead of A=4.0, B=3.0, etc.)
- ❖ 🎵 Music graduation requirements are one of the following:
  - 1 semester of either music classroom course (Music Appreciation 9-12, Music Theory 11-12)  
OR
  - 4 semesters of any music performance course(s) in any combination of (Band 9-12, Cantate Choir 9-10, Concert Choir 11-12)
- ❖ A Freshman taking a world language class may opt not to take Western Civ. Those students, however, must still meet the Social Studies requirements for graduation by taking Western Civ or, if there is a scheduling conflict with another required course a substitute approved by the Registrar.
- ❖ A Sophomore taking a world language class may opt not to take Civics/Health. Those students, however, must still meet the Social Studies & Phy Ed requirements for graduation by taking Civics/Health or, if there is a scheduling conflict with another required course a substitute approved by the Registrar.
- ❖ Juniors are **STRONGLY** encouraged to take both Chemistry and Algebra II
- ❖ Less than 4 credits in Religion may be allowed for transfer students
- ❖ Some courses have limited enrollment opportunities (e.g. Robotics, Digital Video, Art, Computer Apps, Applied Home Maintenance). Preference is generally given in the following order: seniors, juniors, sophomores, freshmen.

**PREREQUISITES**

Department	Course	Prerequisite
<b>Art</b>	Art 3D & Photo II	Art 3D & Photo I
	Art Drawing & Painting II	Art Drawing & Painting I
<b>Business</b>	Accounting	Introduction to Business
<b>English</b>	Foundations of English 11 & 12	Department recommendation
	Advanced American Literature	Department recommendation
	Advanced British Literature	Adv Am Lit and/or Department recommendation
	Publications I, II, III & IV	Department recommendation
<b>World Language</b>	Latin II	Latin I
	German I	Not in Foundations of English
	German II	German I
	Spanish II	Spanish I
	Spanish III	Spanish II & consent of instructor
<b>Mathematics</b>	Pre-Algebra	Department recommendation
	Algebra I	C or better in Pre-Algebra or Department recommendation
	Geometry	C or better in Algebra I or Passing score on Algebra Challenge Exam
	Algebra II	Geometry (can be concurrent) provided Alg I was B+ or better and department recommendation
	Pre-Calculus Calculus	B- or better in Algebra II B- or better in Pre-Calculus & department recommendation
<b>Music</b>	Cantate Choir	Audition
	Concert Choir	Audition
	Band	Consent of instructor
<b>PE</b>	Life Fitness PE	Phy Ed 9 & Phy Ed 10
<b>Religion</b>	None	
<b>Science</b>	Chemistry	Algebra II (can be concurrent)
	Physics	Algebra II
<b>Social Studies</b>	None	

## HOMEBOUND INSTRUCTION

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If a student must be absent for an extended period, the Registrar will make provisions for homebound instruction. The planning and organizing is to be done through the Registrar so that no misunderstandings concerning earned credits develop.

## HONOR ROLL

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An honor roll is generated at the end of each semester. Students who achieve a GPA of 3.500 and higher are recognized as being on the High Honor Roll. Students whose GPA falls between 3.000 and 3.499 are placed on the Honor Roll.

## HONORS COURSES

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Current honors courses include: Advanced British Literature (12), Advanced American Literature (11), Modern World History (11/12), Physics (12), Advanced Biology (11/12), AP Calculus (12), Pre-Calculus (11/12), Spanish III (12), Latin II (10) and Latin I (9).

## INCOMPLETES

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Incomplete work must be made up before semester testing begins. Any remaining incomplete work after semester tests begin will be recorded as a failing grade. If a semester test is not taken (eg. due to illness, etc.), arrangements must be made through the instructor to reschedule the exam as soon as possible. Failure to follow these procedures will result in a failing grade for the exam. Any extenuating circumstances to this policy must be communicated to the instructor and the Registrar as soon as possible.

## OFF-CAMPUS CLASSES

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Off-campus classes at the student or parent's discretion will not be considered a part of the required credit load or included on Luther High School transcripts (no credit, no grade).

Off-campus classes taken at Luther High School's direction (usually summer school) to complete LHS graduation requirements will appear on transcripts with a grade and credit.

If a student requests a class off-campus during the school day the following requirements must be met:

- The class to be taken must be approved by the Administration
- The class must not be offered at LHS
- The class cannot interfere with the student's LHS schedule (this includes travel time)

Colleges generally schedule college seniors first, then juniors, sophomores, freshmen, and finally others which includes high school students. Class availability and choice of class time is usually very limited.

## REPETITION OF COURSES

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Credit in a failed course which is required for graduation, is earned either by repeating the course or by successfully completing an approved substitute. A course may be repeated only if approved by the Registrar. Credit toward graduation will not be applied to a repeated course that was granted credit the first time the course was taken.

## TRANSCRIPTS

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Transcript records of all students are kept in a permanent file at Luther High School. These records contain report cards, GPA, class rank, academic achievements, standardized test scores and attendance. Requesting a transcript to be sent to another school must be made in writing via a form from the main office. Students under 18 years old must have a parent/guardian signature. The first transcript is free with additional transcripts costing \$3.00 each. Transcripts are official documents. To prevent tampering they are always sent by Luther High School, not the student, to another institution. All fees and tuition must be current before a transcript will be sent.

**TRANSFER STUDENTS**

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For each year of attendance at another high school, students should have earned at least six credits, four of which should be in the areas of English, Mathematics, Science, and Social Studies.

**WORK-STUDY/CO-OP**

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Any work-study or Co-op program must be pre-approved by the administration.

## PART 4: CONDUCT & ATTENDANCE

### APPEARANCE

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- Although most matters of appearance are allowed according to Christian freedom, we want to use that freedom wisely so as not to give offense or appear to be “of the world.” As Christians, we want to glorify God in everything we do, including our style of dress. What we wear reflects who we are – children of God. A Luther High School student will wear clothing consistent with Christian values and appropriate for school. I Corinthians 10:23-31 “Everything is permissible, but not everything is beneficial. Everything is permissible, but not everything is constructive. Nobody should seek his own good, but the good of others...So whether you eat or drink or whatever you do, do it all for the glory of God.”

Since your manner of dress and grooming should not be a distraction within the learning environment, these guidelines to appropriate attire are provided:

- Hair: clean, well groomed, and at appropriate length and natural color
- Pants: neat, with no holes. Athletic pants are allowed (including Luther team sweat pants). Yoga pants, pajama bottoms or tight fitting sweat pants are not allowed.
- Shirts: All tops should be worn with good judgment. The following are examples of tops to avoid: sleeveless shirts, no wholly or partially exposed back or midriff; no cleavage or visible undergarments. No tight or sexually suggestive clothing. No clothing with questionable or unchristian slogans, symbols, pictures, or logos promoting music groups, alcohol, drugs, bars, tobacco, or offensive material.
- Shorts, Skirts and Dresses: the length and/or slit should reach the place where fingertips touch when arms hang naturally at sides. A student wearing panty hose, leggings, tights, etc. still needs to meet this requirement for shorts, skirts or dresses.
- Footwear: tennis type shoes, sandals, dress shoes (no slippers)
- Head wear: No hats, bandanas, sunglasses, etc.

Students are encouraged to follow the above guidelines at school sponsored events.

No dress code will provide an answer to every potential choice faced by our students. Common sense, combined with a desire to glorify God, will hopefully result in good choices.

