



**N.E.W. Lutheran**  
HIGH SCHOOL

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**2021 - 2022**

# **Student Handbook**

2021-22 School Theme:

UNSHAKEN - Psalm 27:1

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\* Form must be turned in at the beginning of school

# Northeastern Wisconsin Lutheran High School

## Parent-Student Handbook

### 2021-22

*This handbook is to serve as a general guideline for policies and procedures at N.E.W. Lutheran High School. N.E.W. Lutheran High School reserves the right to modify this handbook as the school sees fit.*

**Website:** [www.newlhs.com](http://www.newlhs.com)      **Phone:** 920-469-6810  
**Email:** [info@newlhs.com](mailto:info@newlhs.com)

#### **Administration:**

Executive Director/WPCP Choice Program Administrator

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Principal & Guidance Counselor	James McClellan		<a href="mailto:mcclellanj@newlhs.com">mcclellanj@newlhs.com</a>
International Student Coordinator	Kris Schumacher		<a href="mailto:schumacherk@newlhs.com">schumacherk@newlhs.com</a>
Office Manager	Kristin Voskamp		<a href="mailto:voskampk@newlhs.com">voskampk@newlhs.com</a>
Business Manager	Brenda Reckelberg		<a href="mailto:reckelbergb@newlhs.com">reckelbergb@newlhs.com</a>
Athletic Administrative Asst.	Debbie Gosse		<a href="mailto:gossed@newlhs.com">gossed@newlhs.com</a>
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#### **Board of Directors: (as of 5/29/21)**

President	Christel Laatsch	<a href="mailto:christel.laatsch@expera.com">christel.laatsch@expera.com</a>
Vice President	Kory Bertram	<a href="mailto:kgbertram@yahoo.com">kgbertram@yahoo.com</a>
Secretary	Virginia Fleck	<a href="mailto:michael-fleck@att.net">michael-fleck@att.net</a>
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Pastoral Rep:	Pastor Matt Baye (Hope DePere)	<a href="mailto:mbaye@hopedepere.org">mbaye@hopedepere.org</a>
Congregational Rep	Jay Dolezal	<a href="mailto:jaydolezal@gmail.com">jaydolezal@gmail.com</a>
Congregational Rep	Andrea Berg	<a href="mailto:andrearai75@yahoo.com">andrearai75@yahoo.com</a>
Congregational Rep	Jean Borchardt	
Congregational Rep	Jeff Luepke	<a href="mailto:kluepke@new.rr.com">kluepke@new.rr.com</a>
Congregational Rep	Scott Stiles	

#### **Association Congregations:**

Christ of the Bay Lutheran Church	Green Bay	920-468-4246
Faith Lutheran Church	Green Bay	920-435-5524
Hope Lutheran Church	DePere	920-336-9843
Our Saviour Lutheran Church	Green Bay	920-468-4065
Pilgrim Lutheran Church	Green Bay	920-965-2233
Redeemer Lutheran Church	Green Bay	920-499-1033
RAIZED Lutheran Church	Green Bay	920-393-3532
St. John Lutheran Church	Luxemburg	920-845-5250
St. Paul Lutheran Church	Luxemburg	920-845-2095
Zion Lutheran Church	Wayside	920-864-2463

## **SCHOOL MISSION STATEMENT:**

Helping Families Prepare Christian Leaders

## **SCHOOL VISION STATEMENT:**

We are an intuitive, technologically advanced school known as a regional leader in academics. Our students are fully prepared to be leaders for Jesus Christ, regardless of chosen academic pursuits and future career objectives. Through our Biblically-based curriculum and Spirit-given gift development opportunities, each student has a unique opportunity for exceptional growth in all chosen aspects of our program.

## **GUIDING PRINCIPLES**

### **Biblical Worldview Foundation**

The Bible is God's perfect Word and is the accurate authority in all matters to which it speaks-spiritual, historic, scientific– *2 Timothy 3:16-17*

Jesus Christ is true God and true man. Through his birth, life, death, resurrection and ascension He has earned salvation for all who believe Him to be the Messiah, the Son of God – *Acts 4:12*

Heaven and Hell are real locations and the devil is a real being who tempts us all to turn away from God through sin. We will all experience the resurrection: believers to the state of eternal life and unbelievers to the state of eternal punishment – *John 5:28-29*

The Triune God – Father, Son & Holy Spirit – is the all-knowing, all-powerful creator of the world who still rules the universe today – *Genesis 1:1*

The means of Grace, which provide forgiveness, hope and the life-giving power of Christ's blood, include Baptism, Communion and His Word, the Bible.

Jesus will come again in power and glory – *Matthew 24:29-31*

### **Core Values**

#### ***Love***

We love because Jesus first loved us (John 3:16). Our lives on earth must reflect that understanding as we passionately love & serve all in word and deed. We recognize the importance of modeling that to our students, their families and the community.

*Galatians 5:6* The only thing that counts is faith expressing itself through love.

*Matthew 22:37-39* Love the Lord your God with all your heart and with all your soul and with all your mind. This is the first and greatest commandment. And the second is like it: Love your neighbor as yourself.

*John 15:17* These things I command you, that you love one another

#### ***Respect***

It is extremely important to show respect to God, to mankind (ourselves and others), to our earth & to property. We will teach and learn what respect means from a Christian perspective and will put that value into practice as each student's worldview develops in a God-pleasing way.

*Exodus 20:12* Honor your father and your mother, so that you may live long in the land the Lord your God is giving you.

*1 Peter 2:17* Show proper respect to everyone: Love the brotherhood of believers, fear God, honor the King.

*1 Cor. 6:19* Do you not know that your body is a temple of the Holy Spirit.....honor God with your body.

#### ***Excellence***

Putting forth an honest effort requires focusing on the outcome. We desire for our students to be known as individuals who put the best construction on everything they do with the understanding that our motivation is to do everything to God's glory based on the talents and abilities that He has blessed us with.

