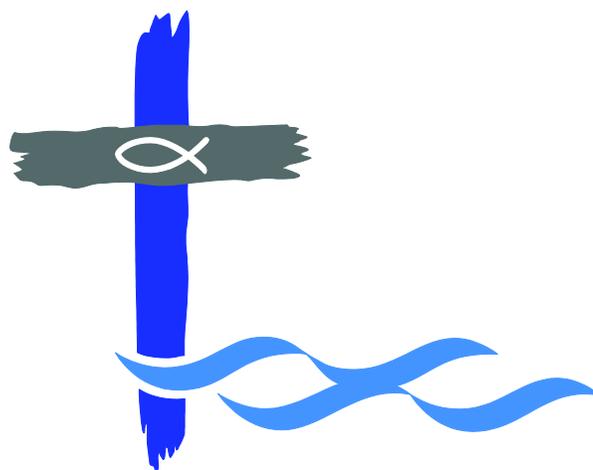


# Wolf River Lutheran High School



## Parent and Student Handbook

2016 - 2017

*As students and parents of Lutheran High, you are responsible for knowing the material found in this handbook.* It contains guidelines and regulations covering most phases of student life. It will contribute to your success and happiness as a student or a parent of Wolf River Lutheran High School and to a well-functioning student body.

*All students and their parents should read and review this handbook and consult the administration if any questions arise. Parents, by enrolling their child at Wolf River Lutheran High School, are acknowledging and accepting the policies contained in this handbook.* Anyone may offer suggestions to the administration throughout the school year about the contents of the student handbook.

### **MISSION STATEMENT**

The mission of Wolf River Lutheran High School is to provide a quality, Bible-based, Christian high school education which will prepare

students to attain their life goals and to lead productive Christian lives in an ever-changing world under God's grace in Jesus Christ.

### **CORE TENETS**

Wolf River Lutheran High School...

- Engages students in academically, socially, and spiritually meaningful ways
- Equips students with the skills necessary for success
- Empowers students to use their God-given talents to serve others
- Energizes students with the joy of Christian living

### **STATEMENT OF PHILOSOPHY**

Wolf River Lutheran High School (WRLHS, Lutheran High School) is a segment of the body of Christ that serves to educate students in grades 9-12. The school's philosophy of education is based on the Holy Scriptures as the Word of God and centers in Jesus Christ to whom all Scripture bears witness.

WRLHS accepts that the primary purpose of the Church, as the body of Christ, is to testify to God's riches and promises. Then, working through the Means of Grace, the Church provides opportunities for people to find their identity, meaning, purpose, and power for their lives. Active faith in Christ always finds fruitful expression in everyday life (James 2:18). Therefore, the function of Wolf River Lutheran High, as part of this body, is to provide Christian education designed to help students live out the opportunities given to God's people.

WRLHS is a Lutheran school for a Christian community. It is a place where the assembly of believers, encouraged by the Word, works to grow in personal relationships with Christ as Lord and Savior. As such, the role of the staff is to use God's Word, in every discipline, for teaching, reproof, correction, and training in righteousness (2 Timothy 3:16). At the same time, the role of the student is to develop his or her God-given gifts and abilities so that he or she may be equipped to bear fruit that will last (John 15:16). We believe high school is more than college preparation. It is about grounding students in the values that create happy, healthy, productive lives wherever God would lead them with an emphasis on serving their fellow man.

### **Association Congregations**

Christ Lutheran Church – Hintz	St. John Lutheran Church – Hayes
Faith United Lutheran Church – Pulcifer	St. Paul Lutheran Church – Bonduel
Immanuel Lutheran Church – Cecil	St. Paul Lutheran Church – Bowler
Immanuel Lutheran Church – Mohican	St. Paul Lutheran Church – Stony Hill/Shawano
St. James Lutheran Church – Shawano	Zion Lutheran Church – Zachow
St. Jakobi Lutheran Church – Shawano	

### **SCHOOL GOALS**

As an outgrowth of the gifts received from God and the training offered at Wolf River Lutheran High, our students should:

1. Appreciate and use the Means of Grace.
2. Become active participants in programs of the parish.
3. Witness to Christ in word and deed.
4. Become responsible citizens capable of independent thought.
5. Demonstrate sincere concern for the needs of others.
6. Grow in self-understanding.
7. Develop proper attitudes toward work.
8. Develop competence in literary skills.
9. Develop the skills needed to compete and the attitude needed to serve in a global society.
10. Enhance creative ability and aesthetic appreciation.
11. Develop the attitude and skills needed to be a life-long learner.
12. Continue in a program of physical activity for the purpose of maintaining a fit body.
13. Participate in worthwhile and God-pleasing leisure time activities.
14. Demonstrate a responsibility for God's whole creation.
15. Live a life that reflects the joy of Christian hope.

### **STUDENT LIFE**

Lutheran High School is committed to provide each student with the opportunity for:

- Active membership in a Christian community with daily exposure to God's Word and opportunities for applying Christian principles.
- Close personal relationships with fellow students and with faculty and staff members.

- Selecting an appropriately challenging academic program that will develop and strengthen the student's God-given abilities.
- Involvement in athletics, art, drama, music, leadership and service.

### **ADMISSION INFORMATION**

Lutheran High School will consider for admission any student of good character who is in sympathy with the philosophy and objectives of the school and who gives evidence of the ability to benefit from the experiences of the Christian academic environment. Wolf River Lutheran High School enrolls students in grades 9-12 and desires to serve families who want an academically challenging, Christian secondary education for their children. Wolf River Lutheran High School encourages its students and their families to be active in a Christian congregation.

WRLHS accepts students of all Christian denominations and faiths as well as students who do not have a church home. No church attendance is required to be enrolled in WRLHS. All students at WRLHS attend theology classes, chapel services, and other faith-based activities.

### ***Non-discrimination Policy***

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

All new students must go through an application process. Wolf River Lutheran High School tries to serve students of varying academic abilities. However, the school does not have the resources needed to serve students who have significant academic needs. Lutheran High School desires to surround its students with positive influences. Applicants who desire to transfer to Lutheran High because of an extended suspension or expulsion from their present or previous school will likely be denied enrollment. However, each application is considered on an individual basis. Wolf River Lutheran High School reserves the right to accept or decline any student application.

The following outlines the registration process for all students making new application to WRLHS:

### **APPLICATION PROCESS**

1. A parent or legal guardian must complete an enrollment application, parent and student questionnaire, a financial agreement form, and a non-refundable registration fee is paid.  
*An application for financial aid may be submitted if desired. WRLHS utilizes a third-party agency, called TADS, to collect and evaluate financial data. There is \$34 fee for this application paid by the family directly to TADS. (www.tads.com)*
2. The materials submitted will be reviewed by the Administrator.
3. The Administrator approves the acceptance of prospective students. In some cases, the Administrator may choose to defer the decision to a pro tempore Admissions Committee of the Board of Directors as detailed in the next section.
4. The accepted student submits all pertinent medical information to the school including a completed sports physical if participation in sports is desired and submits course preferences for the purpose of class scheduling

Special education needs, truancy, prior behavioral problems, and any previous legal problems involving the student are to be shared with the Administrator in the application process. Failure to do so may result in the denial of acceptance or expulsion if disclosed after acceptance.

Wolf River Lutheran High School is not equipped to help all students with special academic, emotional or social needs. WRLHS reserves the right to deny acceptance to students with special needs in these areas or to accept them on a conditional basis. Once accepted, if the Administrator determines that a student's needs, or those of other students at WRLHS, are not being served appropriately, the school reserves the right to deny re-enrollment or to dismiss the student from Lutheran High according to the procedure outlined in this handbook.

### ***Administrative Guidelines for Admission of Students under Special Circumstances***

When a student or parent seeks enrollment at WRLHS under special circumstances, such as following disciplinary action at another school, special educational needs, social or emotional problems, etc., the following guidelines will be followed:

1. The Administrator will meet with the parent and student to attempt to determine the circumstances and motivation for admission.
2. The Administrator will seek background information from the current school where the student is enrolled.
3. The Administrator will seek background information from other relevant sources (e.g. pastors, counselors, doctors, law enforcement agencies, courts, etc.).
4. The Administrator will form a pro tempore Admissions Committee. This committee will be composed of:
  - ✓ Administrator

- ✓ Three Board Members including at least one pastor
  - ✓ One teacher from the WRLHS staff
5. The committee will meet and interview the student.
  6. The committee will meet and interview the parent(s) and student together.
  7. The committee will recommend admission or denial of admission.
  8. A probationary contract may be invoked as a condition of the admission.
  9. All information shall be regarded as confidential and will not be shared outside of the Admission Committee. If the student is admitted, the Administrator and staff will monitor the progress of the probationary student.

**ACADEMIC INFORMATION & POLICIES**

<b>Graduation Requirements</b> (.5 credit = one semester)			
<b>Required for Graduation</b>		<b>College Preparatory Track</b>	
<b>Theology</b>	4.0 credits (or .5 credit for every semester of enrollment)	<b>Theology</b>	4.0 credits (or .5 credit for every semester of enrollment)
<b>English</b>	4.0 credits	<b>English</b>	4.0 credits
<b>Math</b>	3.0 credits	<b>Math</b>	4.0 credits
<b>Science</b>	3.0 credits	<b>Science</b>	4.0 credits
<b>Social Studies</b>	3.0 credits	<b>Social Studies</b>	4.0 credits
<b>Fine Arts</b> (art or music)	1.0 credit	<b>Fine Arts</b> (art or music)	1.0 credit
<b>P.E./Health</b>	2.0 credits (.5 credit must be Health)	<b>P.E./Health</b>	2.0 credits (.5 credit must be Health)
<b>Technology</b>	0.5 credit	<b>Technology</b>	0.5 credit
<b>Electives</b>	6.0 credits	<b>Electives</b> (Including 2 years of a foreign language)	5.0 credits
<b>TOTAL</b>	26.5 credits	<b>TOTAL</b>	28.5 credits

Keep in mind that the requirements listed in the left-hand column are minimum graduation requirements. The more academically challenging a student’s course of study is, the more choices the student will have upon graduation. It is essential that students, with their parents, check the entrance requirements for the college the student plans to attend to make sure their high school plans meet those requirements.