**For the sake of order, when there are differences of opinion concerning dress, the judgment of the Luther High faculty and administration will be respected.**

#### *Consequences:*

If a student is wearing something that does not meet dress code criteria:

1. The student will be sent to speak with a designated faculty member.
2. A determination will be made as to whether the student can correct his or her clothing.
3. If the student can't correct his or her clothing, an item of clothing may be provided by the school.
4. If a correction of clothing is not possible, a parent will be contacted to bring a proper change of clothes. Until then, the student will not be allowed to return to class – an in-school suspension.
5. If the student fails to cooperate, he/she will be suspended for the day – an in-school suspension.
6. Parental notification will occur after a second violation. A third violation will result in a detention. Repeated defiance of the dress code may result in a three-day suspension.

### ATTENDANCE

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The Lord expects that a student, as a faithful steward of his time, will attend school regularly. Future employers may ask for the applicant's attendance record. Furthermore, the class work missed is difficult, if not impossible, to make-up.

The state requires parents to have their children in attendance at school (Wisconsin statute 118.15). When enrolling their student in Luther High School, parents promise to send their student with laudable regularity. Regular school attendance is one of the first essentials to school success and is an important part of the high school record the student is establishing. Its importance emphasizes the basic attempt to foster two major objectives:

1. To instill in each student a willingness to accept the responsibility related to daily attendance, and

2. To create in students the desire to successfully complete courses

## RESPONSIBILITIES

All students are required to be in their scheduled classes or study hall each period. School attendance is the responsibility of the students and their parents/guardians. It is the responsibility of the parents/guardians to telephone the school (608-783-5435, option 3) on the day of the absence to report the reason for the absence. If calling the school would require a long distance charge, parents may send a written explanation with their student on the day the student returns. Parents must provide the reason for the absence. The school is charged with determining whether the absence is excused or unexcused.

A student must be in school the entire day in order to attend practice or to participate in any co-curricular activities. Legitimate medical appointments, attending a funeral or emergencies at home are acceptable excuses. Any other excuses must be approved by the administration and the coach/advisor.

## TYPES

Absence types are of three kinds:

1. Tardies (T)
2. Unexcused absences (U)
3. Excused absences (E)

## ACCEPTABLE EXCUSES

The following reasons are considered excused absences and the student will be permitted to make up the work missed:

1. Student illness (In situations involving special medical or other reasons which require an extended absence, immediate contact should be made with the principal)
2. Serious illness or death in the immediate family
3. Medical or dental appointments

## UNACCEPTABLE EXCUSES

The following are examples of reasons considered unexcused absences and students may not be permitted to make up the work missed:

1. Truancy (including leaving school during the school day without receiving permission through the office, skipping an individual class or study hall)
2. Failure to submit a legitimate excuse to the attendance officer within two school days after the absence.
3. Excuses with false information or authorization (forgery).

Students will make up all time missed through an unexcused absence in detention according to a schedule determined by the administration.

## ABSENCE GUIDELINES

Parents/guardians may request that a student be excused from school for special family reasons, (i.e. family vacation, deer hunting with parents).

1. Parents are encouraged to submit a written request in advance of the absence stating the reason for the request and the period of time the student will be absent.
2. Parents are encouraged to communicate in advance with individual instructors so that assignments/comments may be sent home.
3. Parents are encouraged to schedule student's medical and personal appointments outside of the school day.

## COLLEGE VISIT/JOB SHADOW ABSENCE

Students may be excused from school with a written request from a parent to visit colleges and/or to job shadow for the purpose of exploring future educational and career options.

## TARDIES

Tardiness is a serious matter. A detention is assigned whenever a student accumulates five tardies. Being tardy robs the student of important class time and also robs the entire class of instruction time because of the disruption a tardy student causes.

**No student will be allowed to enter a first hour class or study hall once first hour begins without an admittance slip obtained from the attendance office.** During the rest of the day if a student enters a classroom after the class bell, he should assume he has been marked tardy by the teacher. 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. This pass must be presented to the instructor of the next period or submitted to the office **before 3:05 pm**. It is up to the student to check his/her attendance record in the office by the end of the day to be sure the tardy has been removed. The attendance office will not remove first hour tardies from the record by parent request.

If a student wishes to contest a tardy, he must do so with the teacher that reported the tardy within one school day of the report. The teacher must authorize the removal of the tardy and notify the attendance office before the end of the day if the tardy is to be removed from the record. Students are allowed four tardies per semester without penalty.

## ATTENDANCE PROCEDURES

1. If a student has been absent
  - a. Parents must call the school office the day of the absence stating the reason for the absence, or student must bring a note from the parents/guardians explaining the reason for the absence and present it to the school secretary immediately upon return to school.
  - b. Student must "sign in" in the office upon arrival before going to class.
2. If a student becomes ill while at school
  - a. Student must see one of the health officers and get a pass to go home.
  - b. Student must call home and make satisfactory arrangements.
  - c. Student must "sign out" in the office before leaving school.
  - d. Student must "sign in" in the office upon arrival before going to class.
3. If a student has a scheduled medical appointment
  - a. Student must present the appointment card or a written request from the parent/guardian to the school secretary when arriving in the morning.
  - b. Student must "sign out" in the office before leaving school.
  - c. Student must "sign in" in the office upon arrival before going to class.
4. If a student must leave for any other reason
  - a. Student must present the signed parent/guardian written request to the attendance officer in advance.
  - b. Student must give the countersigned request to the secretary before leaving.
  - c. Student must "sign out" in the office before leaving school.
  - d. Student must "sign in" in the office upon arrival before going to class.
5. If parents/guardians request a student to be absent for a day or more for family reasons
  - a. Student must present the signed parental written request in advance to the attendance officer.
  - b. Student must "sign out" in the office before leaving school.
  - c. Student must "sign in" in the office upon arrival before going to class.
6. If a student is tardy for first hour
  - a. The student must stop at the attendance office to obtain an admit tardy pass.
  - b. The student must go to class and give the admit tardy pass to the instructor.

## UNEXCUSED ABSENCES

All unexcused absence time will be made up in detention.

## EXCESSIVE ABSENCES

Regular class attendance is considered to be essential for earning credit at the high school level. After a student has accumulated six absences in a course during a semester the administration reserves the right to disallow that student's participation in school-sponsored activities. Credit for a semester course will be withheld if a student accumulates 12 or more absences in that class. Parents may review their student's attendance record through Skyward (via [www.luther.k12.wi.us](http://www.luther.k12.wi.us)), progress reports sent home every 4-5 weeks, or by calling the office.

## SCHOOL EVENT ATTENDANCE

Students who attend school events are expected to remain (in the building or at the field) until they leave to go home. A student who leaves an event must also leave the school grounds and must not return to the event that evening. Students must show their school ID card or pay admission to gain entrance to athletic events.

## **BOY/GIRL RELATIONSHIPS**

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Luther High School provides an atmosphere in which young men and women may socialize with each other. 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. Inappropriate public displays of affection are not becoming to the student nor the school and are addressed in the conduct section of the handbook.

## **CARE OF SCHOOL FACILITIES AND POSSESSIONS**

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As stewards of all that God has entrusted to Luther High School, keeping our school neat and orderly is everyone's responsibility. Students should properly dispose of all waste materials and help keep the school neat by picking up litter.

Students may not, without permission of an instructor, pull blinds or shades, adjust thermostats, open or shut windows, write on or erase chalkboards, operate fans, or handle AV equipment.

If any student willfully or maliciously destroys or defaces the property of others, the student has destroyed that which God has given. In order to assist in making such a student realize that sinfulness of his action, he will be held responsible for paying the cost of repairing or replacing the property.