*Phil. 4:8* Finally, brothers...if anything is excellent or praiseworthy – think about such things.  
*Colossians 3:23* Whatever you do, work at it with all of your heart, as working for the Lord, not for men.  
*I Cor. 9:24-27* ...run so that you may obtain the prize.

## **SCHOOL GOALS**

### ***Academic***

We maintain a complete program of instruction taught by a talented and qualified faculty. Emphases include the truths of the Bible and a balanced curriculum to challenge each student. NEW Lutheran High is progressive school of excellence that emphasizes student preparedness for college placement.

### ***Artistic***

Through a complete list of musical and artistic curricular and co-curricular offerings, we strive to give our students the opportunity to utilize and advance their God-given talents in the areas of: art, band, choir, drama, industrial arts, media & technology.

### ***Athletic***

To help each child develop physically through the ministry of competitive athletics, we provide a full-service athletic program with multiple offerings in each sports season of the school year. Physical Education classes are also provided as a part of our academic curriculum.

### ***Financial***

In an effort to respectfully manage the resources God has blessed us with we ask each family to take financial responsibility for: tuition payments, extra-curricular programs and auxiliary items, shared fund-raising efforts and post-graduation support of the school by student and parent alike.

### ***Participation***

Our school community holds many events throughout the year. Students and their parents along with school faculty, staff and Board members are asked to find ways to assist in the organization and running of these events. Each person's help is much-needed and appreciated.

### ***Social***

Various school activities are planned throughout the year to encourage involvement in campus life and school spirit. These activities are responsibly supervised and promote healthy, God-pleasing interaction amongst the students.

### ***Spiritual***

NEWLHS presents the Gospel and integrates Biblical teaching and faith development opportunities in every aspect of high school life. Chapel services, student-led and adult-led Bible studies, school & community service and comprehensive daily prayer promote the love, grace and truth of Jesus Christ and His church on earth. It is our ongoing goal to guide each student to fully know his/her Savior and to foster a desire to be a true leader for Him.

## **ACADEMIC GUIDANCE COUNSELING**

The guidance office is available to all students. Its aim is to help all students to become self-analytical and thereby encourages wise planning of the years spent at N.E.W. Lutheran High, as well as the years beyond graduation. The Guidance Director mainly focuses on:

1. Individual counseling
2. Testing services
3. Scheduling services
4. Letters of recommendation
5. Representative visits from career, military, and college recruiters
6. Career planning
7. Student Scholarships
8. Individual academic concerns

## **ACCEPTABLE USE POLICY**

See page 34 for Acceptable Use info and signature page.

## **ADMISSIONS**

N.E.W. 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, ethnic origin or religion.

1. The Application for new students is on our website - [www.newlhs.com](http://www.newlhs.com) – under Admissions as well as the Enrollment Procedures. Reenrolling Students can be done through FACTS/RenWeb, under Family Information.
2. NEWLHS will review the applications. Any special education needs, truancy or prior behavioral problems, and any previous legal problems involving the student are to be shared with the appropriate administrative staff in the application process. Failure to do so may result in the denial of acceptance or expulsion.

N.E.W. Lutheran High School is not equipped to help all students with special academic, emotional or social needs. N.E.W. Lutheran High reserves the right to deny acceptance to students with special needs in these areas or to accept them on a conditional basis. If, once accepted, N.E.W. Lutheran High determines that a student's needs or those of other students at N.E.W. Lutheran High are not best served, N.E.W. Lutheran High reserves the right to deny re-enrollment or to dismiss the student from N.E.W. Lutheran High according to the procedure outlined in this handbook.

1. The materials submitted shall be reviewed by the:
  - a. Executive Director
  - b. Guidance Director
2. Follow up phone calls to references may occur.
3. Personal interviews may occur.
4. The Executive Director shall make the final approval of the student application and will contact family indicating acceptance or denial.

Step Three – If accepted:

1. The student should submit a schedule request to the school office as soon as possible so that the Guidance Director may act upon his/her course preferences.
2. We will request records from the student's previous school in the case of a transfer.

#### Step Four – Orientation

1. Family Orientation and Freshman Orientation will occur to help students acclimate to the building, schedule and life of N.E.W. Lutheran High School.
2. Students new to N.E.W. Lutheran High and/or transferring in the middle of the school year shall have a tour and orientation by a member of the administration.

#### **ADMISSIONS POLICY – TRANSFER STUDENTS**

Any student wishing to transfer to NEW Lutheran High School as a freshman, sophomore, junior or senior must complete the transfer application process.

All prospective transfer students will be subject to review by NEW Lutheran High School administration. Prospective transfer students wishing to enroll under the Wisconsin Parental Choice Program (WPCP) must complete the WPCP application process during the open WPCP application period (February 1 - April 20) to determine eligibility.

The administrative review of all transfer students (whether through the WPCP or not) can include, but is not limited to the academic, attendance & behavioral/discipline records along with testing results of the potential transfer student from all previous high schools. All records must be received before a student will be permitted to enroll. If records are falsified or information is withheld, the student may be asked to withdraw.

A credit review will be conducted of all transfer students to determine appropriate grade placement. It is expected that each transfer student completes a minimum of 3 credits per completed semester for admission as follows (exceptions may apply):

2nd semester Freshman - 3 credits	1st semester Junior - 12 credits
1st semester Sophomore - 6 credits	2nd semester Junior - 15 credits
2nd semester Sophomore - 9 credits	1st semester Senior - 18 credits

In addition, the following criteria are used to determine whether credits will be accepted by NEW Lutheran High School:

- The course must correspond to a similar course offered by NEWLHS. Course work that is unique to a particular school or district may not be accepted as a transfer credit.
- The previous grade must qualify as a passing grade according to the NEWLHS grading scale. Any course from a school that uses percentages rather than letter grades will be converted using NEWLHS's grading scale. The minimum percentage required for passing is 60%. Any transfer course below the 60% mark would be considered a failing grade and would not receive credit in our system.
- Credits received from other school are converted to the NEWLHS system of .5 credit earned for one semester of satisfactory work.
- Courses from other schools that are "weighted" may not receive similar consideration at NEWLHS. Because NEWLHS does not weigh grade classes or provide extra credit for courses, all grades will be converted to the NEWLHS grading scale.
- NEWLHS reserves the right to deem any course unsatisfactory and refuse to transfer the credit based upon its standards.

