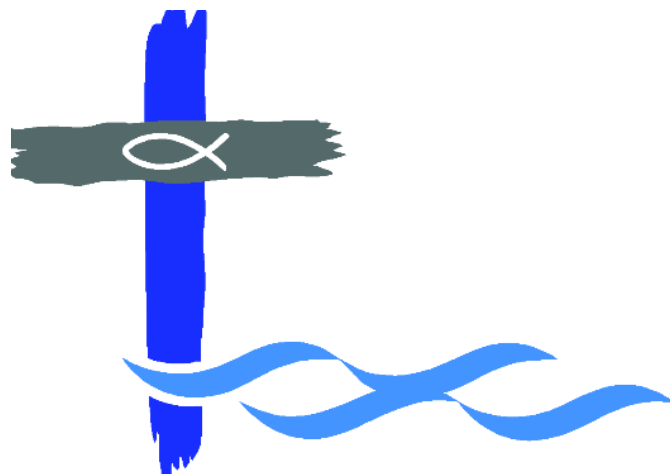


# **Wolf River Lutheran High School**



## **2026 - 2027 Parent and Student Handbook**

### **“Preparing Tomorrow’s Disciples”**

**(1 Peter 3:15 & Matthew 28:19-20)**

**Approved 6/8/2026**

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**WOLF RIVER LUTHERAN HIGH SCHOOL**  
**2026 - 2027 PARENT-STUDENT HANDBOOK**

This handbook is to serve as a general guideline for policies and procedures at WRLHS. WRLHS reserves the right to modify this handbook as the school sees fit.

**Website:** [www.wrlhs.org](http://www.wrlhs.org)

**Phone:** 715-745-2400

**Administration/Staff/Faculty:**

|                                             |                      |                                                                                  |
|---------------------------------------------|----------------------|----------------------------------------------------------------------------------|
| Principal/WPCP Choice Program Administrator | Paul Steinhaus       | <a href="mailto:principal@wolfriverlhs.org">principal@wolfriverlhs.org</a>       |
| Administrative Assistant                    | Beth Brendemuehl     | <a href="mailto:office@wolfriverlhs.org">office@wolfriverlhs.org</a>             |
| Athletic Director/Social Studies Teacher    | Brad Long            | <a href="mailto:blong@wolfriverlhs.org">blong@wolfriverlhs.org</a>               |
| Math, Science & Religion Teacher            | Tim Bierbaum         | <a href="mailto:tbierbaum@wolfriverlhs.org">tbierbaum@wolfriverlhs.org</a>       |
| ELA & Guidance Director                     | Lydia Hove           | <a href="mailto:lhove@wolfriverlhs.org">lhove@wolfriverlhs.org</a>               |
| Art, Music & Science Teacher                | Sarah Reichle        | <a href="mailto:sreichle@wolfriverlhs.org">sreichle@wolfriverlhs.org</a>         |
| Spanish Facilitator                         | Senora Vivian Castro | <a href="mailto:viviancastro@wolfriverlhs.org">viviancastro@wolfriverlhs.org</a> |
| LSEM-Learning Specialist                    | Pam Bierbaum         | <a href="mailto:pbierbaum@wolfriverlhs.org">pbierbaum@wolfriverlhs.org</a>       |

**Board of Directors:**

|                |                  |                                                                            |
|----------------|------------------|----------------------------------------------------------------------------|
| President      | Joan Genke       | <a href="mailto:genkejoan@gmail.com">genkejoan@gmail.com</a>               |
| Vice President | Eric Peebles     | <a href="mailto:ericpeebles071@hotmail.com">ericpeebles071@hotmail.com</a> |
| Secretary      | Ben Schmidt      | <a href="mailto:92arctcat@gmail.com">92arctcat@gmail.com</a>               |
| Treasurer      | Paul Schmidt     | <a href="mailto:pschmidt1217@gmail.com">pschmidt1217@gmail.com</a>         |
| Pastoral Rep   | Pastor Paholke   | <a href="mailto:revmichael1957@gmail.com">revmichael1957@gmail.com</a>     |
| Pastoral Rep   | Pastor Zobel     | <a href="mailto:azobel@stjamesshawano.org">azobel@stjamesshawano.org</a>   |
| Board Member   | Deb Frank        | <a href="mailto:stuff3@charter.net">stuff3@charter.net</a>                 |
| Board Member   | Leonard Wildauer | <a href="mailto:lwildauer@centurytel.net">lwildauer@centurytel.net</a>     |
| Board Member   | Matt Reimer      | <a href="mailto:mreimer@stmhc.org">mreimer@stmhc.org</a>                   |