***Special Recommendations***

Students planning on continuing their education in a vocational or technical school setting should consider taking additional credits in math, science, business or technical education. Well-prepared pre-college students should acquire additional credits in math, science and foreign language. Due to increasing academic competition, a high grade point average is extremely helpful. For the highest-level post-secondary institutions, two to four years of a foreign language and advanced study in math and science are essential.

Wolf River Lutheran High School believes that education is a partnership between parents, teachers, and students. The following are recommendations, and can be considered best practices, in establishing a foundation for future academic success.

***Study Habits***

Time management skills are necessary for productive and successful people. Successful students manage their time wisely during the day and evening, fulfilling the demands of a challenging academic program and at the same time having adequate time for recreation and sleep.

***Useful Study Tips***

1. Students should keep their school notebooks and personal planners current and complete.
2. All assignments for the following day should be completed before going to bed. It is a bad habit to postpone work until the morning the assignment is due.
3. Students should work regularly on long term assignments that are due throughout the term.

***Parental Assistance***

Parents/guardians are encouraged to:

1. Check your child’s notebooks and student planner regularly. A minimum of once per week is suggested, but some students require more frequent supervision. Encourage good time management skills.
2. Consider limiting your child’s daily access to the telephone, instant/text messaging, the Internet, interference from other electronic devices and require a reasonable bedtime.

3. Contact the school for an appointment with your child's teacher(s) if grades or morale seem to be affected by problems with homework, social interaction at school, or special needs or challenges at home.
4. Provide your child with and encourage the use of a good study space.
5. Pray daily for your child and the students and staff of Wolf River Lutheran High School.

### **Late Work Policy**

Teachers are committed to student achievement and success for all students. As a result, students are expected to do quality work and to do so responsibly by completing daily assignments and/or projects and turning in work on time. To ensure academic success at WRLHS, instructors will implement the following late assignment policy:

1. Assigned work is expected to be turned in ON TIME. An assignment not turned in at the designated time is considered late. If there are extenuating circumstances, it is the responsibility of the student to talk with the teacher to discuss possible solutions.
2. Each teacher has the right to determine how late work is treated and will provide that information to their students.
3. Students may be expected to redo work of poor quality for partial credit.
4. Parental contact may be made when a student's failure to complete and turn in work begins to negatively impact learning.
5. If a student is absent from school with an excused absence, students have one day more than the total number of days absent to submit all of their work. (Absent  $n$  days =  $n + 1$  days of make-up time. It is the student's responsibility to find out what assignments were missed during an absence.

### **Dual Credit**

WRLHS has partnered with Concordia University Wisconsin to offer college credit classes to our high school students. Students must attend WRLHS for a semester before entering the program and carry a GPA of 3.0 or higher. For more information about the program go to [www.online.cuw.edu/dualcredit](http://www.online.cuw.edu/dualcredit) or contact your guidance counselor.

### **Academic Probation**

It is not the intent of this policy to punish poor academic performance, but rather to impose some external structure on students who may have difficulty with their own academic self-discipline.

If a student fails two or more courses in any quarter, the Administrator will notify the student and his or her parents that such student is on "Academic Probation." During the first quarter of a student's academic probation, the student must complete an Academic Improvement Plan, complete daily homework checks, and meet regularly with the Administrator. Continuation of homework checks beyond the initial quarter is at the discretion of the Administrator and the student's parents. Parents may be required to attend periodic conferences along with their child. Failure to attend these conferences may result in the student's dismissal from WRLHS.

If a student on academic probation fails two or more courses in any subsequent quarter, his or her records will be forwarded to the Board of Directors with an automatic recommendation for expulsion at the end of the current quarter/semester. The school will notify parents concerning the date and time the Board will meet. This will allow time to review the student's case so that all pertinent information may be considered. This notification will also give the family time to make arrangements for the student to attend another school if needed. The Board of Directors will sustain such expulsions or, in extenuating circumstances, determine the conditions under which the student will be permitted to continue attending WRLHS.

A student who is dismissed from WRLHS under the terms of Academic Probation will be considered for re-enrollment if he or she meets the following requirements:

1. The student has successfully completed a semester of academic work at another high school (i.e. earned at least three credits with no failing grades). Summer school will not be considered to fulfill this requirement.
2. The student is on pace for graduation.

### **Academic Expulsion**

Academic Expulsion may occur if a student demonstrates a lack of performance and/or initiative to succeed with the educational goals of the school.

Students may be expelled academically for any or all of the following reasons:

1. Two or more quarters on Academic Probation within four consecutive quarters.
2. Three or more quarters on Academic Probation at WRLHS.
3. Persistent difficulty in completing and turning in homework.

Students expelled for Academic reasons may be considered for re-enrollment:

1. After successful completion of another educational program for at least one full semester.

2. After written request by the student and parents stating changes or attempted changes in the student's educational patterns.
3. Upon approval of the Board of Directors based on a personal interview with the student and parent.
4. The Administrator may recommend students for academic expulsion. The Administrator and Board of Directors make the final decision on a student's continued enrollment at WRLHS.

**Denial of Re-Enrollment for Academic Cause**

In certain cases the educational needs of a student may become incompatible with the reasonable ability of the school to provide for his or her needs. Denial of re-enrollment may occur:

1. After a student has spent at least one semester at the Academic Probation level.
2. After an Academic Improvement Plan has proven unsuccessful.
3. After a written notification to parents and the student by the Administrator for reasons of the denial.

**RenWeb**

RenWeb is the schools online source of information, grades, and homework for students enrolled in the school. Parents access RenWeb at [www.renweb.com](http://www.renweb.com). They are given passwords and an access code. WRLHS expects all parents to use this sight to find information about the school. Parents can also access 1<sup>st</sup> and 3<sup>rd</sup> quarter report cards.

**Grades & Grade Reports**

The school year is divided into (4) quarters with semester exams given at the end of the second and fourth quarters. Semester grades, determined from the two preceding quarters and the final exam, are recorded in the student's permanent record. Report cards will be issued at the end of each semester and progress reports will be mailed to all students at mid-semester to indicate to parents their child's strengths or weaknesses. Grades are available at all times on RenWeb.

**Grade Point Average (GPA)**

Adding all earned letter grade point values and dividing this total by the number of credit units completed and graded determines a student's grade point average. Normally, grade point average is computed to the nearest one-hundredth of a point.

**Honor Roll**

The Honor Roll is prepared at the close of each semester, using grades from all classes. It is prepared to recognize outstanding academic achievement. It is not meant to lead to pride or furnish a wrong motive for faithful effort. What is expected of each of us is that we are faithful in using the gifts God has given.

*"It is required in stewards, that man be found faithful."* - 1 Corinthians 4:2

The following letter grades and their point values will be used in determining the student's grade point average and eligibility for the Honor Roll:

4.00	A	3.33	B+	2.33	C+	1.33	D+
3.67	A-	3.00	B	2.00	C	1.00	D
		2.67	B-	1.67	C-	0.67	D-
						0.00	F

Semester Honor Roll ranking based on grade point average is:  
 3.50 – 4.00 Highest Honors  
 3.00 – 3.49 High Honors

The grading system is as follows:

A+	98-100%+	C+	77-79%
A	93-97%	C	73-76%
A-	90-92%	C-	70-72%
B+	87-89%	D+	67-69%
B	83-86%	D	63-66%
B-	80-82%	D-	60-62%

A student's semester grade is determined by the following breakdown:  
 40% – 1<sup>st</sup> / 3<sup>rd</sup> Quarter  
 40% – 2<sup>nd</sup> / 4<sup>th</sup> Quarter  
 20% – Semester Exam or Project

**I (INCOMPLETE)** – Issued in special cases upon approval of the Administrator.

**P (Pass)** – Credit is issued when, at the discretion of the instructor, the student has completed the necessary work to receive credit for the class. The student is not evaluated by the normal academic standards of the class requirements. This grade has no effect on the Grade Point Average (GPA).

**WF (WITHDRAWAL FAIL)** – Counts as an F on the student’s report card, is calculated in the cumulative GPA, and appears on the student’s permanent transcript.

**W (WITHDRAWAL)** – No credit given and but it does not count in the student’s GPA.

**EX (Excused)** – Medically excused with the required credit waived. It does not affect GPA.

### ***Dropping a Course***

Students, with parental permission, may drop a course without penalty up to the end of the tenth school day of first semester and up to the end of the fifth school day of the second semester. At that point, any student that drops a course, without the approval of the administration, will receive an “F” for that course on their official transcript.

### ***Credit Recovery / Retaking Courses***

From time to time, a student at Wolf River Lutheran High School may need to recover credit as the result of failing a class. As a general rule, the Board of Directors and the administration of our school firmly believe that our teachers and our curriculum offer the best academic experience for our students. Consequently, whether or not to grant credit for courses taken in other environments while enrolled in Lutheran High is taken quite seriously. Therefore, anyone enrolled in our school must obtain prior permission from the Administrator to take a course under the supervision of any other educational entity. Failure to obtain proper permission will result in the student not receiving credit for the course.

If a student fails a specific course required for graduation or is otherwise short the necessary number of credits to obtain a diploma, one of the following credit recovery options may be mandated at the sole discretion of Administrator:

1. Retake the failed course, if applicable, or take a different, administration approved course offered by Lutheran High School during the regular academic year. If, in the administration’s opinion, this is not possible or prudent, then the 2<sup>nd</sup> option will be considered.
2. Retake the failed course, if applicable, or take a different, administration approved course offered through another institution or as an independent study through current Lutheran High personnel. All credit recovery solutions must be approved by the Administrator.