Upon review by the NEWLHS Executive Director, a decision will be rendered on admission. That decision can be contingent upon any relevant criterion and may include conditions. The decision to accept or deny admission may include provisions for future consideration. All decisions may be appealed in writing to the Executive Director of NEWLHS. The decision of the Executive Director is final.



## ADMINISTRATION

TEN Congregations in the North Wisconsin District of the Lutheran Church-Missouri Synod operate NEWLHS. (See handbook page 4 for a listing of the Congregations.) These congregations elect an individual to serve on the Board of Directors. This governing body is responsible for setting policies and creating the vision for NEWLHS.

## ATTENDANCE

### A. Student Attendance Responsibilities

- ▶ Student Responsibility – It is the student’s right and responsibility to be in school. It is also the student’s responsibility to attend all assigned classes every day that school is in session and to be aware of and follow the correct procedures when absent from a class. Finally, it is a student’s responsibility to request any missed assignments due to an absence.
- ▶ Parent Responsibility – It is the responsibility of the student’s parent or guardian to ensure the student is attending school, to inform the school 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 is to be advised as to the extent of the expected absence by 7:55 a.m.
- ▶ Teacher Responsibility – It is the teacher’s responsibility to take daily attendance and maintain accurate attendance records in each assigned class. It is also the teacher’s responsibility 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 with an excused absence with any missed assignments in a timely manner.
- ▶ Executive Director Responsibility – It is the Executive Director’s responsibility to require students to attend all assigned classes. It is also the Executive Director’s responsibility to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students and to maintain accurate records on student attendance. Finally, it is the Executive Director’s responsibility to inform the student’s parent or guardian as to the student’s attendance and to work cooperatively with them and the student to solve attendance problems.

### B. Daily Attendance Policy

1. Regular attendance is viewed to be essential for the earning of credit at the high school level. Students are expected to be in school from 7:55 a.m. to 3:05 p.m. Emergency absences are those which occur because of illness, injuries, family emergencies, or doctor appointments. Contact the office to report the absence BEFORE 7:55 a.m. If you would like homework assignments for that day, please request this at the time you are reporting the absence.
2. When returning to school, the student must bring a note, signed by the parent/guardian, to the office stating the date and reason for the absence.
3. All truancies are channeled through regular school disciplinary procedures.
4. After a student accumulates 7 days of absences from a class within a semester, a warning e-mail will automatically be sent to the parents. After 10 days of absences from a class within a semester, the student may lose credit for this class. Appeals to the Principal can be made for extenuating circumstances. Absences allowed because of school activities are not counted in the accumulated absences. A student must be in class for a minimum of half the period to receive credit for attendance. Juniors and Seniors are allowed (2) excused college visits per school year.
5. Students not in attendance by 9:30 a.m., except for an appointment or a doctor’s excuse, cannot participate in extra-curricular activities. Students may not attend school functions if they were not at school by 9:30 a.m., did not attend school at all, or went home early that day.

### C. Planned Absence Procedures

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

### D. Tardy Policy and Procedures

1. Any student arriving after the morning bell is tardy and must report to the office. A pass must be issued from the office for any school tardy and appropriate disciplinary actions will be taken.
2. Students should be on time to their classes. If the student is tardy to class, the teacher will initiate the disciplinary action.
3. If a teacher or other staff person detains a student, a pass will be issued to the student by the teacher.
4. With an unexcused school tardy, the school will contact a parent. An unexcused school tardy will result in one demerit and the student will serve a 30 minute detention after school on the day that they are late.

### E. Unexcused Absences

1. The school reserves the right to determine when an absence is excused. Some examples of unexcused absences are over-sleeping, missing a bus or ride, attending to business that should be done outside of school time, skipping the class or a student activity held during the school day, missing school the day before or day that a major paper or project is due, and attending non-school athletic events. These are considered unexcused even if a parent gives the student permission.
2. When unexcused absences occur, the student may not be given credit for assignments due that day but should do them to learn the material. It is the student's responsibility to obtain and prepare for new assignments given that day. Demerits will be assigned for an unexcused absence.

### F. Early Dismissals/Appointments

1. An early dismissal will be granted for special circumstances involving appointments with doctors, dentists, etc. When a student has an appointment, a note is required from the parent/guardian or the doctor's office. The note should be brought to the office before first period on the day of the appointment and state the reason and the time of dismissal, as well as the approximate time of return.
2. If the student needs to wait to be picked up for the appointment, the student will wait in or near the office. When returning, the student must check into the office to receive a pass to class.
3. When a student is dismissed from class because of an appointment or a school function, he/she is to:  
Turn in assignment(s) before being dismissed  
Collect the new assignment(s).

### **THE BEACON**

This is N.E.W. Lutheran High School's newsletter which is sent to NEWLHS supporters, parents and alumni.

### **BLAZER BACKERS/PARENT ORGANIZATION**

All parents are already part of this organization. Basically, many volunteers are needed to help out with the day-to-day operations of the school. Parents are encouraged and expected to volunteer. Office assistance, mass mailing assemblies, refreshment servers, athletic concession help, fundraisers, and building/grounds maintenance are just a few areas that NEWLHS can use your help, support, and labors of love. Volunteer opportunities will be posted on the school website as well as in the weekly Parent e-connect.

### **BUILDING SUPERVISION**

The school building is supervised from 7:30a.m. to 4:00p.m. each school day. Supervision time may be extended depending on a student's participation in a supervised activity or sport. Students may not be in the school building without adult supervision.

### **BUSING**

Students that reside in Green Bay or East DePere school districts are eligible for free busing. Green Bay Transit has a regular bus stop at the corner of Robinson and Edgewood.