**Association Congregations**

|                              | <b><u>City</u></b> | <b><u>Phone Number</u></b> |
|------------------------------|--------------------|----------------------------|
| Christ Lutheran Church       | Hintz              | (920) 842-2477             |
| Faith United Lutheran Church | Pulcifer           | (920) 855-6464             |
| Immanuel Lutheran Church     | Cecil              | (715) 745-2364             |
| St. John Lutheran Church     | Hayes              | (920) 842-4443             |
| St. Jakobi Lutheran Church   | Shawano            | (715) 524-4347             |
| St. James Lutheran Church    | Shawano            | (715) 524-4815             |
| St. Martin Lutheran Church   | Clintonville       | (715) 823-6538             |
| St. Paul Lutheran Church     | Stony Hill/Shawano | (715) 524-2350             |
| St. Paul Lutheran Church     | Bonduel            | (715) 758-8559             |
| St. Paul Lutheran Church     | Bowler             | (715) 793-4608             |
| Tabor Lutheran Church        | Mountain           | (715) 276-7707             |
| Zion Lutheran Church         | Zachow             | (715) 758-8978             |

## **Mission Statement**

The Mission of Wolf River Lutheran High School is: **Preparing Tomorrow's Disciples**

(based on: 1 Peter 3:15 & Matthew 28:19-20)

## **Vision Statement**

The Vision of Wolf River Lutheran High School is:

**At Wolf River Lutheran High School, we will Prepare Tomorrow's Disciples by**

**Equipping Students,**

**Empowering Families &**

**Engaging our Community With the Love of Christ.**

(based on: 1 John – the whole book!)

## **School Theme for 2026-2027**

**“With Gentleness and Respect”,** based on 1 Peter 3:15, “sanctify Christ as Lord in your hearts, always being ready to make a defense to everyone who asks you to give an account for the hope that is in you, but **with gentleness and respect**”

## **Core Values**

- **Christ-centered:** WRLHS challenges individuals to grow and live their faith through instruction in the Word of God, as well as through example.
- **Community:** The Holy Spirit renews our lives through faith, and we strive to share this joy through serving others in our community.
- **Connects:** WRLHS connects students academically, emotionally, socially, and spiritually in meaningful ways.
- **Creates:** WRLHS creates the skills necessary for student success.

## **Non-discrimination Policy**

Wolf River 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. Wolf River Lutheran High School desires to surround its students with positive influences. Applicants who desire to transfer to Wolf River 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.

***As students and parents of Wolf River Lutheran High School, 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.

## **STATEMENT OF PHILOSOPHY**

Wolf River Lutheran High School (WRLHS) 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 WRLHS, 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.

### **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 for 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**

WRLHS 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**

WRLHS will consider for admission any student of good character who is in agreement 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. WRLHS enrolls students in grades 9-12 and desires to serve families who want an academically challenging, Christian secondary education for their children. WRLHS 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.

### ***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 Board Chairman and 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.

### ***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.

### **Part-Time Student Admissions**

WRLHS will enroll part-time students on a case-by-case basis. Only to students who will be entering grades 9 – 12 will be considered for enrollment by:

The Principal  
The Guidance Director  
The Athletic Director

Part time students who are approved for admittance must agree to and comply with the following stipulations:

- Copies of academic records/transcripts for applicable courses will accompany the application for enrollment
- Class and time frame requests must fit within the parameters of the WRLHS master schedule as built to accommodate the WRLHS full time students
- May enroll in classes that are not at capacity with full time students
- May be enrolled in a study hall for no additional fee, if a desired course does not immediately precede or follow another course of interest
- May not participate in any WIAA co-curricular activities, but may be considered for participation in other non-WIAA activities
- May not participate in the WRLHS graduation ceremony
- May not participate in the WRLHS standardized testing program
- Will pay a non-refundable administration/technology fee of \$250/year, or \$125/semester upon acceptance
- Will pay 1/8 of the full-time tuition for each class taken each semester
- Tuition assistance will not be available for part time students
- Will not be eligible for vouchers through the WPCP (this is a state rule)
- We encourage a religion class be taken as part of the educational experience

## **APPLICATION PROCESS**

The following outlines the registration process for all students applying or reenrolling to WRLHS:

1. A parent or legal guardian must complete an enrollment application.
2. Optional: School Choice voucher application may be submitted.
3. The materials submitted will be reviewed by the Administrator.
4. 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.
5. The accepted student submits all pertinent medical information to the school including a completed sport 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.