Any course credit granted under this policy will be given on a pass/fail basis.

### ***Transfer Credits***

Normally, all transfer credits will be accepted. However, the administration reserves the right to make the final decision based on the curriculum of the school from which the student is transferring. All transfer credits will be listed as such on the student’s WRLHS transcript.

### ***Valedictorian / Salutatorian***

The Valedictorian and Salutatorian are selected each year from the graduating class. The Valedictorian ranks first in cumulative GPA, maintaining a 3.5 or higher, and is considered the top student of his or her class. The Salutatorian ranks second in cumulative GPA, maintain a 3.0 or higher, and is considered the second highest student in his or her class. Criteria for determining the rank are based entirely on the student’s cumulative GPA at the end of the first semester of the senior year. Thus, more than one student may qualify for the Valedictorian and Salutatorian distinctions. If there is no student who qualifies for Valedictorian, there will not be a salutatorian, instead a class speaker will be chosen. Candidates must attend classes at WRLHS during at least three semesters of their junior and senior years.

### ***Promotion***

High School is not a promotion from one grade to the next. Instead, it is a process of accumulating appropriate credits for graduation. In the case that a student does not receive passing credit in a course, the options are to take the course again or complete the failed course in summer school. It should be noted that in a small school the ability to repeat a course and build the remaining schedule is not always possible.

### ***Class Rank***

Wolf River Lutheran High School does not rank its students according to grade point average due to the school's size and academically competitive curriculum.

### **Academic Honesty**

Cheating or any academic dishonesty including plagiarism is a serious offense and will be treated accordingly on the Discipline Ladder for Cheating. Definition of Plagiarism: "Plagiarism involves two kinds of wrongs. Using another person's ideas, information or expressions without acknowledging that person's work constitutes intellectual theft. Passing off another person's ideas, information or expressions as your own to get a better grade or gain some other advantage constitutes fraud." Source – Joseph Gibaldi. *MLS Handbook for Writers of Research Papers*. 6<sup>th</sup> ed. New York: MLA, 2003.

### **Discipline Ladder for Cheating, Academic Dishonesty, & Plagiarism**

1. First Offense → The student is issued a detention and receives a 0% for the homework or quiz. Tests, projects, and other major assignments may be re-done for partial credit at the sole discretion of the teacher. The student will be suspended from, or may lose, any elected or appointed leadership positions.
2. Second Offense → A 0% is given regardless of the type of assignment. The student meets with the Administrator and a letter is sent home. The student will be given an in-school suspension for one day.
3. Third Offense → The student will lose credit for the semester in the class in which he or she cheated. The student will be segregated from the class for the remainder of the semester.
4. Subsequent Offenses → The matter and supporting history will be reported to the Board of Directors for consideration of expulsion.

These consequences are cumulative during the student's academic career at Lutheran High School; meaning, each incident (leading to an expulsion) may occur in different school years.

### **Examples of cheating include:**

- Copying and pasting material from the internet, or from another person's work, and presenting it as your own.
- Sharing answers from a test or assignment including electronic storage of answers on a calculator, camera, mobile phone, or any device with a camera.
- Plagiarism which is the taking of ideas and passing them off as one's own such as copying reports from the encyclopedia, direct downloading of information from the Internet and then not including notation to indicate from where the information, ideas or words came.
- Using cheat sheets or other assistive devices during quizzes and/or tests without the teacher's permission.
- Allowing family members or friends to do work for you.
- Students who willfully provide their work to someone else are also cheating and are subject to the same discipline.

It is understood that there are times when collaboration with fellow students and assistance from family members are vital parts of the learning process. However, it is the student's responsibility to be clear about the requirements and expectations of any particular assignment.

### **Textbooks**

Textbooks are borrowed from the school. Textbooks will be issued to students during the first day of class and collected on the last day. Faculty will inspect student texts at the end of each course. If abnormal wear has taken place, a fee will be charged to the student account.

### **Early Graduation**

Wolf River Lutheran High School is a four-year institution dedicated to providing a quality Christ-centered education for its students. Early graduation is not promoted or encouraged. Early graduation will only be considered in extraordinary circumstances where early graduation will reduce or eliminate the separation of a student from parents who have relocated or where continued enrollment will impose a hardship on the student and his or her family. To be eligible for early graduation, the student must have: (a) given the administrator written notice of his or her request to graduate early including an explanation of the extraordinary circumstances leading to the request; (b) completed seven semesters of course work; and (c) completed all course requirements for graduation at the end of the first semester of the student's senior year. The School Board and its committees may, in their discretion, review and consider such additional information as they deem appropriate in reaching a decision to grant or deny early graduation requests. Generally, only those credits earned at Wolf River Lutheran High School (and those courses previously approved in the case of transfer students) will be considered to satisfy subsection (c) above.

### **Official Transcripts**

An official transcript is the permanent cumulative record of each student's academic performance. It includes a listing of all courses that a student has taken and the grades earned for those courses. Copies of transcripts for college admission, job applications, etc., may be requested through the online service Parchment. Go to [www.parchment.com](http://www.parchment.com).

### **Graduation**

The graduation ceremony is the final school event for any student who has successfully completed all requirements for receiving a diploma.

1. Diplomas are distributed during the ceremony and attendance is required.
2. A fee will be charged to cover graduation expenses such as flowers, speaker, diplomas, and a senior class gift.
3. Graduation announcements and caps/gowns may be purchased separately.
4. WRLHS caps and gowns are required, but may be obtained from a previous WRLHS graduate.
5. Students who have not met graduation requirements will not be allowed to participate in the ceremony.
6. Students and their parents will be regularly informed regarding their academic status.
7. Any senior whose account is overdue on graduation day shall not receive his or her diploma until the account is paid in full or satisfactory arrangements have been made in writing with the Board of Directors.

### **ATTENDANCE POLICIES**

Attendance and punctuality are key factors in a successful academic career. The attendance policy encourages a minimum of absences and tardiness. Wolf River Lutheran High School categorizes all absences into one of three categories: excused, exempt and unexcused. As Lutheran High School's attendance policy can, under certain circumstances, result in the reduction of a student's grade, all students and their parents are encouraged and expected to become familiar with this policy and direct any questions or comments to the administration so misunderstandings can be avoided. The administration has the final authority in the categorizing of all absences.

#### *Student Responsibility*

It is the student's responsibility to be in school. It is also the student's responsibility to attend all assigned classes every day that school is in session and to be aware of and follow the correct procedures when absent from a class. Finally, it is a student's responsibility to request any missed assignments due to an absence.

#### *Parent/Guardian Responsibility*

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school office in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise. The school office is also to be advised as to the cause and extent of the expected absence by 8:00 a.m.

#### *Teacher Responsibility*

It is the teacher's responsibility to take daily attendance and maintain accurate attendance records in each assigned class; to be familiar with all procedures governing attendance; and to apply these procedures uniformly. It is also the teacher's responsibility to provide any student who has been absent with any missed assignments in a timely manner.

#### *Administrator Responsibility*

It is the Administrator's responsibility to require students to attend all assigned classes; to be familiar with all procedures governing attendance; to apply these procedures uniformly to all students; and to maintain accurate records on student attendance. Finally, it is the Administrator's responsibility to inform the student's parents or guardians as to the student's attendance and to work cooperatively with them and the student to solve attendance problems.

### **Attendance and Participation in School Activities**

Practice and/or participation in school-sponsored extra-curricular activities is not permitted if, for any reason, the student has been absent more than two class periods unless given permission by the administration. If a student leaves early from school due to illness, he or she cannot participate in or attend extra-curricular activities that evening.

### **Categories of Absences**

#### Excused Absences

An excused absence is given for any absence that is unexcused. The most common types of excused absences include illnesses not requiring a visit to a doctor or illnesses with written verification by a doctor, other medical or dental appointments with written verification by a doctor, funerals of immediate family members, school-sponsored absences, and absences attributed to personal business or family vacations. Students with chronic medical or mental conditions are encouraged to keep pertinent paperwork on file with the office for the purposes of this policy. Written verification of excused absences, when applicable, is expected within three

school days of the absence(s) or the student risks having the absence(s) declared unexcused by the administration.

### Unexcused Absences

An unexcused absence is any absence that is not excused. Credit will be given for course work and/or tests made-up due to an unexcused absence.

### **College Visits**

Students who make a college visit on a day when school is in session must obtain approval from a parent and the Administrator at least one school day in advance. Upon return to school, students must present signed verification showing the dates and times of their visit from the admissions office. After verification, the student will be counted as present for the school day.

### **Make-up Assignments, Make-up Tests and Incompletes**

It is up to students to meet with their teachers outside of class on the day that they return to get the necessary make-up work. To receive full credit on daily work, students have one day more than the total number of days absent to submit all of their work. (Absent  $n$  days =  $n + 1$  days of make-up time.) Make-up tests are given at the discretion of the teacher. An incomplete in any course must be removed within two weeks after the close of a semester, or the student will receive a zero on any incomplete work, and a final grade will be given. The Administrator may extend this time for unusual circumstances. Incompletes are permitted only when a student has a valid reason, as determined by the instructor, for not completing his or her work within the required time.

### **Planned Absences**

Students must make class work and testing arrangements with their teachers **before** any planned absence or risk not receiving credit. This planned absence policy applies to early dismissals for school related activities such as participation in athletics.

### **School Closings**

WRLHS will generally close or dismiss early when the Bonduel School District is closed or dismissed early due to inclement weather. However, if the weather in the area in which the student resides is deemed poor by a parent or guardian, attendance that day is at the parents' discretion and will be treated as an excused absence if necessary. Please call to inform the office of such absences.