### **CLASSROOM/CORRIDOR DECORUM**

1. No running in the corridors.
2. Keep an open path in corridors. Backpacks cannot be left on the corridor floors in front of lockers at all.
3. Use containers to dispose of refuse.
4. No loud and boisterous behavior.
5. Keep feet off of walls.
6. No food, candy, or drinks are allowed in classrooms or carpeted areas. Students may store food and drink in their locker for lunch or for cafeteria use before school and after school. Water and water bottles are allowed in all classrooms except for the computer lab.

### **CLOSED CAMPUS**

NEWLHS is a closed campus where students cannot come and go from campus. Students are not to leave school grounds between the time of their arrival and the time they leave for the day, they have the approval of the office and/or are presented with a written request from parents. Students are also not allowed to leave for lunch and must get permission to order lunch delivered.

### **COLLEGE PREPARATORY**

Students earn 1 credit for achieving a passing grade in any given subject for a full year course and .5 credits for achieving a passing grade in any given subject for one semester. These grades are determined by performance on homework assignments, quizzes, tests, projects, presentations and class participation. A passing grade in a given course is indicative that the teacher recommends that the student receive credit for that course. The Wisconsin Department of Public Instruction (DPI) recommends that a student who plans to enroll at a college or university should minimally complete the following credit hours at the high school level from these five academic areas:

English: 4 Credits

Mathematics: 3 Credits

Science: 3 Credits

Social Studies: 3 Credits

Foreign Language: 2 Credits

### **CONFLICT RESOLUTION POLICY**

Within the Christian community of NEWLHS, occasions of conflict, offense and sin will occur. In order that we might deal with each other within God's prescribed Word, all members of this Christian community are expected to abide by the principle of Matthew 18: 15 – 17. <sup>15</sup> *"If your brother or sister sins, go and point out their fault, just between the two of you. If they listen to you, you have won them over."* <sup>16</sup> *But if they will not listen, take one or two others along, so that 'every*

*matter may be established by the testimony of two or three witnesses. <sup>17</sup> If they still refuse to listen, tell it to the church; and if they refuse to listen even to the church, treat them as you would a pagan or a tax collector.*

### **CONTACTING STUDENTS**

Parents wishing to drop off items or contact students in person will wait in the office for a school official to contact the student. They also may drop the item off or a note for the school official to deliver to the student in between classes.

### **COOPERATION AND DISCIPLINE IN CHRISTIAN LIVING**

The goal of discipline is for the student to learn a life-style in conformity with God's Word, not just a set of facts, standards, or skills.

The exercise of discipline is highly important and necessary. In its proper usage, discipline maintains the glory of God, the purity of His Church, and the keeping and reclaiming of disobedient sinners. Discipline is for the purpose of godliness (1 Timothy 4:7). The goals of disciplinary penalties are the rebuke of offenses, the removal of scandal, the upholding of the honor of Christ, the promotion of purity, the edification of His people, and the spiritual good of the offenders.

Discipline is primarily a parental responsibility. It is up to the parent(s)/guardian(s) to see to it that their student behaves properly. If the school and the family are not working together on discipline, whatever the school does will be ineffective. While the school employs various methods of discipline, the responsibility for student compliance finally rests with the student and the parent(s)/guardian(s), not with the school.

Students represent their Lord, their families, and their school in all their activities. Any student whose conduct or attitude in or out of school shows him/her to be in opposition to the basic principles and purpose of the school will face dismissal. Attendance at NEWLHS is a privilege, not a right.

### **CYBER-BULLYING**

Any student or parent posting slanderous information (words or photos), threats or any type of cyber-bullying regarding a student at NEW Lutheran High School or the school itself will be subject to disciplinary action which may include expulsion from school. In extreme cases law enforcement may also be contacted. This includes the use of social media websites such as Facebook, Twitter, Instagram, Snapchat, etc. Any comment made about an NEW Lutheran High School employee on the internet will be dealt with as if the comments were made in person. Disciplinary action may be taken based on the severity of the comments.

### **DANCES**

Throughout the school year, students at N.E.W. Lutheran High School will have the opportunity to participate in dances. School dances are fun and exciting events for high school students.

- › Each dance will be chaperoned by adults including at least one staff member.
- › Students are to arrive no later than one hour after the dance has begun. Those arriving later will be sent home after their parents/guardians have been notified. Once present, students are expected to remain until the end of the dance. If a student wishes to leave earlier than closing, they may do so with parental/guardian permission only. This permission can be either in person or by phone call. Once a student leaves a dance, they are not allowed to return.

- Some dances allow for guests while others do not. If guests are allowed, each student may bring only one. The guest must be registered prior to the dance. Guest forms are available in the office. Without this form, the guest will not be allowed into the dance. The NEWLHS student 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.

Reasons for removal from a dance/parent notification:

1. Possession of any illegal substance (i.e. alcohol, tobacco, marijuana, cocaine, etc.)
2. 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.)
3. Arriving to the dance while under the influence of any drug, including alcohol.
4. Public affection
5. Clothing or appearance that is offensive or inappropriate (see Dress Code)
6. Inappropriate dancing as determined by chaperones.

## **DISCIPLINE**

The FACTS of Biblical Discipline:

1. Discipline means – “training that shapes character.”
2. Discipline is not punishment – punishment is a process of discipline.
3. Discipline motivates students to learn.
4. Discipline teaches self-control – discipline is self-control.
5. Discipline sets limits for a student's own benefit.

The GUIDE for Discipline:

“All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the man of God may be thoroughly equipped for every good work.” – II Timothy 3:16-17 (NIV)

Teaching – The basic knowledge of what is right and wrong.

Rebuking – The pointing out of the fault or offense.

Correcting – Showing the student what is right and forgiven.

Training – Teaching the student the “how to.”

### **1. Classroom Discipline**

A positive atmosphere must be maintained in the classroom to provide the greatest opportunity for learning. Classroom discipline is expected to minimize problems. Each teacher will lay out specific guidelines and expectations in regards to student behavior in the first days of each course. In a discipline situation the teacher will first work with the individual student(s). Parental involvement in the discipline process is outlined in the discipline plan.