## **CONFLICT RESOLUTION PROCEDURE**

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During the course of a Christian educational experience academic and disciplinary conflicts may arise between a student and an instructor. It is important that such conflicts be settled through proper communication between the people involved according to Matthew 18:15ff. The following procedural steps should be followed:

1. Encourage parties involved to discuss the matter and work toward a God-pleasing resolution. Inform the principal of the outcome.
2. Should it not be feasible for the parties to discuss the matter, they should use the principal as a liaison to moderate the discussion between the concerned parties as together they work toward a God-pleasing resolution.
3. If the parties are unable/uncomfortable to discuss the matter using the principal as a liaison, the Board of Control Chairman or his designate will serve as the liaison. The principal will be informed as to the outcome of this meeting.

In all cases it is hoped that Christian care and concern will be displayed by all parties in the best interest of the student's well being. In all our dealings we should heed the words of Jesus, "As I have loved you, so you must love one another." (John 13:34)

## CONDUCT

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Parental guidance, support, and enforcement of the rules is critical for the effective implementation of a code of conduct since violations seldom occur during school or at school events, but rather during non-school time.

Students should display conduct and attitude that will bring honor and glory to their Lord. Whenever a student is at a school sponsored activity, on or off campus, all appropriate school rules and penalties are in effect. In most circumstances, students who are required to discontinue enrollment for disciplinary reasons will not be considered for readmission until the following school year.

Students who are in attendance at gatherings where alcohol or other controlled substances are being used by minors will lose their eligibility even though they themselves may not have been personally involved. Individual co-curricular activities require conformity to special codes of conduct unique to each activity. A student who has been suspended is also ineligible for a minimum of the length of the suspension.

The following lists provide examples of offenses and their consequences. The lists are not necessarily all-inclusive and, therefore, instructors and the administration are not limited in application because an item was not on the list.

<p><b>LEVEL 1</b> Written Report</p> <p>Public display of affection Failure to do assignments Dress code violation Disruption of class, devotion, library or study hall Teasing Tardiness Cursing or foul language Food or drink violation Computer/phone violation Throwing snowballs</p>	<p><b>LEVEL 2</b> Written Report and/or Detention</p> <p>REPEATED/ELEVATED LEVEL 1 OFFENSES Cheating Harassment Stealing Fighting Repeated absence or tardiness in a particular class Deliberate disobedience, insubordination or disrespect Defacing of school or other personal property Reckless driving on school property Being expelled from class</p> <p>Accumulating two detentions</p>
<p><b>LEVEL 3</b> Written Report and/or Suspension</p> <p>REPEATED/ELEVATED LEVEL 2 OFFENSES Setting off a false fire alarm Tampering with a fire extinguisher</p> <p>Threats Indecent exposure Purposeful destruction of school, instructor or other's property Possession, distribution, transport, use or being under the influence of alcohol, medication intended for someone else, tobacco or controlled substances on school property or in connection with school events Accumulating four detentions</p>	<p><b>LEVEL 4</b> Written Report and/or Expulsion</p> <p>REPEATED/ELEVATED LEVEL 3 OFFENSES Striking an instructor Behavior that constitutes a felony Bringing a weapon to school</p> <p>Making a bomb threat</p>

*A student whose general attitude and conduct demonstrates an unwillingness to follow the Christian principles which govern Luther High School will be dismissed from the student body.*

## DETENTIONS

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Detention is time served outside the academic school day. Students and parents are provided a written notice at least two weeks prior to the assigned detention time. Students may study during detention but may not sleep, communicate with others, eat, drink or receive bathroom or locker passes. Detention is held according to the

schedule on the Planner but is generally every Wednesday from 3:00-4:00. This period may be extended for students who must serve multiple detentions.

Detentions are issued for discipline infractions, unexcused absences or five or more tardies. Submitting excuses with forged signatures or false information will result in an additional detention. Students who accumulate two detentions will be referred to the principal for deliberate disobedience or insubordination (Conduct Code Level 2). In addition, the student may be declared ineligible and/or assigned double detention time. Students who accumulate four detentions will be referred to the principal for suspension (Conduct Code Level 3).

## **HARASSMENT POLICY**

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In keeping with the Scriptural principle that one's love for God is shown through love to his fellow man (cf. 1 John 3-4), Luther High School will not tolerate students harassing other students. Harassment is defined as but not limited to verbal abuse, physical abuse, threat of physical harm, sexual innuendo, willful defacing or destroying the property of others and inciting or encouraging others to harass a student. The first violation is a verbal reprimand and written report; the second violation is a letter and phone call to parents/guardians and a written report; the third violation is a suspension, meeting with parents and a written report. The fourth violation will result in a recommendation for expulsion.

## **PREGNANCY POLICY**

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### Preamble

Children are a heritage of the Lord and a blessing of the marriage bond between husband and wife. The sinful nature that lives in all people continues to try to destroy what God has established at creation. Men and women, as well as adolescents, are tempted to become sexually involved with a partner outside of marriage. Pregnancy, though not a sin, can be the result of such sinful relationships.

Luther High School, supported by the Luther High School Association of WELS Congregations, is concerned about the spiritual well-being of both the male and female students involved in a pregnancy outside of marriage.

Some people will take offense that the student involved in a pregnancy outside of marriage continues his/her education at Luther High School. To some Christians it may seem to be a lack of seriousness on the part of the Luther High School Conference of Delegates and Board of Control with regard to God's Law and sin. To others it may seem to be too harsh. Nevertheless, Luther High School needs to have policies that are consistent. Keep in mind that sex outside of marriage is a violation of God's will and is also a felony (if either is age 16 or younger) or a misdemeanor (if either is under 18). To address these concerns the Administration will do the following:

1. Remind the student body that God is serious about His will for mankind regarding sexual activity outside of marriage. The doctrines of Law and Gospel apply to each individual.
2. Encourage students to share in the Christian joy of forgiveness and follow the scriptural directive to "go now and leave your life of sin." (John 8:11)
3. Have the faculty monitor and discourage situations of ridiculing or glorifying the pregnancy outside of wedlock. Actions consistent with proper Christian discipline will be followed. (Matt. 18:15ff)
4. Encourage the students to make use of Christian counseling and prayer.
5. Encourage WELS members to understand that:
  - a) Luther High's purpose is to provide Christian education to each of our students.
  - b) Luther High School follows Christian discipline (i.e., contrition, repentance and absolution). As the penitent sinner will be assured of God's forgiveness, so we must also forgive. (Matthew 6:12,14-15)
  - c) Sin brings consequences.

### Procedures

When it is determined that one of the students of Luther High School is pregnant or caused a pregnancy outside of marriage, these procedures will be followed. This policy may not apply in cases of rape or incest.

#### *1. Discipline Period*

When it is determined that one of the students of Luther High School is pregnant or caused a pregnancy outside of marriage, he/she will immediately be suspended from school for a minimum of three (3) school days. The suspension may be in school or at home.

A. During this suspension period the student will meet with his/her pastor.

1. When the student repents of his/her sin, he/she will receive the comforting message of forgiveness.

2. When a student remains unrepentant, he/she will be expelled. In the future, if the student repents and wants to apply for readmission, a letter of recommendation from the home pastor must accompany the application for consideration by the Discipline Committee (the Principal, the two Assistant Principals & the Board of Control Chairman.)
- B. After repentance has been ascertained, and forgiveness assured, the home pastor will request a meeting of the student, parents and Discipline Committee. This group will discuss:
  1. Scriptural discipline for sin committed
  2. The proper Christian attitude of contrition, repentance, humility and forgiveness
  3. The academic needs of the student
  4. The procedures for continuing his/her education
  5. Initial and ongoing Christian counseling with the pastor, Living Well Christian Family Clinic, a WELS Pregnancy Counseling Center, and/or other WELS counselors
  6. The consequences of the pregnancy out of wedlock
    - a) A list of student activities for the Consequence Period will be reviewed and discussed.
    - b) With parental advice, some students may decide to participate in fewer activities than are allowed.