WRLHS 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 Wolf River Lutheran High according to the procedure outlined in this handbook.

## **ACADEMIC INFORMATION & POLICIES**

### ***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 decide 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.
3. The student will return on Academic Probation.

### ***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 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.
4. The Administrator may recommend students for academic expulsion.

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 a written request by the student and parents stating changes or attempted changes in the student's educational patterns.
3. With teacher advisement.
4. Upon approval of the Board of Directors based on a personal interview with the student and parent.
5. The Administrator and Board of Directors make the final decision on a student's continued enrollment at WRLHS.

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

From time to time, a student at WRLHS may need to recover credit as the result of failing a class. As a 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 to grant credit for courses taken in other environments while enrolled in WRLHS 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 the Administrator:

1. Retake the failed course, if applicable, or take a different, administration approved course offered by Wolf River 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 Wolf River Lutheran High personnel. All credit recovery solutions must be approved by the Administrator.

Wolf River Lutheran High School does not offer summer course work.

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

Students, with parental permission, may drop a course without penalty up to the end of the tenth school day of the 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 teacher and administration, will receive an "F" for that course on their official transcript.

### **Dual Credit**

WRLHS has "partnered" with Concordia University Wisconsin and NWTC 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. Upon completion of the class(es), credits earned for the class are defined by the institution and WRLHS. WRLHS will give .5 high school credits per semester class.

## **Graduation Requirements**

| <b>Required for Graduation</b>     |                                                             |
|------------------------------------|-------------------------------------------------------------|
| <b>Theology</b>                    | 4.0 credits (or .5 credit for every semester of enrollment) |
| <b>English</b>                     | 4.0 credits                                                 |
| <b>Math</b>                        | 3.0 credits                                                 |
| <b>Science</b>                     | 3.0 credits                                                 |
| <b>Social Studies</b>              | 3.0 credits<br>(1 credit must be Civics)                    |
| <b>Fine Arts</b><br>(art or music) | 1.0 credit                                                  |
| <b>P.E./Health</b>                 | 2.0 credits<br>(.5 credit must be Health)                   |
| <b>Technology</b>                  | 0.5 credit                                                  |
| <b>Electives</b>                   | 5.0 credits                                                 |
| <b>Personal Finance</b>            | 0.5 credit                                                  |
| <b>TOTAL</b>                       | 26 credits                                                  |

Students may waive a .5 credit of PE by participating in 2 interscholastic athletics in a school year and may waive up to 1 credit this way.

Students may waive a .5 credit of PE by participating in 3 seasons of the same interscholastic athletic activity over the course of 3 years.

Keep in mind that the requirements listed are minimum graduation requirements. The more academically challenging a student's course of study is, the more opportunities 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.

WRLHS 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.

## **Youth Apprenticeship**

Youth Apprenticeship is a one or two-year program for students combining instruction (both high school and college) and paid on-the-job training. Students gain a set of skills and abilities by learning in the classroom and work setting. During those one or two years, you will work (and get paid) a minimum of 450 hours for one year or 900 hours for two years at a local business or industry and take classes at either NWTC or FVTC at the same time—which counts towards your college degree and the Program pays for the classes. (8/10/2021)

## **GRADES & GRADE REPORTS**

The school year is divided into 2 semesters with semester exams given at the end of each semester. Semester grades are recorded in the student's permanent record. Report cards will be issued at the end of each quarter. Grades are available on FACTS.

**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:

80% Semester: Classroom Grade

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.