### **2. General Guidelines**

- Unless students are involved in some school activity, they should leave the school grounds by 3:30 p.m. If their school activity begins before 4:30 p.m. they should not leave the building. Students who remain at school after 3:30 p.m. should be in the school commons or in their designated area.
- Loud talking or boisterous acts are out of place in and around school. Language should reflect our Christian values.

- Classrooms and study halls should be used for educational purposes. Games, card playing, etc., should not take place. Students should come prepared with work for study hall.
- Cleats and muddy shoes should not be worn in the building and are to be removed before entering the doors. All athletes should use the back doors (by the kitchen) when entering or exiting the building.
- If school property is defaced or destroyed, the student(s) responsible must pay for destruction, defacing, loss, or breakage of school property or books.
- Students are responsible for helping to keep the building clean.
- Although boy-girl relationships are common during the high school years, public displays of affection are inappropriate.
- If a female student becomes pregnant, school administration shall be informed. A separate policy outlining the process to evaluate the student's continued enrollment will be followed. When a male student is confirmed to be the father of a child, the same policy applies.

Violation of certain school policies and rules could result in demerits, suspension, or expulsion from school. Examples include:

- Possession or use of alcohol, tobacco, or illegal drugs
- Immoral sexual conduct
- A threat or use of physical violence
- Possession or use of fireworks, explosives, or weapons
- Reprehensible conduct reflecting serious discredit to the school
- Serious and willful destruction of property
- Stealing
- Gambling
- Harassment
- Bullying
- Failure to serve detention(s)

The proper authorities will be contacted based on evidence or suspicion of illegal activities associated with the list above.

### **3. The Method of Discipline:**

There are many good methods to use when disciplining students. The following facts are considered when the method is chosen:

- Students are individuals with special needs and they respond differently to the same method, but all need firmness, fairness, and consistency.
- Any consequences should fit the offense.
- Consequences should be administered as quickly as possible after the offense is discovered and without anger (Ecclesiastes 8:11 & Proverbs 14:17).

### **4. The Demerit System:**

NEWLHS has chosen to use a demerit system of school discipline. When students are disciplined they may be given a demerit(s). Demerits accumulate on a per semester basis. Students will have the opportunity to regain lost demerit points. Demerit points earned in the final two weeks of first semester will carry over into second semester.

### **Minor Disciplinary Situations:**

Each teacher/staff member may record demerits for students in minor discipline situations. All demerit points are entered into the FACTS/RenWeb Student Information System.

#### Marking System for Minor Disciplinary Issues:

- Food in hallway or classroom – 1 demerit
- Refusing to work in class – 1 demerit
- Inappropriate attire – 1 demerit and office referral for change in apparel if necessary and/or adjustment in clothing (if not correctible – 3 demerits)
- In off-limits area (including kitchen) – 1 demerit
- Confiscation of cell phone, iPad, MP3, games, cards or any other electronic device – 1 demerit
- Disorderly Conduct (shoving, excessive talking, throwing items, etc.) - 1 demerit
- Tardy to class – 1 demerit (will be administered by teacher)
- Tardy to school – 1 demerit (will be administered by attendance clerk)
- Argumentative/rude behavior – 2 demerits
- Deliberate disruptions – 2 demerits
- Profanity/vulgarity – 2 demerits
- Insubordination – 2 demerits
- Inappropriate public displays of affection (kissing, touching, etc.) – 2 demerits

#### Major Disciplinary Situations:

Major discipline situations will be referred to the office by a teacher or other school personnel. In major disciplinary situations, students will meet with school personnel. Major disciplinary situations may be assigned 3-10 demerit points. Some major disciplinary situations may warrant immediate suspension or expulsion.

#### Erasing Demerit Points:

- If a student does not receive a demerit for a six week period, he or she will erase one demerit point.
- A student may perform one hour of service work at school to erase one demerit point. Students are limited to doing this three times a semester (work performed during detention time does not apply).

#### 5. Types of Disciplinary Action

Cooperation with school policies is expected in a spirit of Christian love. When there is willful disobedience, the discipline of the Law applies. School discipline includes:

- *Academic Probation* - If the administration, after consulting with the faculty, determines that a student is not producing academically according to his/her abilities, the student will be placed on academic probation for the next grading period. If academic effort does not improve, a meeting with the parents/guardians and school personnel will determine further options and continued enrollment.
- *Disciplinary Probation* - A student who has committed a major offense, or has discipline history from a previous school, may be placed on disciplinary probation for a designated period of time. His/her probation will be continuously reviewed by the administration. If the behavior does not improve, that student by virtue of his/her own attitudes and actions could be removed from school.
- *Student Council Probation* - The students, based on their actions that result in demerits or other school discipline and the guidelines of student council, can be removed from non-academic and non-school day related activities.
- *Detention and Suspensions* – Detentions and suspensions will be administered as follows:

Receiving 3 demerit points = 30 minute detention  
Receiving 4-5 demerit points = 45 minute detention  
Receiving 6-7 demerit points = 2 hours of Saturday detention  
Receiving 8-9 demerit points = 4 hours of Saturday detention  
Receiving 10 demerit points = Possible Expulsion

A detention is a designated period of time for a student to serve under supervision. All detentions must be served within a period of three days. Saturday detentions will be supervised and students will be assigned various tasks in and around the school. Saturday detentions will be served from 8:00 a.m. – 10:00 a.m. or 8:00 a.m. – noon. Students assigned a Saturday detention will be charged a \$25.00 fee for two hour detentions and a \$50.00 fee for four hour detentions.

An in school suspension is when a student is removed from classes and school day activities for part or all of the school day. Parents/Guardians will be notified immediately of any in school suspension. A parental conference may be necessary before the student returns to normal school activity.

Out of school suspension is a period of time, usually 2-3 days, when a student is dismissed from school. A conference with the student, parent/guardian, and school officials must take place before the student can return to school or attend any school functions.

As a result of a suspension, the student will not be allowed to participate in or attend after-school activities for the suspension period. Probation or athletic code violations may extend that exclusion from school.