### **Tardies**

Students who are late to school for their first hour class must report to the office to obtain an admission slip before going to class. Only a valid excuse, verified by a parent or guardian in written form within one school day, and approved by the Administrator will result in the tardy being declared excused. A tardy of more than twenty (20) minutes will be categorized as an appropriate type of absence. If a student is tardy to any other class during the school day, it is his or her responsibility to obtain a written excuse. Teachers will inform students of their expectations for prompt classroom attendance and what constitutes a tardy to their class. Tardies reset to zero at the end of a quarter.

Tardies are punished as follows:

3<sup>rd</sup> tardy → detention until 3:30

4<sup>th</sup> tardy → detention until 3:30 & \$5 admin fee

5<sup>th</sup> tardy → detention until 3:30 & \$10 admin fee

Subsequent tardies → detention until 3:30 & \$10 fee

### **Bereavement Policy**

Students are allowed up to 5 days of bereavement leave for direct relatives (parents, grandparents and siblings) and 1 day of bereavement for other relations. Parents should notify the Main Office within 3 days of the absence indicating date of funeral and relationship to the deceased.

## **DISCIPLINE POLICIES**

### **Accountability for Off-Campus Behavior and social media**

Offensive, sinful behavior that tends to bring public discredit to Wolf River Lutheran High School is unacceptable at any time and may be punished accordingly. Students are representatives of the school at public functions and in public places and are accountable for their behavior and for their commitment to the policies in this handbook at all times.

### **Administrative Action**

The Administrator is charged with making decisions regarding the application of severe disciplinary action. The administration will contact the student's parents or guardians as appropriate in each case. The administration may suspend, place on probation, or recommend the expulsion of any student. Obviously some violations of school rules are much more serious than others. Because of this, any or all disciplinary steps may be skipped at any time. There are some offenses, including but not limited to illegal drug, alcohol,

or weapon possession or use on school grounds, that will result in a minimum 3-day and a maximum 10-day out of school suspension, possibly followed by an expulsion. Any disciplinary steps may be skipped or repeated as the Administrator deals individually with students in an effort to lead them to see their error, repent, and be encouraged by the leading of the Holy Spirit to live Christian lives in accord with God's will for them.

### **Code of Conduct**

*"Let your light so shine before men, that they may see your good works and glorify your Father who is in heaven." - Matthew 5: 16*

The Board of Directors, Administrator, faculty, staff and parents have high expectations of all Wolf River Lutheran High School students. Therefore, students are expected to conduct themselves in a manner that gives glory to our Lord.

Enrollment at Lutheran High School is by choice. Therefore, students make a commitment to special expectations and rules that affect them within the school and within the community. As representatives of our Lord and of our school, all students need to behave in a manner that reflects integrity upon themselves, upon any school activity, and upon the school itself.

The purpose of applied discipline is to assist each student in developing the self-control necessary to function appropriately in all personal and social relationships. Our standards and policies are based on commonly accepted social behaviors and the Word of God. Students are subject to the supervision and discipline of all school personnel at school and at all school activities (on or off campus) as set forth in school policies and expectations. Consequences are warranted when students repeatedly and/or willfully disregard school guidelines/rules or otherwise bring discredit to their Lord, their school or themselves.

#### *Examples of behaviors subject to a detention:*

- disrespect
- use of inappropriate language
- insubordination
- dishonesty
- disrupting class
- tardiness
- eating/drinking in class/hall without permission

#### *Examples of behaviors that warrant suspension, probation and possible recommendation for expulsion:*

- vandalism (will include mandatory restitution)
- possession of a weapon or look-alike weapon
- fighting or other acts of violence
- verbal, written, or visual threats of physical harm
- harassment of a student or staff member
- possession of a controlled substance or look-alike substance
- possession of smoking or chewing tobacco substances
- dishonesty and/or misrepresentation in regard to these and other types of discipline incidents

When the Administrator becomes aware of a student's behavior that is in contradiction with the Biblical morals promoted by Lutheran High (sexual misconduct, homosexual activity, theft in the community, etc.), the administration shall meet with the student, parent/guardian of the student, and the Pastor of the family. If the student recognizes and repents of the misconduct, Lutheran High will make every effort to provide uninterrupted education to the student as well as appropriate counseling and support. In situations of continued rebellion against God, the student's status as a student at Lutheran High will be re-evaluated. The school will deal with each situation on a case-by-case basis and will consider what is best for all concerned. Lutheran High seeks to continue to minister to all students and families involved with such situations.

All students, regardless of age or location of residence, are to follow all the rules and guidelines of Wolf River Lutheran High School.

### **Parent/Guardian Support**

Lutheran High expects full support from parents when dealing with discipline issues. If parents are not willing to cooperate with the school and its disciplinary actions, student enrollment may be jeopardized.

### **Conflict Resolution & Appeal Process**

Jesus instructs us in Matthew 18:15-18 with these words: "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. But if he will not listen, take one or two others along, so that

every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector.” Lutheran High School strives to follow these instructions when dealing with sin, and also believes that Jesus provides us with this structure to use when a conflict or disagreement exists between His children.

Therefore, if a student or parent is unhappy with a decision made by a faculty or staff member of Lutheran High, he or she should consult with that individual. If not satisfied with the results of that conversation, the student or parent should consult with the Administrator. Likewise, if a student or parent is unhappy with the decision of the Administrator, a further appeal may be made to the Board of Directors. If such an appeal is desired, the parent should contact the Administrator in writing requesting a meeting with the Board of Directors. The Board of Directors will schedule, within two weeks of receiving a written request from the parent, an appeal hearing before the Board of Directors. At that hearing, the parent and/or student will be given the opportunity to share his or her concern with the Board. The Board of Directors has the ultimate authority and their decision is final.

### ***Controlled Substance Abuse Policy***

A student is in violation of the controlled substance policy when he or she uses, is in possession of, is under the influence of or is involved in the transfer of any stimulating, depressing or behavior-altering substance without a medical prescription. This list includes, but is not limited to, any form of hallucinogenic drug, marijuana, alcohol, misuse of prescription drugs, misuse of over-the-counter drugs, and look-a-like drugs. This policy is in effect at school and at school activities. Any student who violates this policy is subject to expulsion. Moreover, if a student is reasonably suspected of being under the influence of drugs or alcohol during school or at a school activity, he or she will be detained until a parent or guardian arrives to take responsibility for that student.

Students found in violation of this policy, but not expelled, will may be required to receive a clinical evaluation by a licensed physician or chemical abuse counselor. Students must participate in any prescribed treatment program. All evaluation and treatment expenses are the responsibility of the student and/or his or her family. Continued enrollment at the school will be under disciplinary probation.

### ***Corporal Punishment***

The faculty, staff, and volunteers of Wolf River Lutheran High School do not and will not use corporal punishment in any situation. School personnel reserve the right to physically restrain students who pose a danger to themselves or to others, but at no time will physical contact be used as a punishment or consequence.

### ***Premarital Sex, Fornication, Pregnancy (Violation of God’s Sixth Commandment)***

Christian discipline will be provided to both male and female student as mutually established by the home and school in the event that either the home or the school becomes aware of students being involved in premarital sex. If pregnancy occurs, the student and/or the student’s parents/guardian are to inform the Administrator. A meeting will be set with the Administrator, a pastoral counselor, student, and the students’ parents/guardian. Christian counseling will be provided to help the student experience God’s forgiveness, love, and strength; and to encourage wise use of Christian parenting decisions during this difficult time. Cooperation will be provided to help obtain proper medical prenatal care; to choose the best school option; and to assist in making satisfactory academic progress with administrative adjustments made as needed to help the student complete academic requirements.

### ***Disciplinary Consequences***

Fines/Administrative Fees – Students may be fined or be required to pay certain board-approved administrative fees.

Detention - Students may be detained before school, after school, and/or at other various times by teachers or administrators for a specified period. Students may also be required to carry out specific work service activities during a detention. Detentions are issued for a variety of inappropriate behaviors. Detentions will be issued at the discretion of the faculty, staff and/or the administration.

Detentions are 20, 40, or 60 minutes in length. The actual length of the detentions is dependent upon the offense and is at the discretion of the teacher or administrator assigning the detention. A student that has been assigned a detention will have three school days, including the day that the detention was issued, to serve the amount of time assigned. A student will also be required to pay an administrative fee, in cash, to the Administrator before the student will be admitted into detention.

Administrative fees are: 20 minutes = no fee, 40 minutes = \$5, and 60 minutes = \$10. Detentions are held every school day and begin promptly ten minutes after the last bell of the school day.

A detention must be served in the increment assigned and cannot be broken into smaller pieces on multiple days. Failure to serve a 20-minute detention in the allotted three-day time period will result in the conversion of the detention to a 40-minute detention and a \$5 administrative fee with two additional days to serve the converted detention. Failure to serve a 40-minute detention in the allotted three-day time period will result in the conversion of the detention to a 60-minute detention and a \$10 administrative fee

with two additional days to serve the converted detention. Failure to serve a 60-minute detention in the allotted three-day time period will result in the conversion of the detention to a one-day in-school suspension to be served the next school day and a \$20 administrative fee.

#### Detention Ladder

Students receiving detentions for anything other than tardiness or dress code violations during the academic year are subject to a detention ladder system.

4<sup>th</sup> detention = One day of in-school suspension with excused absences given for each class period missed on that day.

5<sup>th</sup> detention = Two days of in-school suspension with excused absences given for each class period missed on those two days.

6<sup>th</sup> detention = Three days of in-school suspension with excused absences given for each class period missed on those three days.

7<sup>th</sup> and subsequent detentions = Five days of out-of-school suspension with excused absences given for each class period missed on those five days and possible recommendation for expulsion.

In-school Suspension - Students are separated from classes and classmates (social isolation) and placed in a designated area.