### **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.

High Honors:

Semester % 3.75 - 4.00 with no grade below a B-

Honors:

Semester % 3.25 - 3.74 with no grades below a C-

A pin will be awarded to a student for an annual High Honors or Honors at the Awards Program in May. Students with Honors or High Honors at the end of the quarter are recognized in a newsletter and/or the local newspaper.

*"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 a 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:

**3.75 - 4.00** High Honors

**3.25 - 3.74** Honors

### **GRADUATION – baccalaureate celebration**

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, unless pre-approved absence.
2. A fee will be charged to cover caps and gowns, stoles, tassels, cords and diplomas.
3. Students who have not met graduation requirements may be allowed to participate in the ceremony.
4. Students and their parents will be regularly informed regarding their academic status.
5. 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.

### ***Early Graduation***

WRLHS 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.

### **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, maintaining 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.

### **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 by contacting the school office.

### **ACADEMIC HONESTY**

Cheating or any academic dishonesty, including plagiarism, is a serious offense and will be treated accordingly to 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 teacher and 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 WRLHS; 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.*
- *AI generated work when the assignment calls for personal, original content.*
- *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 from.*
- *Using cheat sheets or other assistive devices during quizzes and/or tests without the teacher's permission.*
- *Allowing family members or friends to do the 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 assignment.

## **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.

## **ATTENDANCE**

Attendance and punctuality are key factors in a successful academic career. The attendance policy encourages a minimum of absences and tardiness. WRLHS categorizes all absences into one of two categories: excused and unexcused.

Absences will be considered “excused” when a parent/guardian provides written, or verbal, reason for the absence. “Unexcused” absences will occur if there is no parent/guardian communication. It is not the school’s responsibility to determine what is excused and what is unexcused. We expect cooperation in the process of helping kids understand successful behaviors. Excessive absences of any kind does not promote success. Unexcused absences will result in zeros for assignments due on the day(s) in question. Any work in any class will be due in a window of time that is reasonable and defined by each individual teacher in their given class(es). Expect each class/teacher to have variations in their expectations. It is the student’s responsibility to meet these expectations.

Too many absences and/or tardies will result in a loss of the ability to request a letter of recommendation from any WRLHS faculty and/or staff member.

It is the school’s **STRONG** recommendation that family vacations be scheduled around the school’s calendar.

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

Practice and/or participation in school-sponsored extracurricular 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.

### ***Planned Absences***

1. Report to the school office with a written request by the parent a minimum of two school days in advance.
2. Obtain a planned absence form to be signed by the student’s teachers and returned to the school office prior to absence.

### ***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 prior to the absence indicating date of funeral and relationship to the deceased.

### ***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 absent excused for the school day. Juniors and Seniors are allowed 2 college visits per school year.

### ***Parent/Guardian Responsibility***

It is the responsibility of the student’s parent/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.

It is a parent/guardian’s responsibility to keep contagious students home. A student should have a doctor’s note when returning from an appointment during school hours. Specific times of the appointment are to be listed on the doctor’s note.

### ***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. If a student chooses to not participate in a class or falls asleep in class, they will be sent to the office and parents/guardians will be notified. Finally, it is a student's responsibility to request any missed assignments due to an absence.

### ***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.

### ***School/Administrator Responsibility***

It is the School/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. 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.

The school is responsible for a healthy environment for our student body, hence we have the obligation to send sick individuals home. Our rules of thumb are: a fever of 99.9 or higher will be sent home. Any student experiencing unexplained vomiting episode(s) will, most likely, be sent home and may return 24 hours after the last episode. Any student experiencing unexplained diarrhea episodes, three or more, will be sent home and may return 24 hours after last episode.

### **Tardy Policy**

Valuable minutes of instructional time are missed each time your child is tardy or absent. Wolf River Lutheran High School is committed to providing the best education possible for our students. Regrettably, this process is adversely affected by poor attendance and causes the student to fall behind academically.

Students who are late to school 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 or verbal form within one school day, and approved by the Administrator will result in the tardy being declared excused. A tardy to class of more than twenty (20) minutes will be categorized as an inappropriate type of absence. If a student is tardy to any class, it is his or her responsibility to obtain a pass. 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, but absences remain cumulative for the whole school year.

Students who accumulate 7 tardies in a semester will receive a detention to be served within the subsequent 2 school days.