***Families desiring to appeal a suspension or an expulsion should present their appeal in writing to the School Administrators. After reviewing the appeal and discussing the situation with school personnel directly involved, they may grant or deny that appeal. Decisions made by the Administration are final.***

## **DRESS CODE**

NEWLHS desires to express and teach the principles of the Gospel as it relates to guidelines for appearance and dress. Due to changes in styles, the dress code is reviewed yearly. The dress code applies from the time the student arrives at school until he/she departs. The dress code applies to all school activities (such as field trips, athletic events, selling concessions, etc.).

The five principles of the dress code are intended to help students make appropriate decisions regarding dress. What students wear to school must meet the principles of the dress code, regardless of whether it fits the examples. Any clothing or “look” which is determined to be disruptive and/or immodest to the educational process will be restricted. The administrator will make the final decision about acceptability. Students removed from class for violating the dress code will not be allowed to return to class until dress code guidelines are met.

*Principle #1* – Students should wear apparel and accessories that are not offensive to our Christian standards.

Examples:

- any picture or message that gives offense (i.e. vulgar, suggestive, advertising drugs or alcohol, non-Christian bands, etc.) The administrator will have final say in regard to offensive messages.
- no body piercings for boys
- no body piercings for girls with the exception of ear piercing (no more than three earrings per ear)
- no tattoos



*Principle #2* – Students should dress appropriately for school.

Examples of inappropriate dress:

- clothing which is worn or frayed (clothing with holes). This includes jeans that come with rips & tears in them.
- tank tops – all sleeveless tops must come to the shoulder end and may not curve in the back (this includes athletic jerseys worn during the school day)
- shirts must completely cover the upper body. This applies for all activities that students are involved in while on campus. Shirts may not be cut below the armpit to expose the torso or undergarments.
- pants worn below the hips
- sweat pants, flannel pants, pajama pants or athletic shorts/pants (the only exception will be when athletic teams wear their team apparel on game days)
- coats designed for outdoor wear
- hats, bandannas, scarves, gloves, sweatbands, elastic headbands, and sunglasses
- plain white undershirts
- clothing from other high schools

*Principle #3* – Students should dress with modesty and restraint.

Examples of immodesty and lack of restraint:

- dresses, skirts, shorts, etc., that are too short. These clothing items must be within 1-2 inches of the knee. Dresses that are shorter than that must be worn with leggings and cannot be shorter than fingertip length.
- any top that exposes the midriff when you completely extend your hands above your head
- any top with an immodest neckline (absolutely no cleavage should be shown)
- underwear that is visible
- clothing that is too tight

*Principle #4* – Hairstyles should reflect moderation and careful grooming.

Examples of inappropriate hair styles:

- hair that is unkempt or dirty
- hair that is not a natural color
- hair that could affect the health and/or safety of students in a particular class
- boys' hair length that extends below the collar of a dress shirt
- any objects in boys' hair
- facial hair (exception: seniors)
- hairstyles that cover your eyes

*Principle #5* – Footwear must be worn at all times; State of Wisconsin law requires this.

Examples of inappropriate footwear:

- slippers

### **Chapel Dress Code: (Tuesdays)**

We require students to dress up for chapel and for special occasions. Collared shirts (i.e. polos), dressy shirts (shirts that are free from writing, images, or anything beyond a small logo), skirts, and dresses must be worn. We ask that no T-shirts, sweatshirts/hoodies, athletic shorts or flip-flops be worn on these occasions.

### **Dance Dress Code:**

As Christians, we place a high value on looking our best while maintaining a modest appearance. Our school dances such as Homecoming & Snowball are typically semi-formal events. Appropriate wear for gentlemen would be anything from a suit and tie to khakis and a nice dress shirt. For Prom, gentlemen are required to wear a tuxedo or suit and tie as it is more formal. Ladies are required to follow the guidelines below when choosing a dress for the dances – semi-formal or Prom:

1. Length – midthigh or longer
2. Shoulders -strapless if fine & halter is fine but must NOT show any cleavage and must not be plunging
3. Straps - spaghetti string straps are fine
4. Back – dropped back is fine but no deep plunges.
5. Slits - slits on the side, front, or back of a dress should be no higher than mid thigh.
6. 2 piece dresses acceptable but only if midriff is covered by something.

ABSOLUTELY NO SPANDEX, LYCRA, OR DRESSES THAT CLING TO THE BODY!!!

Any student, who is not considered to be modestly dressed by the chaperone in charge, will be asked to change. If you are unsure as to whether or not the dress is appropriate, please bring a picture or the actual dress into the Student Council Advisor for approval.

### **Extra-Curricular Activities Dress Code:**

While in attendance of sporting events, competitions, etc., (both on and off campus) students are expected to dress in a manner that reflects our Christian lifestyle. Examples of modest, acceptable choices include:

- Leggings with shorts over them
- Basketball length shorts
- Sweatpants (no yoga pants)
- Jeans (no rips/tears)
- Shirts that maintain one's modesty (see examples in above sections)

### **Sports Practice Dress Code:**

While students are practicing, they should also model modest clothing choices. Examples of inappropriate clothing includes:

- Cut off shirts (either crop tops or sleeveless)
- Tank tops – these should still conform to the 2 inch strap guideline established above.
- Shorts that do not properly cover one's body.

### **ELECTRONIC DEVICES**

iPods, cell phones, games, etc. may be brought to school for use before and after school. During school hours they should be secured in a locked locker. Any such items that are used or seen during the school day will be confiscated. With permission, in the office, a cell phone can be used for emergency purposes. (see also Telephone section)

### **EXTRA-CURRICULAR ACTIVITIES**

NEWLHS provides opportunities to allow students to develop outside the classroom. All students are encouraged to take advantage of these opportunities. These activities include: athletics (soccer, cross-country, football, volleyball, basketball, golf, baseball, and softball); drama; student council; newspaper; yearbook; music ensembles; National Honor Society; academic teams; and other school-sponsored clubs and groups.