Out-of-school Suspension - Students are separated from school for a period not to exceed ten consecutive school days. During that time, students will not be allowed on school grounds or at school activities.

Probation - Students are held to prescribed (expected) behaviors for a length of time. Not adhering to these prescribed behaviors will result in recommendation for expulsion. A probationary period normally will be for nine weeks. The probation may also be for the remaining portion of a school year. Students on behavioral or academic probation may not participate in extra-curricular activities.

Expulsion - Students are removed from the school for the remainder of the school term and are removed from the school roster. These students will not receive credit, may not participate in school activities and may not be on school grounds.

#### ***Procedures for Expulsion***

The Administrator can require an expulsion meeting. Expulsion meetings will include the Administrator, student, parents, and if appropriate, a pastoral advisor. If the Administrator determines that expulsion is warranted, he will make that recommendation to the Board of Directors. The Board of Directors will make the final determination. The act of expulsion must always involve Christian love and concern for the best interest of the school, the student body, the individual, and the faculty and staff. If the Board of Directors chooses to expel a student, his or her parents or guardians may appeal the expulsion by submitting a letter of appeal to the President of the Board of Directors submitted via the Administrator. The President will then establish an appeal committee that will hear the appeal within one week and recommend appropriate action to the full Board of Directors.

Community/School Service – Community and/or school service may be required in the application of the disciplinary policies.

#### ***Dress Code***

Wolf River Lutheran High School students are expected to present a positive image and be the best they can be in all things. Neatness, cleanliness and modesty are expected in dress and in personal hygiene and should demonstrate a concern for Christian witness to fellow students and to the community. Choice in clothing, accessories or personal appearance inclined to draw attention and deemed to be excessive will be subject to disciplinary action.

***NO EXCUSE IS ACCEPTABLE FOR NOT BEING IN COMPLIANCE WITH THE DRESS CODE!***

Students are responsible for the decisions they make. Not doing or wearing what is excessive or questionable avoids confrontation and conflict. Students judged to be in non-compliance by a teacher will be sent to the school office for further action. The administration has final authority regarding dress code violations.

Modesty and not wearing things to draw undue attention to one's self are guidelines that Christians should abide by all the time. We expect Lutheran High students to keep this in mind as they come to evening or weekend events. If a student attends a Lutheran High event dressed immodestly or in a fashion that simply expresses values that are not in harmony with the Christian values of our school, he or she will be asked to change or to leave.

#### First Dress Code Offense

- A warning is issued, recorded, and parents are notified.

- The student must change appearance immediately if possible, call a parent for an acceptable change of clothing, or receive permission to return home for a change of clothing. All time missed is an excused absence. Minor violations may be permitted to return to class without a change at the discretion of the administration.

#### Subsequent Dress Code Offenses

Same procedure but the student will be assigned 20, 40, or 60 minute detention, based on the offense and/or the number of offenses, with the accompanying administrative fee.

The following rules and reminders are provided to assist students in making appropriate decisions:

1. Students have the responsibility to know and comply with the school's dress code and hygiene policy.
2. Acceptable clothing does not have logos, writing or graphics pertaining to alcohol, drugs, vulgar and/or distasteful sayings including sexual innuendo or violence. Pictures, words or lettering located on the seat of the pants is never acceptable even as practice apparel.
3. Visible body piercing jewelry and other ornamentations, including tattoos but excepting earrings, are not permitted. (Bandages, tape, "place holders" for piercings, except earrings, used as a covering for piercings or tattoos, are NOT permitted to gain compliance to this rule.)
4. Hair, for boys and girls, must remain out of both eyes at all times.
5. Extreme hairstyles and hair colors are not permitted. Consult the Administrator before making decisions of this nature.
6. Skirts, dresses, and shorts must be finger-tip length or longer.
7. Clothing may not be torn, have holes, or otherwise be ragged. Exterior permanent patches are permissible.
8. All clothing must be modest in nature. Clothing tops must have sleeves (no halter or spaghetti tops). All clothing must be such that undergarments, bare midriffs and other inappropriate areas of skin and/or cleavage are never exposed.
9. Chains or similar metallic accessories may be worn on clothing, as jewelry, or attached to wallets, backpacks or purses as long as it is kept close to the body. Traditional metallic jewelry such as necklaces and bracelets may be worn.
10. State law requires shoes to be worn in school. Laces must be tied. Shoes (soles) that mark or damage floors are not permitted.
11. Caps, hats, or hoods are to be removed in the school building during the school day (from arrival until last bell).
12. Bulky jackets, overcoats, etc. may not be worn to class without the permission of the teacher or Administrator.
13. All students are expected to practice appropriate hygiene.

#### ***Harassment Policy***

It shall be the responsibility of all members of the Lutheran High School family (faculty, staff, students and parents) to respect the rights, feelings, and sensitivities of others. All parties should accept one another as equal in the sight of God in the spirit of Christian love, even as Jesus Christ first loved us and gave His life for the sins of all mankind.

Wolf River Lutheran High School will not tolerate any harassment of any individual relating to the person's sex, race, color, religion, age, disability or physical appearance. The term harassment includes but is not limited to slurs, jokes, unwanted touching as well as any other verbal, graphic, physical conduct, or posted/sent computer content relating to a person's sex, race, color, religion, age, disability, or physical appearance. Any individual who believes that he or she has been a victim of any type of harassment or discrimination should immediately report the incident(s) in confidence to any administrator, counselor, teacher or coach. Following an investigation of the incident, which may include supervised confrontation, appropriate action will be taken. Those deemed to be guilty of harassment will meet with appropriate sanctions that may include suspension, expulsion, termination and/or prosecution by civil authorities.

#### ***Sharing of Information with Authorities***

The maintenance of a Christ-centered, safe, pleasant school environment that is conducive to learning and protects the reputation of the school is the highest priority for Lutheran High School. For this reason, students who violate the rules of conduct described in this handbook are subject to serious penalties. As part of providing a safe school environment, Wolf River Lutheran High School's administrators work closely with state and local law enforcement agencies, juvenile authorities, and the court system in a cooperative effort to address student conduct that violates the rules and regulations contained in this handbook where such conduct is also a violation of local, state, or federal law. Students and parents should be aware that the administration may investigate student conduct both on and off campus, including investigations of student conduct that occurs at a private residence. Wolf River Lutheran High School may disclose (and in certain circumstances is compelled to disclose) information gathered during such investigations to law enforcement authorities.

### ***Mandated Reporting***

A “mandated reporter” is an individual who receives information regarding suspected abuse to a student. Teachers, bus drivers, custodians, and anyone employed by the school and has regular contact with students are considered by the State of Wisconsin to be mandated reporters of any suspected abuse to a student. A mandated reporter must report when they receive information that maltreatment has occurred or have reason to believe maltreatment has occurred to a child within the past three years.

“Abuse” is defined as the following:

1. **Physical abuse** – Non-accidental physical injury or threatened injury or unauthorized aversive or deprivation procedures.
2. **Sexual abuse** – Any sexual contact with a child, including everything from touching or fondling a child, with clothes on all the way to penetration or intercourse.
3. **Neglect** – Failure to provide a child with food, clothing, shelter, or medical care when able to do so or failure to protect a child from conditions or actions which imminently and seriously endanger a child’s physical or mental health or prenatal exposure to a controlled substance or infant medical neglect.
4. **Mental Injury** – An injury to the psychological capacity or emotional stability of a child as evidenced by observable impairment or substantial impairment in the child’s ability to function within normal range of performance and behavior with regard to the child’s culture.

Staff suspecting that abuse has occurred must report to the local social services agency or local law enforcement within 24 hours of receiving the information. If the mandated reporter perceives the child to be in immediate danger, they shall immediately contact 911 for further action. A written report must follow within 72 hours of receiving the information. The staff member shall also inform the Administrator, but it is the staff member’s responsibility to fulfill the reporting procedures.

Mandated reporters must keep this information confidential. This means that they are only to discuss this matter with the Administrator and the appropriate local authorities. They may not discuss this with other staff, the parents of the student or any other person. The result of any investigation may remain confidential by the investigating agency and may not necessarily be shared with the mandated reporter. This is stated in Wisconsin Law # 48.981(2)

### **EXTRA-CURRICULAR POLICIES & INFORMATION**

Wolf River Lutheran High School seeks to provide a variety of extra-curricular programs, including opportunities in athletics, music, drama, art, student council and other clubs and student organizations. Extra-curricular opportunities are provided with the total development of the student in mind.

Extra-curricular activities are defined as those activities that occur in addition to the curricular program of the student. Activities required by a course in which the student is enrolled are not considered extra-curricular activities. Normally, all extra-curricular activities occur outside of the scheduled school day.

New sports, clubs or student organizations shall be formed when there is a genuine interest and a defined need. Lutheran High will - annually evaluate if enrollment exists to support additional sports, clubs, or student organizations. A school sport, club or student organization is one whose membership consists exclusively of WRLHS students.

If a student joins a sport, club or student organization, it is expected that they will be committed to that activity, completing responsibilities in conjunction with that activity. Each sport, club and student organization should have responsible student leaders and fully formulated written objectives, which are in harmony with the program and objectives of this school.

### ***Administrative Responsibility***

Lutheran High is a member of the WIAA. The Administrator of WRLHS is responsible to the WIAA for the conduct of the athletic and other extra-curricular programs. The Board of Directors shall also appoint all directors, supervisors, and advisors for other extra-curricular activities upon the recommendation of the Administrator.

All WRLHS sponsored activities not on school campus must be approved by the administration. The administration must grant approval before the communication of such events with students.

### **FINANCIAL INFORMATION**

#### ***Tuition and Fees Policies and Procedures***

1. Tuition will be paid according to the predetermined plan as agreed to by the parent/guardian.
2. Non-payment due to non-sufficient funds will result in a fee of \$25.