**Too many absences and/or tardies will result in a loss of the ability to request a letter of recommendation from any WRLHS faculty and/or staff member.**

### **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.
2. Each teacher has the right to determine how late work is treated and will provide that information to their students.

### **School Closings**

WRLHS will generally close or dismiss early when the Shawano 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. The principal has the authority to cancel, delay or release school at his or her

discretion in certain cases.

**If school closes for any reason, students are required to check their Google classroom for the possibility of virtual day assignments.**

### **BUILDING HOURS**

1. Building hours are from 7:30 a.m. to 3:30 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 extracurricular activities.
4. Summer hours will be different and will be publicized appropriately.
5. If in doubt, call first. 😊
6. Any exceptions must be approved by the Administrator.

### **CHAPEL/Devotional Times**

WRLHS 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 Jesus as their 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.

### **CLOSED CAMPUS**

WRLHS is a closed campus. This policy means students may not leave school before designated closing times. Students are not to leave the building 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.

The exception to this is during lunch, seniors in good standing can leave campus to go out to eat. They must sign out and sign in, in the office before leaving and after returning.

An additional exception may also be granted to students in good standing for late arrivals and early dismissals if the student(s) has a study hall in those blocks of time and it is requested by both student and parent/guardian. This provision may be revoked if the students falls out of "good standing" as determined by the faculty and/or administrator.

## **CHROMEBOOK POLICY**

Wolf River Lutheran High School will assign all students a Chromebook for school use. Students will not be able to supply their own personal device unless they agree to have the device managed by Wolf River Lutheran High School.

The student will maintain and agree to use the device according to the "Acceptable Use" policy that is found in the Parent and Student Handbook. The device is the property of WRLHS. Students will use the electronic device for school related work and assignments, and not for gaming. The device will be turned in on or before the last day of school or at the request of the principal during the school year. Failure to hand in the device on or before the last school day or at the request of the principal will mean that the student will not be able to access their account.

The electronic device will undergo normal maintenance during the summer. The same device will be reassigned to the same student at the beginning of the school year. Should a device become damaged during the school year or discovered during the summer maintenance, the student will be given a damage report and assessed the amount it costs to repair the school's device. Students must pay completely for the damages before the device is given back to the student. Failure to pay for the damages will mean that the students will not be able to access their account.

## **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. Texting a child during classroom hours detracts from his or her education. Only during lunch hours is permissible. If a child communicates with parents or family members during the day using a personal cell phone instead of the school phone, a cell phone offense will be recorded.

## **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 early, they must sign out and parents will be notified unless prior arrangements have occurred. **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.
- Only approved playlists are allowed. Any deviation from the approved playlist will result in immediate termination of the dance.

## **DEVOTIONS**

Devotion and prayer are 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.

## **DISCIPLINE POLICIES**

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

Offensive, sinful behavior that tends to bring public discredit to WRLHS 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 always accountable for their behavior and for their commitment to the policies in this handbook.

### ***Administrative Action***

The Administrator is in charge of 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, vaping, 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 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 WRLHS students. Therefore, students are expected to conduct themselves in a manner that gives glory to our Lord. **Cooperation** involving ALL involved parties is essential to the success of any disciplinary process. We hope and pray for such cooperation in these matters.

Enrollment at WRLHS 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
- excessive PDA
- disrupting class
- tardiness
- eating/drinking in class 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
- bullying or 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 regarding 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 the administration shall meet with the student, parent/guardian of the student, the Pastor of the family and Board Chairman. If the student recognizes and repents of the misconduct, WRLHS 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 WRLHS 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. WRLHS 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 WRLHS.

### **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." WRLHS strives to follow these instructions when dealing with sin and 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 WRLHS, 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 requesting a meeting with the Board of Directors. The Board of Directors will schedule, within two weeks of receiving a 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, vape, misuse of prescription drugs, misuse of over-the-counter drugs, and look-alike 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, alcohol or vaping 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.

### **Corporal Punishment**

The faculty, staff, and volunteers of WRLHS 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.

### **Disciplinary Consequences**

**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 30, 45, or 60 minutes in length. The actual length of the detentions is dependent upon the offense and is at the discretion of the teacher and/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 detention must be served in the increment assigned and cannot be broken into smaller pieces on multiple days. Failure to serve a 30-minute detention in the allotted three-day time period will result in the conversion of the detention to a 45-minute detention with two additional days to serve the converted detention. Failure to serve a 45-minute detention in the allotted three-day time period will result in the conversion of the detention to a 60-minute detention 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.