As a member of the WIAA, NEWLHS follows all WIAA guidelines regarding eligibility for athletics. In addition, all athletes and their parents sign a school athletic code agreement. Part of that code is summarized in the following items:

1. Extracurricular activities are a privilege based on academic performance. If a student has below a 2.00 GPA, his/her eligibility to participate in interscholastic activities may be reviewed. A marking period failure will place the student on a two-week probation. After two weeks, the student's eligibility will be reviewed.
2. An athlete must adhere to all training rules set by the athletic department. These rules are for the protection of the athlete's health and the reputation of the team and school he/she represents. Any violation of the rules indicates a lack of self-discipline and may result in suspension of the athlete from a squad. The Executive Director and athletic department reserve the right to remove any athlete from any team when that athlete jeopardizes the good of the team or the reputation of the school.

### **FACTS/RENWEB**

FACTS/RENWEB is a web-based program that allows parents to track their student's current grades, attendance, disciplinary actions, etc. on a daily basis as well as look at menus, a school directory, etc. FACTS/RenWeb greatly improves our ability to provide information between students, teachers, parents and administrators. Grade changes to your student's grades may seem to occur rapidly. That is because the gradebook instantly recalculates the overall grade based on every assignment entered. Please contact your student's teacher if you have concerns. Please check with the teacher or the course syllabus if you are unsure of the grading policy or if a code is unclear.

### **FINANCIAL INFORMATION**

Most of the financial needs of N.E.W. Lutheran High School are generated by student tuition. Tuition is set by the school board prior to each school year.

There are some other minor fees that are collected to help meet the needs of various departments within the school. These fees are also set prior to each school year. They include an application/reenrollment fee, and an athletic fee. This list may vary year to year, but we work hard to minimize additional fees as they tend to be burdensome to both parents and school.

For the latest tuition and fees please visit our website: [www.newlhs.com](http://www.newlhs.com) under the "Admissions" tab, or call the school at 920-469-6810. See also section titled "Tuition" in this handbook.

### **FIRE, TORNADO & EMERGENCY DRILLS**

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. Students are to note the fire drill exits posted in each classroom.

### **FUNDRAISING**

Fund-raising activities are a significant part of the financial support of the school and the individual classes. Students and parents/guardians are expected to participate in the various activities. Some examples of fund-raising activities include the annual Dinner Auction, the Blazer Golf Open, \$crip, and student activities such as hot lunches, bake sales, etc.

The N.E.W. Lutheran parent organization, Blazer Backers, exists to encourage and assist the school. Their projects need the support of all families. Activities include the Chili Challenge of the Churches and sale of concessions at athletic events.

## **GRADUATION**

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

1. Diplomas are distributed during the ceremony and attendance is required.
2. Graduation announcements and caps/gowns will be purchased separately.
3. NEWLHS caps and gowns are required, but may be obtained from a previous graduate if they are the same as the current style.
4. Students who have not met graduation requirements will not be allowed to participate in the ceremony.
5. Students and their parents are able to check academic status through the student information system – FACTS/RenWeb.
6. Any senior whose account is overdue will not be able to get their transcripts until the account is paid in full, or satisfactory arrangements have been made in writing with the Executive Director.

## **GRADUATION REQUIREMENTS**

The requirements to graduate can be found on our website – [www.newlhs.com](http://www.newlhs.com) under the ‘Academics’ tab.

An extensive curriculum is provided for students, which allows for maximizing individual potential as well as appropriately enhancing the skills necessary for success in today's modern society. While college preparation is the focus of our academic program, our student body size and teaching expertise allow us to provide a variety of elective courses that supplement the curriculum and round out a student's academic experience.

Regardless of the course of study a student selects, N.E.W. Lutheran High School is determined to train every student for effective living in all aspects of life.

## **HARASSMENT POLICY**

N.E.W. Lutheran High School and all those connected with the school are committed to a Christian working and learning environment. It is the policy of NEWLHS to strictly prohibit any conduct, which constitutes harassment and/or bullying, whether verbal, sexual, or any other kind. This policy is binding to actions between any members of our NEWLHS family. The administration will serve as the Title IX coordinator and be responsible for dealing with complaints. If the complaint involves the administration, the Board of Directors will preside.

Harassment can take one of two forms:

1. Quid Pro Quo: "I'll do something for you if you do something for me."
2. Hostile Environment: Any conduct, language, behavior, or atmosphere that is unreasonably offensive.

Harassment and bullying refer to continuous behavior, which is not welcome and perceived to be personally offensive. Harassment and bullying can be conveyed through in-person communications, phone calls and/or messages/texting, various computer communications, and any other form of communication. Individuals who experience harassment, should, to the best of their ability, make it clear that the behavior is offensive to them, insist that it stop, and state that they will process a complaint.

To file a complaint the victim should report the situation to the administration or any faculty member at NEWLHS. The faculty would then share the information with the administration.

A first time behavior that is regarded as severe or threatening should be reported immediately. Please collect and save any evidence of harassment/bullying and document offensive behaviors as to who was involved, what happened, where and when it occurred, possible witnesses, and anything else that may be deemed important.

An investigation would follow the complaint. Necessary action would be taken quickly and efficiently. All information will be held confidential. A written review will be sent to all relevant parties. Any retaliation will be subject to different disciplinary action. Copies of any communications will be kept on file.

The decision of the administration shall be final. The administration will share situation(s) in complete confidentiality with the Board of Directors. Appeals regarding any decisions can be directed to the Board of Directors.

### **HEALTH SERVICES**

1. 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.
2. Students who become ill during the school day must obtain a pass from the classroom teacher and report directly to the main office. Following a parent/guardian contact, the student will be sent home.

### **HISTORY**

NEWLHS was started when several families felt a need for secondary Christian education and began to talk about the desirability of such a school. After about two years of gathering support from individuals and then congregations, it was decided to open the school in September of 1977, with thirty-four freshmen and sophomores. Our first class graduated in June of 1980.

### **HOME SCHOOL STUDENTS**

N.E.W. Lutheran High School is committed to outreach and the sharing of Jesus Christ with all. Thus, home school students may take classes at N.E.W. Lutheran High School provided they pay tuition per class.