## 2. *Consequence Period*

The Consequence Period will begin immediately after the Discipline Period and will end with a God-pleasing conclusion of the pregnancy (normal birth, premature birth, or miscarriage).

- A. The student may return to school once the Discipline Period has concluded.
- B. If the student cannot participate in regular curricular work, the student and parents must make arrangements with the Registrar to continue his/her education. It is the responsibility of the student and parents to assure that the course work is completed in accordance with the resources of the school.
- C. The student may participate in designated student activities as outlined below unless prohibited by unusual medical complications.
- D. Adjustments may need to be made to accommodate the additional responsibilities of parenthood.

### Consequences Involving Student Activities

In order to avoid causing offense, participation in Luther High School sanctioned activities involving public participation will not be allowed during the Discipline Period or the Consequence Period (cf. 1 Corinthians 8, esp. verses 9-13). Attending public events as a member of the congregation/audience is not considered causing an offense.

Participation in these activities is NOT allowed:

- Accepting nomination to be a Luther Light
- Interscholastic sports
- Awards Banquet (Scholarships and awards duly achieved may be accepted, but not at the Banquet)
- Individual and/or group music activities representing Luther High School
- Jr/Sr Promenade
- As a graduate in the Graduation Service (upon satisfactory completion of prescribed course of study, a diploma will be issued)
- National Honor Society
- Senior Class Trip
- Sound Foundation
- Student Council
- Other activities involving public participation

Participation in these activities is allowed, but only to the extent that they are not carried out in public:

- Band
- Cantate Choir and Concert Choir
- Clubs
- Drama (back stage)
- Intramural sports (as physically able)
- Team management
- Music lessons

- Jr/Sr Banquet
- Pro-Life Knight activities
- Yearbook & Newspaper
- Other activities not carried out in public

## **SEXUAL MISCONDUCT POLICY**

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### **I. Summary**

It is the policy of Luther High School to maintain a Christian learning and working environment that is free from sexual harassment, sexual contact, or sexual exploitation. Luther High School (LHS) prohibits any form of sexual contact, sexual exploitation, or sexual harassment.

It shall be a violation of this policy for any student, called worker, or other school personnel of LHS to sexually harass, touch, or exploit any student, called worker, or other school personnel of LHS. (For purposes of this policy, school personnel include school employees and volunteers.) LHS will take seriously all complaints, verbal or written, of sexual harassment, sexual contact, or exploitation and take appropriate action against any student, called worker, or other school personnel who is found to have violated this policy. This action may take the form of a written reprimand, suspension, exclusion from co-curricular activities, expulsion, or termination of a divine call, employment, or volunteer services.

### **II. Definitions**

**Incident:** A charge, report, or allegation made to a responsible school official which requires investigation. This does not include anonymous calls, or complaints where the complainant refuses to give his/her name or otherwise refuses to cooperate with the legitimate reporting and investigation of the subject matter of the complaint.

**Sexual exploitation:** Refers to one having a position of authority abusing his/her position by manipulating a subordinate into consenting to sexual contact of any type.

**Sexual contact:** Means any intentional touching, either directly or through clothing, of a person's intimate parts.

**Sexual harassment:** Consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:

- A. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, continuing a divine call, volunteering, or obtaining an education; or
- B. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment, divine call, volunteering, or education; or
- C. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment, divine call, volunteer services or education, or creating an intimidating, hostile, or offensive employment, call, volunteer or education environment.
- D. Types of Sexual Harassment
  1. Unwelcome verbal harassment or abuse;
  2. Unwelcome pressure for sexual activity;
  3. Unwelcome, sexually motivated or inappropriate patting, pinching, or physical contact, other than necessary restraint of students to avoid physical harm to persons or property;
  4. Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment, divine call, or educational status;
  5. Unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment, divine call, or educational status; or
  6. Unwelcome behavior or offensive words, name calling, offensive jokes directed at an individual(s) which makes them feel uncomfortable, embarrassed, demeaned, or fearful.

**Sexual abuse of minors:** The intentional touching or penetration of a minor's body by an adult for the gratification of the perpetrator.

**Sexual molestation of minors:** The making of sexual advances to a minor by an adult with hostile intent or injurious effect.

### **III. Reporting Procedures**

In conjunction with Biblical principles, any person who believes he or she has been the victim of sexual exploitation, sexual contact, or sexual harassment by a student, called worker, or other school personnel of LHS, or

any person with knowledge or belief of conduct which may constitute sexual exploitation, sexual contact, or sexual harassment toward a student, called worker, or other school personnel is encouraged to report the alleged acts immediately to the School Principal or LHS Board of Control Chairman. LHS encourages reporting an incident in writing; however, oral reports of an incident shall be considered complaints as well. Incidents are reported to the School Principal unless the complaint involves him, then it is made or filed with the LHS Board of Control Chairman.

LHS will respect the privacy of the complainant, the individual(s) against whom the incident is filed, and witnesses as much as possible, consistent with LHS's moral/legal obligation to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations as prescribed by law.

#### **IV. Investigation**

By authority of the LHS Board of Control, the School Principal or Board of Control Chairman, upon receipt of a charge alleging sexual exploitation, sexual contact, or sexual harassment shall report to civil authorities or undertake an investigation as circumstances dictate

The investigation, if conducted by LHS, may consist of personal interviews with the complainant, the individual(s) against whom the complaint is filed, and others who may have knowledge of the incident. Extensive notes will be taken of the facts including the rationale for any determination, resolution, or agreement. Notes will be signed. If a resolution or understanding is reached, both parties will sign it. A confidential filing will be kept of such records.

The LHS Principal or the LHS Board of Control Chairman will report to the LHS Board of Control as each situation dictates.

#### **V. LHS Action**

Luther High School, consistent with God's will, is concerned about the spiritual well-being of the LHS students and staff members. Romans: 13:13,14 instructs "Let us behave decently, not in sexual immorality and debauchery...Rather, clothe yourselves with the Lord Jesus Christ, and do not think about how to gratify the desires of the sinful nature."

Keeping in mind that sexual misconduct is a violation of God's will and the civil consequences may occur, the LHS Administration and/or LHS Board of Control will do the following:

1. Remind the students and staff that God is serious about His will for mankind regarding sexual misconduct. The doctrines of Law and Gospel do apply to each individual.
2. Encourage students and staff to share in the Christian joy of forgiveness and to follow the scriptural directive to "go now and leave your life of sin." (John 8:11)
3. Have the faculty and administration monitor and discourage situations of ridiculing or glorifying sexual misconduct. Actions consistent with proper Christian discipline will be followed. (Matthew 18:15ff)
4. Encourage students and staff to make use of Christian counseling with their pastor, Living Well Christian Family Clinic, and/or other WELS counselors and prayer.
5. Encourage WELS members to understand that:
  - Luther High School's purpose is to provide Christian education to each of our students.
  - Luther High School follows Christian discipline (i.e., contrition, repentance, and absolution). As the penitent sinner will be assured of God's forgiveness, so we must also forgive. (Matthew 6:12, 14-15)
  - Our Savior Jesus has paid for the eternal consequences of sin with His death on the cross.

We also recognize that sin may bring temporal consequences. (II Samuel 12:13-14)

LHS will report incidents of sexual exploitation, sexual contact, and sexual abuse or molestation of minors by a called worker, or other school personnel immediately to the proper civil authorities, Church Mutual Insurance Company, the WELS District President, and the WELS Board of Trustees Administrator. Involved parties will be encouraged to talk with their respective pastors and to confirm that this contact has occurred with the LHS Administration.