#### 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. The administrator can alter the detention ladder based on the severity of the circumstance(s).

1<sup>st</sup>-3<sup>rd</sup> detentions

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 in-school suspension with excused absences given for each class period missed on those five days and possible recommendation for expulsion.

**Suspensions** – Suspensions are used sparingly as they are not a proven means of improving behavior or circumstance. During a suspension, students do not earn academic credit during a suspension, however individual teachers may have varying degrees of how that works in each class.

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 extracurricular 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.

#### Parent/Guardian Support

WRLHS expects full support from parents when dealing with discipline issues. Again, **cooperation** involving ALL involved parties is essential to the success of any disciplinary process. We hope and pray for such cooperation in these matters. If parents are not willing to cooperate with the school and its disciplinary actions, student enrollment may be jeopardized.

#### 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, the student (family) can appeal the decision 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.

### **DRESS CODE**

WRLHS 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 unwarranted attention and deemed to be excessive will be subject to disciplinary action. Our goal is to promote a dress code that is consistent with success at the next level. Business casual dress is to be the norm defined in part to cultural norms of highly respected companies (ie Green Bay Packers, KI) and over written by Biblical modesty.

It is encouraged that students take a more formal approach to their dress on Wednesday, chapel days. This is complimented by casual Fridays. Casual Fridays would allow sweatpants and leggings; all other dress code rules still apply. (leggings must follow the ideals listed below) This idea was successfully proposed by the Student Council in 2025.

### ***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 WRLHS students to keep this in mind as they come to evening or weekend events.

If a student attends a WRLHS event they must be dressed according to the school dress code. If not in compliance, students will be asked to change or leave to change.

#### **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 unexcused absence.
- The school will have a supply of t-shirts available for students.

#### **Subsequent Dress Code Offenses**

Same procedure but the student will be assigned 30, 45, or 60-minute detention, based on the offense and/or the number of offenses.

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, except for earrings are not permitted. (Bandages, tape, "place holders" for piercings, except earrings, used as a covering for piercings or tattoos, are permitted to gain compliance to this rule.) Tattoos that are not in compliance with the school's core values must be covered during school and school events.
4. Hair, for boys and girls, must always remain out of both eyes.
5. Skirts, dresses, and shorts shorter in length than four inches above the knee must be worn with leggings.
6. Pants and shorts must be jeans, khakis, cargo or dress pants. (No sweatpants, athletic wear or pajamas unless it's a dress up day).
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. All clothing must be such that undergarments, bare midriffs when arms are extended fully above the head, 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 if 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. Shoes (soles) which mark, or damage floors are not permitted. Slippers are not allowed.
11. Caps, hats, or hoods are not to be worn in the school building during building hours.
12. Bulky jackets and overcoats may not be worn to class without the permission of the teacher or Administrator.
13. Blankets may not be brought to school.
14. All students are expected to practice appropriate hygiene. Lack of hygiene attracts bullying and causes social discomfort to the student.

### **ELECTRONIC DEVICES, CELLULAR PHONES, CAMERAS, ETC.**

Students are not to use cell phones, smart watches, or non-academic personal gadgetry during school hours. Laptop computers, 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. Cell phones or non-academic personal gadgetry may be used before school, during lunch, or after school unless designated by a teacher otherwise. Cell phones **MUST** not be visible. Ear buds may only be used with permission from a teacher. Misused items will be confiscated by the teacher and may be picked up by the parent.

If parents need to get in contact with their child, contact the office. The office will get the message to your child. Do not text or call your child during the school day, except before school, during lunch, or after school. Students will be charged an offense for cell phone usage if this is violated.

**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, laptop, and other electronic devices are confiscated and will remain in the custody of the school office until the end of the school day. A warning is given.

Second Offense – A parent will be contacted, and the device will be kept in the school office during the school day.

Third and Subsequent Offenses – Parents will be contacted, and the device will be kept in the school office during the school day for 20 consecutive days of attended school.

### **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.

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

WRLHS 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. Wolf River 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.

Accolades, Honors, and Letters for such opportunities may have individual thresholds as defined by the opportunity.