3. Enrollment at WRLHS for any portion of a quarter (grading period) constitutes a quarter of tuition.
4. WRLHS recognizes that occasionally circumstances make it impossible to make payments on a schedule. At such a time, please contact the Executive Director to discuss options. WRLHS seeks to work with families in a proactive manner when financial situations arise.

#### ***Non-payment of Tuition and Financial Obligations***

- Services may be suspended or re-enrollment denied if payments are not kept current.
- All tuition and fees from the previous school year must be paid in full before the student will be allowed to begin the next school year.
- If payments are more than one grading period behind (one quarter of the school year), the student will not be allowed to remain enrolled for the next grading period. In other words, if payments are more than approximately 90 calendar days delinquent, the enrollment status will be re-evaluated. Example: if in January, tuition is still owed from the first quarter, the student will not be allowed to begin the third quarter. Any exceptions to this policy can only be made by the Board of Directors.

#### ***Payment Options***

All tuition and fees are to be paid according to the following options:

- A. Pay-in-full
  - By January 3 - the previous year tuition rate applies and families are exempt from a tuition increase.
  - By the first day of school.
- B. Two to twelve equal monthly payments.

WRLHS seeks to help families pay tuition in a way that best fits their personal financial habits. Any exceptions to the above payment options must be requested in writing to the Administrator and approved by the Board of Education.

#### ***Tuition Assistance***

We seek to make it possible for all interested families to select WRLHS to educate their children. Therefore, we have established a tuition assistance program. Because of the privacy and sensitivity involved in financial matters, the Board of Directors contracts with a company called TADS, a national leader in information processing for private and parochial schools. While other companies offer this same level of service, TADS was chosen based upon their solid reputation, positive history with LCMS schools, and excellent customer service. This process allows a neutral third-party to evaluate the financial needs of a family and offer an unbiased recommendation regarding financial assistance. Therefore, any family that wishes to pay a reduced tuition rate for the next school year must complete an application, paper or online, with TADS by August 1st. There is a small application fee per family, paid directly to TADS, which must be submitted as well. Once you have completed the application process, TADS will forward to Wolf River Lutheran High School a recommended tuition reduction amount. Our board of directors will then make a final determination and notify each family of the reduction awarded on or about August 15th. A paper application can be picked up in the school office or, preferably, the application can be filled in online at [www.mytads.com](http://www.mytads.com).

#### ***Textbooks and Materials***

Textbooks are the property of Wolf River Lutheran High School. Students are expected to show proper care and concern for all books. Adhesive book covers are not acceptable. Students have the responsibility to keep their textbooks covered at all times. Students will be assessed a charge for books that are lost or abused. All textbooks must be returned to the appropriate teacher at the conclusion of the course or upon dropping of the course.

### **GENERAL INFORMATION**

#### ***Assemblies***

On occasion, guest speakers and groups are scheduled to bring information, entertainment or cultural enrichment to the school. All students are required to attend such assemblies.

#### ***Building Hours***

1. Building hours are from 7:45 a.m. to 3:15 p.m.
2. The school will be locked during building hours.
3. Students may not be in the school outside of building hours unless they are participating in extra-curricular activities.
4. Any exceptions must be approved by the Administrator.

#### ***Care of School Facilities***

Wolf River Lutheran High School was established and is maintained by the efforts of many people. This group includes area

congregations, parents of students, and many friends of the high school. The school, in this sense, belongs to everyone associated with it. All these individuals share the cost of operating the school and the cost of repairs.

Our high school is a gift of God, and everyone is expected to treat it as such. Tuition alone does not meet the cost of educating a student at Wolf River Lutheran High School. Littering and misuse or abuse of school property is punishable under our school's Code of Conduct.

### ***Class Activities & School Fundraising***

Tuition and fees alone do not fully cover the many expenses that Lutheran High School incurs in a year. Therefore, students and parents are encouraged and, in some cases required, to actively participate in fundraising efforts.

### ***Closed Campus***

Wolf River Lutheran High School is a closed campus. This policy means students may not leave school before designated closing times. Students are not to leave the campus after arrival unless specific permission from the office is obtained. Students should immediately, upon arrival, come into the building. There is to be no loitering in or around parked cars immediately before or after school. Furthermore, students are not allowed to loiter on campus, or otherwise gather on school grounds, during evening/early morning hours unless specific permission has been obtained from the administration.

### ***Contacting Students during the School Day***

Parents wishing to drop off items or contact students in person will wait in the office for a school official to contact the student.

### ***Communication***

WRLHS incorporates several methods of communication including the school's website, postal mailings, emails, and text messages. Therefore, it is important that students and families keep the school informed in the event of any changes to their contact information.

### ***Dances***

Throughout the school year, students at WRLHS may have the opportunity to participate in dances. Each dance will be chaperoned with a minimum ratio of 20 to 1, with a minimum of 2 chaperones, 1 being a staff member. Students upon arrival will sign in. When a student chooses to leave they must sign out. **Once a student leaves a dance, they are not permitted to return.** Some dances allow for guests while others do not. All guests must be registered prior to the dance. Dance guest registration forms are also available through the office. Without these forms, the guests will not be allowed into the dance. WRLHS students will be held responsible for their guest's behavior. Since dances are school-sponsored events, all school policies apply. Parents/guardians will be notified if their student or student's guest needs to be sent home for one or more of the following reasons:

- Possession of any illegal substance or look-alike substance (i.e. alcohol, tobacco, marijuana, cocaine, methamphetamines, etc.).
- Demonstration or participation in any actions which pose or threaten physical harm to self or others (i.e. slam dancing, body surfing, head banging, etc.).
- Arriving to the dance while under the influence of any illegal substance.
- The showing of public affection that goes beyond moderation.
- Clothing or appearance that is offensive or inappropriate.

### ***Chapel***

Wolf River Lutheran High School emphasizes the importance of love and respect for God, neighbor, and self. The religious life of the school is an essential part of this realization. Through worship, religious studies, and service to the school and community, students are aided in examining their personal faith as they develop a clearer understanding of God's purpose in their lives. Under the guidance of clergy, commissioned ministers, and church workers, our chapel services conform to Lutheran doctrine. Within that framework, chapel services at WRLHS are designed to bring students and faculty together to celebrate the Jesus they share as Lord and Savior. Chapel services are held in a designated area and students are expected to enter quietly, orderly, and reverently. Books and other personal items should be left in classrooms or lockers. Students are asked to prepare their hearts for a worship experience worthy of our Lord and King. All students and faculty members are expected to participate in our chapel services. Through singing and praying together, our spiritual life is renewed and strengthened.

Chapel includes the following guidelines:

1. Chapel attendance is expected.
2. Students should participate in the worship service.
3. Students should not detract from the experience of others.
4. Students should go straight to class after chapel.
5. Students are encouraged to dress up on chapel days.

### ***Devotions***

Devotion and prayer is part of Christian living. As such, each school day will include time spent in devotion and prayer. In addition, students and faculty may select appropriate and natural times during the day to take issues, concerns, and celebrations to the Lord in prayer.

### ***Electronic Devices, Cellular Phones, Cameras, Etc.***

Students are not to use radios, CD players, tape players, MP3 players or other non-academic personal gadgetry during school hours. Laptop computers, netbooks, tablets, and other similar devices may only be used during class with the permission of the teacher. Students are also reminded that these types of items are often targets for thieves, and appropriate precautions should be taken as the school is not responsible for lost or stolen items.

The use of any cellular radio telecommunication device including, but not limited to, cellular telephones, pagers, and other similar electronic devices within a class, study hall, homeroom, chapel or assembly is prohibited without the expressed permission of teacher or staff member.

**Due to privacy laws, cameras and video cameras, etc. are not to be used on campus without the expressed permission of a teacher or staff member. This includes the use of cell phones, web cameras, or other digital devices with cameras.**

### ***Violation of the Electronic Devices and Cell Phones Policies***

First Offense - Cell phones, pagers, laptop, and other electronic devices are confiscated and will remain in the custody of the school until end of the school day. A warning is given.

Second Offense – A parent must come in to retrieve the device.

Third Offense – The device is kept until the end of the month and then a parent must come in to retrieve.

Fourth and Subsequent Offenses – The device is kept until the end of the marking period and a parent must come in to retrieve.

### ***Social Media & Electronic Communication Policies***

Wolf River Lutheran High School is committed to maintaining high quality and standards in regards to education, ministry, conduct and safety. In addition, we desire to preserve the outstanding reputation of our school. We recognize the importance of electronic communication and social media in today's society and the importance of these things to support communication. We respect the right of students, employees, alumni, and other members of our community to utilize the variety of electronic communication and social media options available, but we must insist that the following standards be met by our students and faculty at all times, as well as by alumni, parents and all who use the Lutheran High sponsored electronic activities. Electronic communication and social media includes, but is not limited to, email, websites, blogs, Facebook, Twitter, texting, Survey Monkey, and any other form of communication that uses the internet. Comments and posts to Lutheran High sponsored sites are welcome and encouraged. To promote respectful discussion within this forum, we request that you be courteous and productive and avoid comments that are profane, obscene, offensive, sexually explicit, inappropriate, inflammatory or otherwise objectionable. Respect for other others' opinions expressed through posts should always be given.

All posts, comments and/or communication by any member of the Lutheran High family shall not . . .

- Be threatening, harassing, illegal, obscene, defamatory, slanderous, or hostile towards any individual or entity;
- Include phone numbers, email addresses or other confidential information of students, faculty, or any other person other than yourself. If you choose to post your own contact information for any reason, please be aware that the information will be available to the public and is, therefore, subject to misuse;
- Be material that infringes on the rights of Lutheran High or any individual or entity, including privacy, intellectual property or publication rights;
- Be material that promotes or advertises a commercial product or solicits business or membership or financial or other support in any business, group or organization except those which are officially sponsored by Lutheran High;
- Be or promote spam or chain letters;
- Be made or presented under any false identity or premise.