Incidents of sexual misconduct by a called worker, or other school personnel to another adult should be investigated thoroughly for resolution and liability containment purposes. Matthew 18 is an initial and integral part of a sexual misconduct incident and its resolution. Reporting is done only as the situation requires. If the facts support the incident, LHS will take appropriate consequential action. Such action may include, but is not limited to, verbal or written warning, suspension, termination of the divine call for cause, or termination of employment or volunteer services.

If the facts support the incident, and students are involved in sexual contact or sexual harassment, or an adult (age 18+) student is involved in sexual abuse or sexual molestation of minors, LHS will take appropriate action. Such action may include, but is not limited to, verbal or written warning, suspension, exclusion from extracurricular activities, transfer, Christian counseling, or expulsion.

## **WEAPONS POLICY**

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Luther High School will make every effort to ensure the safety of its students, faculty and staff. As part of this effort, no one shall possess, use, threaten the use of or store a weapon or look-alike weapon on school property or at any school sponsored function.

A weapon is defined as any object that by its design, use or intended use could cause bodily harm, property damage or intimidate other persons. Weapons include, but are not limited to the following: firearms (loaded, unloaded, operational or not), replica firearms, knives, lighters, bows and arrows and martial arts equipment. The use of items not designed as weapons will also fall under the consequences of this policy if they are used to cause or with the intent of causing bodily harm or property damage or to intimidate others. Such items include, but are not limited to the following: chains, belts, sprays, stun guns, explosives including firecrackers and dangerous chemicals.

According to Wisconsin State Statute 948.605 entitled Gun-Free School Zones, any individual who knowingly possesses a firearm at a place that the individual knows, or has reasonable cause to believe, is a school zone, is guilty of a Class A misdemeanor. The police will be informed and the individual may be charged accordingly. Students should realize that hunting season does provide an excuse for the violation of this Wisconsin state law.

Exceptions to this school weapons policy are a weapon under the control of a law enforcement officer acting in his/her official capacity and a weapon handled in a legal manner for the purpose of education or as part of a program approved by the school administration.

The consequences of breaking this policy may include notifying law enforcement officials and/or application of the Luther High School code of conduct (notification of parents/guardians, suspension and/or expulsion).

## PART 5: CO-CURRICULAR ACTIVITIES AND ORGANIZATIONS

Students may use their God-given talents and abilities in a variety of co-curricular activities. Students must follow the code of conduct specific to their activity.

### ATHLETICS

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Luther High School is a member of the Coulee Conference (3 Rivers Conference – Football only) and belongs to the Wisconsin Interscholastic Athletic Association (WIAA). The athletic program offers a wide variety of opportunities to boys and girls for interscholastic competition. These sports include:

#### Girls

Fall – Volleyball, Cross Country, Tennis, Pom Squad  
 Winter – Basketball, Pom Squad  
 Spring – Softball, Track

#### Boys

Fall – Football, Cross Country  
 Winter – Basketball, Wrestling  
 Spring – Baseball, Track, Golf, Tennis

More details are available in the Athletic Handbook available online at [www.luther.k12.wi.us](http://www.luther.k12.wi.us) or from the Athletic Director's office.

### CLASS OFFICERS

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The class officers consist of a president, vice-president, secretary, and treasurer. Except for the incoming Freshmen class, the elections of class officers take place in Spring. The duties of each officer are the same as the Student Council officers. Resolutions involving the class may be initiated by any class member at a class meeting. A majority of class members present is necessary for the adoption of all resolutions.

### DRAMA

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Opportunity for production and performance in drama is given to all interested students. Two performances are done each year, one in the Fall and one in the Spring.

### MOCK TRIAL

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Students will have greater understanding and appreciation for the law, court procedures and the American judicial system. The lead teacher and volunteer Attorney(s) from the community will help the students prepare the court case. Students will act out the roles as prosecuting and defense lawyers by examining and cross examine witnesses for both sides of assigned case and preparing opening and closing arguments. Students will present the court case before a committee of local judges in competition with other schools. This unique educational opportunity is completely voluntary with the students gaining appreciation of our legal system.

### MUSIC

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Luther High School offers a variety of opportunities for students to participate in musical co-curricular activities. These include:

Jazz Band  
 Pep Band  
 Marching Band  
 Color Guard  
 Handbells  
 Sound Foundation (touring choir comprised of selected students from the Concert Choir)  
 Piano/Organ Lessons  
 Vocal Lessons

More details are available in the Music Handbook available online at [www.luther.k12.wi.us](http://www.luther.k12.wi.us) or from the Chairman of the Music Department.

## **NATIONAL HONOR SOCIETY**

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The National Honor Society is a service organization composed of academically gifted students. Membership is by invitation only. In April of each year, a sophomore or junior who has achieved a cumulative grade point average of 3.500, will be invited to apply for membership in National Honor Society. Applications will be reviewed by the faculty NHS selection committee and membership will be granted to those who meet the criteria established for membership.

## **PRO LIFE KNIGHTS (WELS LUTHERANS FOR LIFE)**

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Pro-Life Knights is a branch organization of the WELS Lutherans for Life La Crosse Chapter. Our purpose is to educate and inform the students of Luther High School on what God's Word says about all life issues. Specific topics dealing with the sanctity of life are: abortion, infanticide, euthanasia, suicide and abstinence as well as medical ethics situations. Regular meetings are held the first and third Tuesday of every month.

Activities include attending the National Convention in Green Bay, WI., hosting two Red Cross Blood Drives, planning Life Week and Mini Convention, collecting food for the Onalaska Food Basket and supporting the New Life Resource Center in La Crosse.

## **ROBOTICS**

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FIRST (For Inspiration and Recognition of Science and Technology) Robotics Team 4021 – igKnighthion was established in 2011-12. The primary focus is to promote STEM (Science, Technology, Engineering and Math) opportunities for our students.

A unique varsity Sport for the Mind™ designed to help high-school-aged young people discover how interesting and rewarding the lives of engineers and scientists can be. It is a sport where participants play with and learn from the pros. Designing and building a robot is a fascinating real-world professional experience. Competing brings participants as much excitement and adrenaline rush as conventional varsity tournaments. The game rules are a surprise every year.

How it works: The *FIRST*® Robotics Competition (FRC®) stages short games played by robots. The robots are designed and built in six weeks (from a common set of parts) by a team of high-school-aged young people and a handful of engineers-Mentors. The students program and remotely control the robots in competition rounds on the field. Teams are formed in the fall. The annual *FIRST* Robotics Competition Kickoff in early January starts the six-week "build" season. Competitions take place in March and April. The *FIRST* Robotics Competition Regional events are typically held in university arenas. They involve 40 to 70 teams cheered by thousands of fans over three days. A championship event caps the season. Referees oversee the competition. Judges evaluate teams and present awards for design, technology, sportsmanship, and commitment to *FIRST*. The Chairman's Award is the highest honor at *FIRST* and recognizes a team that exemplifies the values of *FIRST*.

For more information visit [www.usfirst.org](http://www.usfirst.org) or [www.igKnighthion.com](http://www.igKnighthion.com)

## **SCHOOL PUBLICATIONS**

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Two school publications are staffed and published by the students of Luther High School. The school newspaper (the *Leader*) and the school yearbook (the *Shield*) are produced as applications of Publications. Classroom credit is given for students enrolled in the class. However, students may participate in the production of the *Leader* and the *Shield* without credit at the teacher's discretion.

## **STUDENT COUNCIL**

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The Student Council is the student government at Luther High School. The Council has as its primary purpose the development of student responsibility and leadership from a Christian point of view. It serves to provide leadership and assistance in planning, promoting and regulating class and school activities, to assist fellow students, to promote a good relationship between the student body and the faculty, and to promote the general welfare of the school.

The Student Council is comprised of 19 students including a president, a secretary, a treasurer, three representatives from each class and the class presidents. The members are elected by their classmates.