### **Service Letter**

A service letter will be granted to students that meet specific criteria for the time they commit to help others in their community. We call this letter the 5:16 Award based on Matthew 5:16, "let your light shine before others, that they may see your good deeds and glorify your Father in heaven." Students must apply for this Award. Criteria and application information can be found on our website.

### **Administrative Responsibility**

WRLHS is a member of the WIAA. The Administrator of WRLHS is responsible to the WIAA for the conduct of the athletic and other extracurricular 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 the school campus must be approved by the administration. The administration must grant approval before the communication of such events are discussed with students.

### **FACTS - STUDENT INFORMATION SYSTEM (SIS)**

FACTS is the school's online source of information, grades, and homework for students enrolled in the school. Parents access FACTS at [www.factsmgt.com](http://www.factsmgt.com). They are given passwords and an access code. WRLHS expects all parents to use this site to find information about the school.

### **FIELD TRIPS**

A generalized permission is signed with registration and will serve for most off campus opportunities. In cases where no special permissions are needed, communications will be sent home by the teacher hosting the opportunity. Permission is required in case of emergency: medical treatment may be warranted. Our Permission requests authorization to have a student treated at a medical facility when a parent cannot be contacted.

### **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. Insufficient funds will result in a fee of \$25.00.
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 Principal to discuss options. WRLHS seeks to work with families in a proactive manner when financial situations arise.

#### **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.

#### **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.

### **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 contracted with a company called FACTS, a national leader in information processing for private and parochial schools. While other companies offer this same level of service, FACTS 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 online application with FACTS by June 1st. There is a small application fee per family, paid directly to FACTS, which must be submitted as well. Once you have completed the application process, FACTS will forward to Wolf River Lutheran High School a recommended tuition reduction amount. The WRLHS scholarship committee will then make a final determination and notify each family of the reduction awarded on or about August 10th. The application can be filled in online at [online.factsmgt.com/aid](http://online.factsmgt.com/aid).

### **Wisconsin Parental Choice Program**

Wolf River Lutheran High School is a provider for the choice program.

<https://dpi.wi.gov/parental-education-options/choice-programs/student-applications>

### **FUNDRAISING**

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

### **GENERAL INFORMATION**

#### ***Parental Assistance***

Parents/guardians are encouraged to:

1. Check your child's notebooks, student planner, and FACTS (Parental Portal) 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.

#### **Parental Involvement**

Many volunteers are needed to help 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 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.

## **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.
4. Students should make wise use of Study Hall and Organizational Time. These are times in which students may be able to conference with a teacher, depending upon teacher availability.
5. Students should have all books and materials in the building so that they do not need to go to their vehicles during the school day.

## **HARASSMENT POLICY**

It shall be the responsibility of all members of the WRLHS 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.

WRLHS 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.

## **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 or a phone call from the classroom teacher and report directly to the main office. Following a parent/guardian contact, the student will be sent home.

## **LOCKERS**

1. Students will be issued a locker upon the first day of the school year. They will also be provided with a lock upon request and combination to use throughout the school year. Students may only use locks that are issued by the school.
2. If a lock must be cut off or is damaged, students will pay a minimum fee of \$20.
3. Only your things should be kept in your locker. Likewise, do not put your things in other lockers. Sharing lockers is not allowed!
4. Keep your locker neat and clean inside and outside. 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 lockers will be charged to the student.
7. All belongings must be inside the assigned locker at the end of each school day.

## **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. If items are unclaimed, they will be donated to the school rummage sale or Goodwill.

## **LUNCH PROVISIONS**

**WRLHS does not provide routine hot lunch services.** Students should bring a lunch. Microwave ovens, pizza ovens, and a student 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 unless they have permission from their teacher. Students are not permitted to leave school grounds for lunch with the exception for seniors.

## **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 about 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)

## **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 require 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
- Prescription or non-prescription medication must be in the original container.

- Parents MUST bring ALL medication, prescription or non-prescription, to the school office for the health and safety of your child and other students. If parents/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.

### **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 during the summer. It should be noted that in a small school the ability to repeat a course and build the remaining schedule is not always possible.

WRLHS does not rank its students according to grade point average due to the school's size and academically competitive curriculum.