For the privacy of users and their families, please assume that all postings to Lutheran High sponsored sites will be publicly available on the internet and therefore publicly accessible without limitation or protection of any kind. Please consider how much personal information to share, with the understanding that this information may be linked to your name and published on the Internet. No communication originating from or sent to any email address @WRLHS.org is confidential and can be shared with administration. By

posting a comment or other material to Lutheran High sponsored sites as outlined above, users give Lutheran High the irrevocable right and license to exercise all copyright, publicity, and moral rights with respect to any content you provide, which includes using your submission for any purpose in any form and on any media, including but not limited to: displaying, modifying, reproducing, distributing, and publishing your submission. Lutheran High reserves the right to review all comments before they are posted. Lutheran High further reserves the right to reject or remove comments for any reason.

Wolf River Lutheran High reserves the right to . . .

- Amend these policies from time to time in our judgment to address issues that may arise and changes in our operations or the law.
- Ban future posts from people who repeatedly violate this policy. We may affect such bans by refusing posts from specific email addresses or IP addresses, or through other means as necessary.
- Remove or edit comments at any time, whether or not they violate these policies.

Users agree to indemnify and hold harmless Lutheran High, its affiliates, directors, employees, successors and assigns against any damages, losses, liabilities, judgments, causes of action, costs or expenses (including reasonable attorneys' fees and costs) arising out of any claim by a third party relating to any material users have posted on Lutheran High sponsored sites or sent from or to any email address @WRLHS.org. By posting a comment or material of any kind on a Lutheran High sponsored site, the user hereby agrees to the policies set forth above.

### ***Student Use of Social Media***

First and foremost, students are encouraged to always exercise the utmost caution when participating in any form of social media or online communications, both within the Lutheran High community and beyond. Students who participate in online interactions must remember that their posts reflect on the entire Lutheran High community and, as such, are subject to the same behavioral standards set forth in various policies as contained in the Lutheran High Handbook.

To protect the privacy of Lutheran High students and faculty, students may not, under any circumstances, post digital video recordings created on campus or at off-campus Lutheran High events.

Students may not:

- Use social media sites to publish disparaging or harassing remarks about Lutheran High community members, athletic or academic contest rivals, or anyone else that is related to the student's experiences at Lutheran High.
- Use their words as posted on such social media sites or through electronic communication as weapons to hurt, embarrass and intimidate others.
- Use slurs based on race, ethnicity, religion, gender or any other protected area as these items will be considered discrimination.
- Provoke, promote or incite violence through posts on social media.
- Use language that is vulgar and offensive.
- Gossip or spread misleading or false information via social media or electronic communication.
- Use Facebook, Twitter or other social media during the school day.

You and only you are responsible for any and all content that you post or send through any social media or online avenue. Students who choose to post editorial content to websites or other forms of online media must ensure that their submission does not reflect poorly upon Lutheran High. Failure to abide by these policies may result in disciplinary action as described in the Student Handbook, or as determined by the administration.

### ***Emergency Procedures***

State regulations require drills to take place on a regular basis. The drills are for the safety of the students. Conduct should reflect the seriousness of the situation to which the drill is related.

### ***Field Trips***

Teachers who take students/classes on field trips will require permission slips from parents. In case of emergency, medical treatment may be warranted. The field trip permission slip will request authorization to have a student treated at a medical facility when a parent cannot be contacted.

### ***Health Services***

In case of illness or an accident, emergency first aid will be given and the school will notify the student's parent/guardian. If medical attention is required, arrangements will be made with parent's/guardian's consent. Students who become ill during the school day must obtain a pass from the classroom teacher and report directly to the main office. Following a parent/guardian contact, the student will be sent home.

### ***Infectious Diseases***

Understanding that children with infectious diseases need to be cared for and educated in Christian settings and in order to provide for the welfare of all students at WRLHS including the student infected with the disease (AIDS) or the virus associated with the disease (HIV or HTLV-III), WRLHS shall follow this procedure:

1. Each student reported to be infected with the disease or the virus shall be evaluated on an individual basis.
2. The evaluation shall be conducted by a team composed of the parent/legal guardian, the student's physician, a local health department representative with expertise regarding that particular illness, the student's pastor, and chaired by the Administrator.
3. The team shall consider the following factors:
  - Clinical condition of the student.
  - Risk of others in the classroom to the student.
  - Risk of the student to others in the classroom.
  - School setting itself (psychological, social factors, etc.).
4. The team shall make a recommendation to the Board of Directors. (Based on current evidence, casual student contact as would occur among school children appears to pose no risk for transmission of AIDS or HTLV-III).
5. The team shall conduct a review of each case it has considered prior to the beginning of each new school year and at other times deemed appropriate by the administration.

All student health records and information obtained regarding a student's health status shall be kept confidential.

### ***Lockers***

1. Your locker is to be used by you only and is a place for your property. Students may choose to bring in a lock, but the combination must be given to the office.
2. If a lock must be cut off, students will pay for the rental of bolt cutters and man hours.
3. Only your things should be kept in your locker. Likewise, do not put your things in other lockers. Sharing lockers is not allowed! You are issued only one locker.
4. Keep your locker neat and clean. Only magnets or masking tape may be used to hang items on the interior walls. Avoid hanging anything that would be offensive to our Christian standards.
5. Your locker is the property of the school. Periodic inspections will be made.
6. Do not kick, pound, scratch, hang on, or deface your locker. A minimum fee of \$25 to repair damaged locks and/or lockers will be charged to the student.
7. Should you bring something especially valuable to school, do not put it in your locker. Take the item to the office where it can be placed in the safe. *The school is not responsible for lost or stolen articles!*

### ***Lost and Found***

Students are to bring all found 'lost' articles and abandoned books to the School Office. Items may be claimed from the School Office before and after school.

### ***Lunch Provisions***

WRLHS does not provide routine hot lunch services. Students should bring a lunch. Microwave ovens, a stove, and a refrigerator will be available for those who might like to use them. Label all items placed in the refrigerator with your name and the date you placed it into the refrigerator. Students are not allowed to take food or drinks outside the cafeteria. Students are not permitted to leave school grounds for lunch.

### ***Medication***

In accordance with the Wisconsin Department of Health recommendations, the school will NOT provide any medications, including Aspirin, Tylenol, Ibuprofen, or cough drops.

Prescription and non-prescription medication requires a completed, signed school medication prescriber/parent authorization form from the students' parent/guardian and physician. WRLHS may rely on an oral request to administer medication for up to two school days until written authorization is received. Written notification must include:

- a. Student's name
- b. Name of medication
- c. Time of administration
- d. Possible side effects
- e. Dosage and route of administration

f. Termination date of administration

- Reason for the prescription or non-prescription medication must be on the prescription or OTC labeled container.
- Parents are encouraged to bring medication (especially controlled substances such as ADHD medication) to the school office for the health and safety of your child and other students. If parent/guardians are unable to bring the medication to school, they should contact the office to set up an alternative plan.
- Students will not be allowed to self-administer or carry medications with them unless an exception is made, and a written plan is agreed upon between the Administrator and the parent/guardian.

**Parental Involvement**

Many volunteers are needed to help out with the day-to-day operations of the school. Office assistance, Student Council and WRLHS Booster Club activities, and building/grounds maintenance, are just a few areas where WRLHS can use your help, support, and labors of love. Call WRLHS at 715-745-2400 if you are interested in helping out and getting involved at WRLHS in these and other capacities.

**Publications**

Student publications must be approved by the Administrator prior to publication. The Administrator reserves the right to edit publications to align with the school’s mission.

**Public Display of Affection**

In keeping with Christian principles, all students are to display a genuine concern and care for others. However, it is important that in a school setting we avoid public displays of affection that are offensive or distracting to others. Holding hands is acceptable behavior but not in class or chapel. Students who embrace, kiss or engage in affectionate body contact at school are subject to a detention.

**Released From School Because of Illness**

Students are to come to the school office if they become ill during the school day. The Administrative Assistant will notify parents if their son/daughter is to be picked up or released from school because of illness.

**Student Files**

Student files generally contain up-to-date academic, testing, health and progress records. Parents or students over 18 years of age may review their files in the presence of a school official. Educational records can be sent to another educational agency without a parent signature (Federal Law 99.31). Records can be released to other agencies only with the consent of a parent and/or the student of legal age.

**Student Visitors during School Hours**

Students who wish to bring a student visitor to school should obtain permission from the Administrator at least one school day before the visit. Student visitors are generally only allowed to attend when there is a sincere and expressed interest in attending Lutheran High School. All guests must register in the office where they will be issued a visitor's pass before they are allowed to attend any classes. Student guests must follow the schedule of the host student and adhere to the school’s guidelines. Student visitors must present written permission from their school's administration in order to visit on school days. Guest registration for school dances, and other similar activities, is also required. Student guests must be in good standing and enrolled in the 8<sup>th</sup> grade or higher.

**Technology Acceptable Use Policy**

WRLHS (the ‘school’) provides technology for student and employee use. This document governs the acceptable uses of WRLHS technology (the “technology”) and related systems (the “system”).

Educational Purpose

1. The system has been established solely for educational and religious purposes.
2. WRLHS has the right to place restrictions on the material that is accessed or posted through the system. Users also are expected to follow the procedures set forth in applicable laws, policies, procedures, and handbooks as set forth by WRLHS.

Management of Technology Use

Legal Issues

- All WRLHS policies and procedures apply to the use of technology systems. Any use of the system for illegal activity is prohibited.
- The use of technology systems to access and/or distribute objectionable and/or obscene material or to promote gang related, racist, or other inappropriate activity is prohibited.
- The illegal installation of copyrighted software for use on WRLHS computers and file server is prohibited.