Each student council member will:

- Actively participate at meetings
- Comply with the decisions reached by the Council
- Set an example of Christian character and conduct in and out of school
- Maintain eligibility

The candidate with the greatest number of votes in the final election is the elected officer.

## **WINGS TEAM**

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Wings Team is an organization designed to provide students with the best prevention tools possible to deal with issues related to drugs and alcohol. Because Christians strive to live the holiness that God gave to us when he saved us through Christ, we want to avoid anything that is selfish and self-serving or damaging to the body or faith.

Wings Team believes that young people, redeemed by the blood of Christ, can have fun, enjoy life, and nurture positive personal relationships without the distraction and distortion of alcohol and other drugs. Wings Team seeks to demonstrate positive and attractive alternatives to alcohol and other drug-infused activities for teenagers as it encourages young Christians to live according to their faith in Christ, because of what Christ has done for all. (2 Corinthians 5:14-15).

Wings Team is an inclusive, not an exclusive, organization. Wings Team recognizes that the pressures on young people to drink, use illicit drugs and engage in other unhealthy behaviors are strong and seeks to inform, educate and support young people in making positive decisions in their lives. Wings Team seeks to assure those students that make sinful choices that they are forgiven in Christ and empowered through the Gospel to live as redeemed children of God.

## PART 6: STUDENT LIFE

### ADVISORS

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Each student is assigned to a faculty member who serves as the student's academic advisor. The advisors meet regularly with the students to monitor academic progress; they will provide advice and encouragement to the students and inform parents of existing or potential difficulties.

### ANNOUNCEMENTS

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Announcements to be read over the public address system should be submitted before 2:30 pm via email at [office@luther.k12.wi.us](mailto:office@luther.k12.wi.us). They are read at the end of the academic day. If necessary, some announcements may be read after Chapel.

Announcements to be posted on the crossroads bulletin board must be approved by the principal or faculty advisor before posting and must have a date listed when the announcement should be taken down. Categories include specific athletic teams, drama, yearbook, newspaper, etc.

### ASBESTOS

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An asbestos management plan for Luther High School has been completed and is available for inspection. Anyone wishing to review it, may do so by making an appointment with the Assistant Principal for Administrative Affairs by calling the school at (608) 783-5435 or visiting at 1501 Wilson St, Onalaska, WI.

### BOOK DAMAGES

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Students are expected to take good care of the textbooks they are issued. Book covers are strongly recommended for all texts. Students will be fined for textbook damage according to the following table based on the replacement value of the text.

- 100% - Lost, torn cover or no longer usable
- 50%-100% - Broken binding but repairable
- 25% - Excessive damage but still useable
- 5% - Torn page or writing on pages

### BUILDING USE

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The normal school day runs from 7:54-2:50.

1. Unless students are involved in an after school activity, they should leave the building by 3:30 p.m.
2. Students involved in after school activities are the responsibility of the faculty supervisor. All students involved in the after school activity must leave the building before the supervisor leaves.

### BUSSES

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Students are expected to observe the established schedule for boarding. Proper conduct must be observed. The driver has the right to refuse to transport any student failing to follow the rules of conduct. These rules include, but are not limited to, the following: remain seated while the bus is in motion, keep hands/head/arms inside at all times and emergency exits may only be used in an actual emergency. Students should keep in mind that riding the school bus is a privilege not a right.

In an effort to reduce bus transportation costs the Board of Control adopted the policy that the Luther High School buses follow the most direct and convenient routes with designated pick-up points. It is, therefore, often necessary for students to come a short distance to meet the bus. Any requests for a bus to deviate from the route may be made to the Board of Control.

***TIMES & STOPS SUBJECT TO CHANGE!***

#### Winona

1. Winona - Fleet Farm - South parking lot by Car Wash - 6:20
2. Winona - Kwik Trip - Huff and Sarnia - 6:25
3. Goodview-Trinity - 6:30

4. Sinclair Station - 6:40
5. Spur Station on corner of Hwy. 54/35 – 6:43
6. Hwy. 54 & P - 6:45
7. Centerville - Restaurant - 6:53
8. Galesville – Service road by stop light - 7:05
9. Holmen - Kwik Trip - 7:10
10. Onalaska - Kwik Trip - Hwy. 35 - 7:15

#### Lewiston

1. Lewiston - Kwik Trip - 6:30
2. Hwy. 43 & 12 - Fire Station - 7:00
3. Ridgeway - Feed Store - 7:10
4. Nodine Store - 7:20
5. Dakota Fire Station - 7:30

#### Middle Ridge

1. Hwy. Y & 33 - 6:45
2. Hwy. 33 to Central - Call First Student (781.3880) for pick-up place & time.

#### Caledonia/La Crescent

1. Caledonia - St. John's Church - 6:50
2. Hwy. 44/76 to Hokah
3. Hokah - Midland Coop
4. La Crescent - First Lutheran Church - 7:20
5. La Crescent - North Fourth & Elm - 7:22

#### Tomah/Sparta

1. Tomah - St. Paul Church - 6:10
2. Hwy. 16 to Sparta
3. Wal-Mart - 6:40
4. Hwy. 16 and BC – 6:50
5. St. Paul's Church - Bangor - 7:00
6. 162 & 16 to West Salem - Linda's Bakery  
Proceeds through town - North Leonard, Garland, Stop at Kwik Trip - 7:10

#### Stoddard

1. Hwy. 56 & O - 6:15
2. Genoa - Kwik Stop - 6:30
3. Stoddard - Kwik Trip - St. Matthew's Church - 6:45
4. Central - 7:10

***TIMES & STOPS SUBJECT TO CHANGE!***

Daily student transportation for our routes is contracted with First Student. The cost is included in tuition.

Holmen, Onalaska and La Crosse School Districts transport our students who live in their districts. When La Crosse doesn't have school, our students who live on non-city routes must get to an in-city route or to school on their own.

West Salem School District contracts with parents to transport their own children.

Questions can be directed to Keith Heinze at 608-783-5435 ext. 109 or First Student - 781-3880 781-3881

## **CHAPEL/HOMEROOM**

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An important highlight of our school day is our chapel/homeroom where we have the opportunity to praise and thank God for His many blessings and to come to Him with our special requests. Students are expected to enter and be seated in such a way which indicates the reverence and devotion that worship demands.

## **CLASS ACTIVITY DIRECTORS**

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Faculty members are appointed to guide class activities, supervise class business meetings and chaperone class social activities (class trips, dances, etc.) Seniors – Loersch, Juniors – Bader, Sophomores – Lisk, Freshmen - Lussky

## **CLOSED CAMPUS**

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Luther High School operates a closed campus. Once a student arrives on campus, he must not loiter outside or leave without permission from the administration. Students with permission must sign out in the office before leaving the building and sign in when they return. Students waiting for rides must do so in the areas specified by the faculty supervisor.

## **COMPUTERS**

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To enable students to meet the challenges of our rapidly changing society, Luther High School offers students access to the Luther High School computer network, including both our local network and the Internet. Network access is a privilege given to students who agree to act in a responsible Christian manner. Prior to use, students must sign the acceptable use policy agreement.

Students should treat the computers and associated equipment with care, returning all components to their assigned places (keyboards, mice, blue keyboarding shields, document holders, headphones, chairs, textbooks, etc.) Monitors should not be rotated or moved because the cabling works loose.

Instructor's computers are for instructors only. Computers for students are available in the study hall and the computer lab. Students with homework take priority to use the study hall computers. If more students need computers for homework the computer lab might be made available.

## **CRISIS COUNSELING**

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If a student has fallen into gross sin the primary concern is for his/her spiritual well-being. That student should not hesitate to confess that sin to their Lord and to talk to a faculty member.