### **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 will be subject to teacher/administrator disciplinary discretion.

### **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 WRLHS. Littering and misuse or abuse of school property is punishable under our school's Code of Conduct.

### **SNACKS AND DRINKS**

Students are allowed water and drinks in the building except the gym, where only water is allowed. Snacks may be brought into the classroom with the permission of their classroom teacher. Soda and water may be purchased before school, during Organizational Time, their Study Hall, or during lunch. Students are discouraged from sharing drinks with each other from the same bottle. Snack and drink privileges may be limited by teacher discretion.

### **SOCIAL MEDIA & ELECTRONIC COMMUNICATION POLICIES**

**This is increasingly more invasive and disruptive to a positive learning environment.** WRLHS is committed to maintaining high quality and standards regarding 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 today 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 always be met by our students and faculty, as well as by alumni, parents and all who use Wolf River Lutheran High School sponsored electronic activities. Electronic communication and social media include, but are 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 WRLHS 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 others' opinions expressed through posts should always be given.

All posts, comments and/or communication by any member of the Wolf River Lutheran High School 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 WRLHS 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 Wolf River Lutheran High School;
- 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 WRLHS 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 Wolf River Lutheran High School sponsored sites as outlined above, users give Wolf River Lutheran High School 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. WRLHS reserves the right to review all comments before they are posted. WRLHS 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 they violate these policies.

Users agree to indemnify and hold harmless Wolf River Lutheran High School, 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 Wolf River Lutheran High School sponsored sites or sent from or to any email address @WRLHS.org. By posting a comment or material of any kind on a WRLHS 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 WRLHS community and beyond. Students who participate in online interactions must remember that their posts reflect on the entire Wolf River Lutheran High School community and, as such, are subject to the same behavioral standards set forth in various policies as contained in the Wolf River Lutheran High School Handbook.

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

Students may not:

- Use social media sites to publish disparaging or harassing remarks about WRLHS community members, athletic or academic contest rivals, or anyone else that is related to the student's experiences at WRLHS.
- 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 Wolf River Lutheran High School. Failure to abide by these policies may result in disciplinary action as described in the Student Handbook, or as determined by the administration.

## **STUDENT COUNCIL**

WRLHS maintains an active Student Council. Its operation is based on the Student Council Handbook.

## **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 INFORMATION SHARED 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 WRLHS. 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, WRLHS'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.

## **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 WRLHS. All guests must register in the office where they will be issued a visitor's pass before they can 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 servers is prohibited.
- WRLHS always retains ownership and control of its technology systems. To maintain system integrity, monitor network etiquette, and ensure that users are using the system responsibly, the systems operator and school Administrator may review user account files and communications, including electronic mail. Users should not expect those files and other information communicated or stored on WRLHS network services to 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 file server space utilization by users.
- Information published via the 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 to protect users from unwanted or unwarranted exposure to objectionable materials.
- WRLHS will use an electronic device monitoring system to control device use during class time.
- 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 parents/guardians 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 conflicts 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. Users 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.

#### 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 to make better personal, educational, and vocational decisions.

### **TEXTBOOKS AND MATERIALS**

Textbooks are the property of WRLHS. Students are expected to show proper care and concern for all books. Adhesive book covers are not acceptable. Students always have the responsibility to keep their textbooks covered. 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.

### **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.

### **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 in the parking lot.
3. Students are required to register their vehicle(s) in the office.
4. Do not spin tires or draw attention as you drive. This includes keeping car stereos to a low volume.
5. Use common sense and be considerate of other drivers.
6. Ask the teachers, and then 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. Wolf River Lutheran High School also expects anyone driving on campus, to abide by these driving guidelines. Any vehicle on WRLHS property is subject to search.

### **VISITORS TO THE CAMPUS**

WRLHS is a closed campus located on private property. Visitors who arrive on campus during a school day (**7:30 - 3:30 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 a visit 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 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. To be noted: WRLHS does support a WRLHS sanctioned Trap Team, and guns may be on campus. These unloaded guns should be appropriately stored in locked cars or in the administrator's office.

### **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.

**Thank you for your part in making Wolf River  
Lutheran High School a ministry of vocational  
success!!**

**May God bless all our efforts in Preparing  
Tomorrow's Disciples!!!**