- WRLHS retains ownership and control of its technology systems at all times. To maintain system integrity, monitor network etiquette, and insure that users are using the system responsibly, the systems operator and school Administrator may review user account files and communications, including electronic mail. User should not expect those files and other information communicated or stored on WRLHS network services will be private. The systems operator, school Administrator or his designee may temporarily close an account at any time as required. The administration may request the systems operator to deny, revoke or suspend specific user accounts.

#### Access Issues

- Access to the system is a privilege, not a right. This privilege may be revoked at any time for use that is not consistent with the educational goals, policies, or administrative procedures of WRLHS.
- The Administrator/designee or other system supervisor reserves the right to deny access to any person who is in violation of the use of WRLHS technology systems. Users may appeal this decision to the Board of Directors for WRLHS.
- Materials related to the use of the school technology systems that are approved by teachers of required classes will be available to students free of charge. Other materials may be made available to students on a fee basis following the requirements of the Administrator of WRLHS.
- Parent/guardian permission shall be required for each minor student using the system.

#### Appropriate Use

- The system is only to be used for educational purposes in accordance with WRLHS philosophy, policies, and administrative procedures.
- Technology accounts are to be used only by the authorized user.
- Staff and administrative supervisors will determine what constitutes inappropriate use of technology systems.
- Users shall not interfere with the work of other users of the system. Examples of prohibited interference include tampering with files, data, or passwords of other users; and destroying, modifying, or abusing hardware or software.
- Users shall not misrepresent other system users.
- The use of technology systems to develop programs to infiltrate a computer or computing system and/or damage the hardware or software components of a computer or computing system is prohibited (e.g. "hacking").
- The Administrator/designee or system supervisor will determine whether specific uses of WRLHS technology systems are consistent with the Acceptable Use Policy or Administrative Procedures. Therefore, WRLHS reserves the right to log and monitor all technology uses and to monitor fileserver space utilization by users.
- Information published via WRLHS technology system is not confidential. When a concern arises regarding a potential violation of WRLHS Acceptable Use of Technology policy or administrative procedures, the appropriate supervisor is expected to investigate using any available means, including monitoring the suspect's electronic mail that is sent or received via the system.
- Users will not post personal contact information about themselves or others.

#### System and Internet Access

##### All Users

- Users will be assigned access and security codes based on need according to a plan developed and implemented by WRLHS.
- The Administrator shall establish and publish building level management procedures for technology laboratories and other technology access issues not specifically included in these administrative procedures.
- WRLHS may utilize filtering strategies in an effort to protect users from unwanted or unwarranted exposure to objectionable materials.
- Users will complete the following requirements on an annual basis:
  - ✓ Receive, read, and agree to applicable WRLHS policies and procedures.
  - ✓ Sign a Use of Technology Agreement form and submit it to the Administrator.
  - ✓ Observe and adhere to rules established by the school for use of specific technology.

##### Students

- Students and their parent/guardian must sign a Use of Technology Agreement form each year before the student will be granted an individual account on the system. The parent/guardian of a minor student can withdraw their approval at any time. The Administrator/designee or system Administrator may revoke a student account if WRLHS policies or procedures have been abused or violated.
- Student access will be under the guidance of a staff member to whom the student is accountable.
- Due Process
  - ✓ WRLHS will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the system.

- ✓ In the event there is a claim that a user has violated these procedures in the use of the system, the user will be provided with notice by the Administrator/designee or system Administrator, and an opportunity to be heard in the manner set forth in policy or contract.
- ✓ If the violation also involves a violation of other provisions of WRLHS handbooks or agreements, it will be appropriately handled. Additional restrictions may be placed on the use of the system.

#### Limitation of Liability

##### WRLHS:

- Makes no guarantee that the functions or the services provided by or through the system will be error-free or without defect.
- Makes no guarantee that users will be unable to circumvent preventative strategies to access objectionable materials.
- Will not be responsible for any damage users may suffer including, but not limited to, loss of data or interruption of service.
- Is not responsible for the accuracy or quality of the information obtained through or stored on the system.
- Will not be responsible for financial obligations arising through unauthorized use of the system.

#### Student Safety

- Student users will not post personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, work address, e-mail address, etc. If contact information is required, the school's address and telephone number may be provided once a supervisor has provided permission.
- Students will not agree to personally meet with someone they have met on-line through internet access without the approval of a parent/guardian. Parents should accompany students to such meetings.
- Students will promptly disclose any messages to their teacher or Administrator that are inappropriate or make the student feel uncomfortable.

#### Personal Responsibility

- Exemplary behavior is expected on "virtual" field trips. When "visiting" locations on the system, users must conduct themselves as representatives of WRLHS. Conduct that is in conflict with the responsibilities outlined in this document, or related WRLHS policies and procedures, will be subject to appropriate disciplinary action. Examples of disciplinary action include limitation to access, requirement to post a retraction or apology, and any other disciplinary actions that are enforced at WRLHS for students, employees, and other users.

#### Penalties for Violations

The school Administrator will administer penalties based on the severity and frequency of the offense. User may appeal a penalty following appropriate procedures defined in WRLHS policy.

#### All Users

- The progression of penalties may involve but not be limited to increasing periods of time that access to the system will be denied.
- Violations involving illegal activities or system security will result in severe penalties, including denial of access for one or more years. If the conduct violates local, state, or federal law, WRLHS will cooperate with those authorities.
- Violations that result in a cost for repair or replacement of equipment or data will result in a fine to recover the cost. Access to technology will be denied until the imposed fine is paid.

#### Students

- Violations could result in the student's removal from a class or lab when other learning options exist.
- Other consequences such as detention, suspension, or expulsion may be applied in accordance with the severity of the violation.

#### Consequences

Any user who violates this policy will be subject to disciplinary action and will normally lose user privileges as follows:

1<sup>st</sup> Offense: 4 weeks (20 consecutive school days)

2<sup>nd</sup> Offense: 8 weeks (40 consecutive school days)

3<sup>rd</sup> Offense: 12 weeks (60 consecutive school days) or possible permanent loss of user privileges

#### Employees

Violations by WRLHS employees shall subject them to disciplinary action and penalties as may be applicable under WRLHS policies and procedures.

### **Testing**

Various academic tests are administered throughout the year. These tests will include achievement tests and special tests for awards/special interests. Students will be given the opportunity to review the results of their tests in order to make better personal, educational, and vocational decisions.

### **Vehicles**

We recognize that it is a necessity to have students driving themselves and their peers to school, but we also recognize that having a vehicle on school property is a privilege. We expect student drivers to uphold the following guidelines:

1. Drive slowly – speeds on campus are not to exceed 15 miles per hour.
2. Keep your vehicle on parking lot.
3. Do not spin tires or draw attention as your drive. This includes keeping car stereos to a low volume.
4. Use common sense and be considerate of other drivers.
5. Ask the office personnel for permission before visiting your car during the school day.

Violations of these rules will result in parent notification and consequences as listed in other sections of this handbook. Depending on the severity of the offense, a violation could also result in the revoking of driving privileges. Drivers are legally responsible for their actions. Lutheran High also expects anyone driving on campus, to abide by these driving guidelines. Any vehicle on Lutheran High property is subject to search.

### **Visitors to the Campus**

Wolf River Lutheran High School is a closed campus located on private property. Visitors who arrive on campus during a school day (7:45 a.m. – 3:15 p.m.) must register in the main office and obtain a visitor's pass. Visitors before or after school hours are generally not allowed and must obtain prior approval to be on campus. A visitor may attend an extra-curricular activity without prior approval provided that the visitor does not arrive any earlier than thirty (30) minutes prior to the scheduled start of the event and leaves within fifteen (15) minutes of the completion of the event. Violators of this policy are trespassing and therefore subject to disciplinary action including the involvement of local law enforcement agencies. We encourage alumni to return to visit with students and teachers. Out of respect for the education of our current students, we ask that visits with teachers be scheduled prior to the visit or be limited to after school. We care about our alumni and want to know how they are doing, so please give us opportunities to visit with alumni without interrupting the education of our current students.

### **Weapons**

Possession of a weapon, or a look-a-like item, on school grounds is prohibited by school rule, state law and federal law. Violations will be treated severely, based on the particular circumstances, and will include notification of local law enforcement officials. Examples of weapons include, but are not limited to, guns, knives of any size or shape, explosives of any kind, brass knuckles, martial arts weapons, etc.

### **Work Permits**

WRLHS does not issue work permits! Most Wisconsin employers hiring or permitting minors 12 – 17 years of age to work must possess a valid work permit for each minor before work may be performed. The work permit establishes a minor's proof of age and ensures that the employer, parent/guardian, and minor are aware of Wisconsin's child labor laws and regulations.

The following information must be provided to a permit officer before a work permit can be issued.

1. PROOF OF AGE – Birth record or Baptismal Record. Birth records may be obtained from the Register of Deeds in the County of birth. Baptismal records may be secured from the pastor of the church in which the baptism took place. A valid Wisconsin driver's license or a picture ID will also be accepted as proof of age.
2. LETTER FROM THE EMPLOYER stating the intent to employ the minor along with the job duties, hours of work, and time of day the minor will be working. These forms are also available at the Shawano County Clerk's office.
3. LETTER FROM THE MINOR'S PARENT, guardian or court-ordered foster parent while the minor is under their care and supervision consenting to the employment. As an alternative, the parent, guardian, or foster parent may countersign the employer's letter. This section is included on the employer intent form obtained at the Shawano County Clerk's office.
4. THE MINOR'S SOCIAL SECURITY CARD.
5. STATUTORY PERMIT FEE IS \$5.00. The employer is required to pay the permit fee. If the minor advances the fee, the employer shall reimburse the minor not later than the minor's first paycheck.
6. SCHOOL ADDRESS minor attends or school district.