If further guidance is necessary beyond the abilities of the faculty, Luther High School will encourage a student to seek the guidance of his/her home pastor(s) who are divinely called to watch over the members of their congregation.

Christian counseling is available through Living Well Christian Family Clinic (608) 783-1452

## **DANCE POLICIES**

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Luther High School rules of conduct apply at all times for all participants. All dances will be chaperoned by Luther faculty and other adults.

*Guests-* A Luther High School student may bring one guest with the approval of the principal. The host student is responsible for the behavior of the guest and both should arrive and depart together.

*Ticket Sales-* All tickets will be sold during the school day and must be purchased in advance.

*Entry/Exit-* Dances are held in the Commons or the Auxiliary Gymnasium. Other areas of the building are off limits during dances. The parking lot is patrolled by chaperones before, during and after the dance. Once students leave they will not be permitted to return to the dance. Students must leave the school grounds at the conclusion of the dance. Dance beginning and ending times are published in the Planner.

*Refreshments-* The provision or sale of food and drinks are the responsibility of the sponsoring group.

## **ELECTRONIC DEVICES**

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Because the school has the responsibility of controlling the educational environment, and since it cannot control the environment created by personal electronic devices, certain items or the use of certain items will result in disciplinary action. Laser pointers should never be brought to school. Items, including but not limited to, gaming devices (including graphing calculators used for gaming), and music players are examples of electronic devices that are not to be used by students during the school day.

Using personal computers requires permission from the Technology Director and a specific educational need by the student. A connection to the school network and/or Internet will not be allowed because of malware/security concerns.

Cell phones may not be used during the school day. During the school day cell phones must be turned off and not carried on or with your person (pocket, backpack, etc.) It is suggested that they not be brought to school, but if here they should be kept in a locked vehicle or locker. Emergency calls should always be done through the main office.

The first offense will result in a detention and the phone/device being confiscated until the end of the day. The second offense will result in a detention and the phone/device will be confiscated and returned only after a parent conference. The third offense will result in a 3 day in-school suspension and the phone/device will be confiscated and returned only to the parent/guardian.

State law (s175.22) prohibits the use of cell phones in locker rooms.

## FIELD TRIPS

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A consent form must be signed by parents/guardians and submitted to the instructor before the student will be permitted to participate. Some field trips may involve an additional expense for the student.

## FIRE AND DISASTER DRILLS

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State law requires that fire drills be held monthly. Students should follow the instructions given by their instructor for exiting/returning to the building. At certain times other disaster drills (e.g. tornado) will be held. Special instructions may need to be followed for the specific disaster.

## FOOD AND DRINK

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Only water in a clear container may be brought into classrooms or study hall for consumption. Any other candy, food or drinks may be confiscated. The kitchen refrigerator, freezer, equipment, utensils, storage, etc. are not for student use.

Students who bring food from home are responsible for the proper care of that food. A refrigerator is provided in the Commons storage room. Any items left in the refrigerator will be discarded by 7:00am the first day of each school week.

## HOMEROOM

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Homeroom is generally held on Tuesday and Thursday (alternating with Chapel). During this time the advisor has the opportunity to meet with their students. Class meetings, voting, surveys, rehearsals, and showing progress reports are examples of the various activities held during this time.

## HONOR STUDY HALL

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Students with an *official GPA* of 3.500 or better at terms 4 and 8 and an *unofficial GPA* of 3.500 or better at terms 2 and 6 are invited to Honor Study Hall (Official GPA's are only figured at the end of a semester). No Freshmen are eligible. Although supervision will be at a minimum, students are still expected to abide by these guidelines:

1. Students must be in the designated room, *not in the hallway(s)*.
2. Students may quietly socialize.
3. Students are NOT permitted to play games (cards, etc.)
4. Students may eat and drink as long as they clean up afterwards.
5. Students in the hallways must have a pass. Passes may be obtained from the regular study hall supervisor.
6. Regular study hall students who wish to ask academic question(s) or study with an Honor Study Hall student must do so in the regular study hall. Making arrangements before the class hour begins is encouraged.
7. Loss of the privilege to use Honor Study Hall for the remainder of the semester will result from:
  - Any violations of these guidelines or certain other school guidelines
  - Any student who receives a detention or suspension, for any reason

## **INDIVIDUALIZED INSTRUCTIONAL ASSISTANCE**

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Students experiencing academic difficulty may be recommended by their advisor or instructor for individualized instructional assistance. This special help program is provided to assist students who may have problems with poor study habits, lack of organization, lack of background, reading problems or other similar skill problems. The individualized instructional assistance instructor draws up a program of assistance for the student with the advice and counsel of the student's instructors and advisor. It is a short-term program intended to enable the student to "stay on task" with his peers and ultimately function independently in the regular classroom. This assistance program does not earn credit for graduation.

## **LIBRARY/MEDIA CENTER**

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Books taken from the stack area may be checked out from the librarian's desk for two weeks. Unreserved books may be renewed. A fine of ten cents per day is charged for overdue books. A student with an overdue book and/or fines may not use the library.

Return unchecked books and magazines to their original location. If you have forgotten, please ask for help or return it to the librarian's desk, because a misplaced book becomes lost.

Instructors may give assignments that require a book on reserve. These books may be checked out for the current class hour or after 11:00 am for pickup after school to use overnight. Overnight reserve books must be returned the following morning before 8:00 am or a fine of fifty cents per class hour is charged.

Reference books, current magazines and archived magazines may not be checked out unless permission is granted by the librarian.

Paperback books used for assignments that are for sale may have a hold placed on them for up to three days.

## **LOCKERS**

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Lockers are the property of Luther High School and may be inspected at any time. Assigned lockers may not be exchanged without administrative approval. Only locks purchased from Luther High School may be used. Nothing may be displayed on the exterior except for a school approved item for a specified time. Items fastened to the interior should not damage the finish. Items displayed should reflect sound Christian judgment. Lockers must be thoroughly cleaned when the student is finished using it.

## **LOST AND FOUND**

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Items may be brought to and claimed in the front office. A \$1.00 fine per textbook will be charged to the owner of any textbook(s) brought to the office.

## **LUNCH**

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Hot lunches are available each day school is in session. All lunches should be eaten in the Commons. Students are expected to be good stewards and avoid wasting food. Students are to remain in the Commons area until the bell rings. Ordering out (e.g. pizza, subs, fast food, etc.) requires a special occasion and permission from the administration a minimum of two days in advance.

Students who bring food from home are responsible for the proper care of that food. A refrigerator is provided in the Commons storage room.

## **MEDICATIONS**

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Students taking any prescription or over-the-counter (OTC) medication(s) on campus are to submit the product in either its prescription bottle or the manufacturer's package to the school office or given to the supervisor of the activity. The medication should include a permission slip from the parent or guardian with approval and any instructions for administration of the drug.

For prescription medications, the permission slip should include information regarding potential side effects that may be experienced. All medications will be stored in the school office or with the activity supervisor in a secured area. In compliance with Wisconsin Statute 118.291, asthmatic students may possess and use a metered dose inhaler or dry powder inhaler.

Faculty members may be informed of students requiring medications to be administered at school. A supply of the OTC products, acetaminophen and ibuprofen, will be available in the school office or from the activity supervisor for emergency use by students. A permission slip from the parent or guardian will need to be on file for dispensing of such OTC medications for emergency administration to the student.

All medications, whether prescription or OTC, should be documented at the school office when administered. Asthmatic inhalers as noted previously will not be recorded when used. It should be noted that sharing of medications, OTC or prescription, is a violation of student conduct and will be subject to disciplinary action.

## **MISSION OFFERINGS**

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The Student Council selects mission projects that the student body will support with its prayers and offerings. Information will be shared through chapels, lyceums and bulletin boards.

## **MUSIC ROOMS**

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Permission is required for a student to use a music room for practice. No food or drinks are allowed in any music room. Please clean up, take all personal items and turn off the lights when finished. Only authorized students may use electronic equipment, percussion equipment or other musical instruments in the rooms.

## **PASSES**

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Passes, located in the back of the Student Agenda, signed by an instructor are required to leave an assigned area. Arrangements for passes to the music rooms, computer lab, or another instructor should be made in advance.

## **PLANNER**

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A calendar called the *Planner* is published every six weeks. It details the times and places of school related activities: practices, rehearsals, concerts, games, and special events. Copies are available in the front office or from our web site at [www.luther.k12.wi.us](http://www.luther.k12.wi.us).

## **POST HIGH SCHOOL PLANNING**

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Luther High School's guidance counselor stands ready to assist students who desire information about post high school planning, including colleges and universities, scholarships and/or occupations. Students who plan to attend college should also discuss these plans with their academic advisor to ensure that they take high school courses that are consistent with college entrance requirements.

## **SCHOOL SONG**

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Wave the flag for Luther High School.  
 Fight on for her fame.  
 We're the team that never falters throughout every game.  
 U-Rah-Rah!  
 Sportsmanship is what we practice, the team and all her fans.  
 So wave the flag for Luther High School,  
 We're the best school in the land.

## **SICK ROOM**

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If a student should become ill, arrangements can be made for the student to go home or go to the sick room. Such arrangements should be made with the male or female health officer.

## **STAGE**

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Students are asked not to move curtains, adjust the audio/lighting systems or handle anything else on stage without instructor approval. Students should not jump off or climb over the stage apron.

## STUDY HALL

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Study halls are provided so that a student may diligently prepare for class. In order that all may benefit from a study hall, the following guidelines should be followed:

1. No talking without permission.
2. Locker passes are generally not permitted. *Plan ahead* and bring all necessary material.
3. Telephone passes (courtesy phone or cell phone) are generally not permitted.
4. Bathroom passes are for the nearest bathrooms.
5. Passes to see other instructors must be signed in advance.
6. Regular study hall students who wish to ask academic question(s) or study with an Honor Study Hall student must do so in the regular study hall. Making arrangements before the class hour begins is encouraged.

## TELEPHONE

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The use of Luther High School phones (classrooms or offices) is restricted unless special permission is acquired from an instructor. For information on cell phones please see Electronic Devices.

## VEHICLES

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The use of vehicles is a privilege. Disorderly or dangerous use will forfeit this privilege. Students should park in an orderly fashion in areas designated for student use. Vehicles parked illegally or not in a designated area may be ticketed and/or towed at the owner's expense. Permission to park for an extended period should be obtained from the administration.

## VISITORS

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Visitors who come as a guest of a Luther High School student are welcome. Arrangements for bringing a guest should be made at the front office *at least one day in advance*. Visitors must sign in and sign out. Students are expected to introduce visitors to their instructors. Instructors may remove a guest from the classroom if his presence disrupts the learning environment.

Students should not make arrangements to meet visitors for social purposes during the school day.

## WEATHER

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When severe weather strikes, the safety of students takes priority in all decision making. After consulting with both the weather bureau and the bus company, the administration may decide to close school for the day, close school early or advise students to remain at school until conditions improve.

If school is closed for the day, it will be announced on local radio/TV stations. Because Luther High School draws students from a forty-five mile radius, the decision must be made very early (before the busses leave for their routes). Road conditions vary widely across our association. If parents feel it is too dangerous for their student to drive when school is open, they are urged to keep their student home and inform the school of this decision by phone.

When school is closed early it is for the purpose of getting students home before dangerous conditions develop. Therefore students are to go home immediately.

Road and weather conditions are monitored constantly by the school. Because weather conditions may change suddenly and unpredictably, school may remain open as conditions deteriorate. Students will not be allowed to go home while conditions are at their worst but rather wait until the road conditions improve or school is officially closed. Out of concern for the safety of all involved, the school will not allow students to leave without first receiving instructions and permission from all involved parents (e.g. students catching a ride with another student).

## WEIGHT ROOM

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The weight room must be supervised by an adult (non-high school student). Failure to follow the established rules will result in a one week suspension from using the weight room. The parent/guardian will be notified by the athletic director for the first offense and forfeiture of weight room use for the balance of the current school year for the second offense. Rules for using the weight room:

1. The weight room must be supervised by an adult (not a high-school student) approved by the Athletic Director. Supervisors must follow the guidelines established for supervision of the weight room.
2. No student may be in the weight room alone. There must be at least two students using it at any one time.
3. Students must sign in when using the weight room.
4. There must be a spotter when free weights are being used.
5. Students must wear gym clothing when using the weight room.
6. All weights should be put back on the racks when finished.
7. Students are to conduct themselves responsibly at all times.
8. No pop or food is allowed in the weight room.
9. When the supervisor leaves the weight room, restricted equipment (Red Dot) is not to be used until supervisor returns.

## **PART 7: SUPPORTING ORGANIZATIONS**

### **ALUMNI ASSOCIATION**

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The Luther High Alumni Association's purpose is to give active support to Luther High School. The Association meets twice a year and raises funds through dues and the Alumni basketball tournament held during Easter break.

### **FRIENDS OF LUTHER**

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The general purpose of the Friends of Luther is to strengthen the relationship between Luther High School and the congregations and members of the high school association. Membership is open to communicant members of the Luther High School Association and communicant members of congregations in fellowship with the Wisconsin Evangelical Lutheran Synod.

Friends of Luther does many projects for Luther High School including an ongoing aluminum can drive, maintaining the Rotary Christmas lights at Riverside Park, running concessions at events, sponsoring the Dr. Raabe Golf Tournament and managing the SCRIP program.

The Friends of Luther Newsletter is published three times a year with articles of past, present and future events of Luther High School. This publication is distributed to thousands of Luther alumni and supporters.

### **LUTHER AUXILIARY**

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The volunteer organization with the longest history of service to Luther High is the Auxiliary. An enthusiastic group of 19 women established the Auxiliary in November 1956, one year before Luther opened its doors. The constitution set forth the purpose, "To create, maintain, and increase interest in the welfare of Luther High School, both spiritually and physically." Since 1956 the Auxiliary has met regularly, donated countless hours of service, purchased equipment and supported the established purpose of the school of keeping Christ in higher education.

Membership is open to all adults of the Luther High School Association congregations, or who are members of any WELS congregation, a parent, guardian or relative of a Luther High student either past or present. All activities are funded through voluntary contributions. A free will offering is taken each meeting. Each year the Auxiliary purchases numerous non-budgeted items, which enhance the quality of programs, the physical building and the daily life of the Luther student.

### **MUSIC ASSOCIATES**

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The Luther High School Associates, in adherence to the policies of Luther High School, is to assist our music program as it leads our students in Christian lives of service, which glorifies God through music. The organization's objectives are to promote greater interest in various phases of the Music Department, provide Christian fellowship for its members, and help organize and implement approved projects, which support the Luther High School Music Department. Parents and guardians of students participating in the music programs at Luther are members of this organization, as well as any adult interested in service to the music programs. The four main standing committees are Band activities, Choral activities, Uniforms/Equipment and Department events.

### **WISE MANAGERS, INC.**

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The purpose of this corporation is for charitable, educational, or religious donations. The corporation operates a consignment store called Good Steward. It is located just south of I90 and Hwy 35. Items for donation may be dropped off anytime the store is open. The Good Steward Volunteer program is available for anyone wishing to both help at the store and reduce the tuition of a Luther High student. We encourage everyone to volunteer.