### **HONOR ROLLS**

Semester grades are used to publish honor rolls in January and June. Honor roll categories include "High Honors" for students who have a 3.75 average with no "C" grades; and "Honors," recognizes students who receive a 3.00 average with no grades below a "C."

### **ISSUANCE OF TRANSCRIPTS**

Students who graduate from Lutheran High School or who transfer to another school, must request a transcript in writing to be sent. Transcripts and/or official records will not be sent unless all financial obligations have been met.

## **LOCKERS**

1. Your locker is yours only and is a place for your property. Keep your combination confidential. Lockers must be kept locked at all times. The school is not responsible for valuables kept in a locker.
2. Locker combination changes require use of maintenance man-hours. Therefore, a \$5.00 fee is charged for a requested change.
3. Only your things should be kept in your locker. Likewise, do not put your things in anyone else's locker. Sharing lockers is not allowed.
4. Keep your locker neat and clean. Only magnets or masking tape may be used to hang items in the interior walls. Avoid hanging anything that would be offensive to our Christian standards. Only school-coordinated items should be placed on the outside of the lockers and must be removed in a timely manner.
5. Your locker is the property of the school. Periodic inspections will be made.
6. Do not kick, pound, scratch, hang on, or deface your locker. A minimum fee of \$25 to repair damaged locks and/or lockers will be charged to the student.
7. Backpacks/school bags must be stored in your locker or kept above the locker. No items should be left on the corridor floor by your locker.
8. The area around the lockers must be kept clean. The shelf above the lockers may be used to store only backpacks during the school day. Items may not be left above the lockers overnight.

## **LOST AND FOUND**

Students are to bring all lost articles and books to the School Office. Items may be claimed from the office. Unclaimed items are periodically sold at a school "rummage sale" for \$.50/item. Any remaining items are donated.

## **LUNCH PROVISIONS/COMMONS**

The school provides hot lunch service through an outside provider. Students may purchase lunch or bring lunch from home. Menus are listed in FACTS/RenWeb. Microwave ovens will be available for those who might like to use them. Milk may be purchased. Students are not allowed to take food or drinks outside the cafeteria. All students should remain in the commons during the lunch period unless they have a pass to be in another designated area. Students must dispose of open food and drink containers before leaving the commons. Designated students will be responsible for general clean up at the end of the lunch period. Students are not permitted to leave school for lunch. Students may not order food to be delivered without prior approval.

Family members, NEWLHS graduates and guests can make arrangements with the office to eat lunch with a student on special occasions.

The commons is open before and after school. Students are responsible for cleaning their area when they use the commons.

## **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 that has regular contact with students are considered by the State of Wisconsin to be mandated reports or 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:

Physical abuse – Non-accidental physical injury or threatened injury or unauthorized aversive or deprivation procedures.

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.

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.

Mental Injury – An injury to the psychological capacity or emotional stability of a child as evidenced by observable impairment or substantial impairment in the child's ability to function within normal range of performance and behavior with regard to the child's culture.

Staff suspecting that abuse has occurred must report to the local social services agency or local law enforcement after 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 seventy-two hours of receiving the information. The staff member shall also inform the Executive Director, 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 Academic Guidance Counselor, Executive Director, and the appropriate local authority. They may not discuss this with other staff, the parents of the student or any other person(s). The result of any investigation may remain confidential by the investigating agency and may not necessarily be shared with the mandated reporter.

## **MEDICATION**

The office employees will administer medications under these circumstances:

1. Prescription and non-prescription medication requires a completed, signed authorization from the student's parent/guardian and physician. These forms can be received from the school office. NEWLHS may rely on an oral request to administer medication for up to two school days until written authorization is received. Written notification must include student's name, name of medication, dosage, reason for medication, etc.
2. Prescription or non-prescription medication must be in the prescription or OTC labeled container. The pharmacy will divide medication for home and school into two bottles with proper labels.
3. Parents are encouraged to bring in the medication (especially controlled substances such as ADHD medication) to the school office for the health and safety of your child and other students. If parent/guardians are unable to bring the medication to school, they should contact the office to set up an alternative plan.
4. Students will not be allowed to self-administer or carry medications with them unless an exception is made (example - inhalers), and a written plan is agreed upon between the school office and the parent/guardian.

## **NATIONAL HONOR SOCIETY**

The National Association of Secondary School Principals sponsors the NEWLHS Chapter of the NHS. It is open to sophomores, juniors and seniors who have a cumulative grade point average of 3.4 or better for a minimum of three semesters and have demonstrated Christian character, service, and potential leadership qualities. A faculty committee makes the final selection of National Honor Society candidates. An Induction Ceremony is held in the spring.

## **PARENT E-CONNECT**

The E-connect is the weekly newsletter that is e-mailed to parents weekly. This is our primary source of communication to families. The newsletter relates weekly updates on school activities.

## **PARKING AND DRIVING GUIDELINES**

Driving to school is a privilege that should not be abused. In our neighborhood children are often near the street. Please observe school speed zones of 15 MPH in the parking lot and on Robinson Ave. at all times, especially when leaving after practices and school activities. Violators face school as well as police discipline.

Students may park in the parking lot of campus for free. Students are required to register their vehicle(s) in the office. If a vehicle is not registered, a \$25 parking fee will be charged.

Students are not allowed to park in the first row of parking spots (closest to the building). Those spots are reserved for school visitors. A designated area in the parking lot is for student vehicles. Students should not linger in the lot when arriving at school or at the end of the day. Students should not go to their car during the day without office permission.

A student should not allow other students to drive his/her car.

## **PASSES**

Every student should be in designated areas throughout the day. Students need a pass from a teacher when they leave that area and are restricted to the area indicated on the pass. A student must obtain a pass prior to working with another teacher or studying in another location. Students who are sent to the office must have a pass and proceed directly there.

## **PUBLICATIONS**

Student publications will be approved by the Faculty advisor prior to publication. The Faculty advisor reserves the right to edit publications to align with the school's mission.

N.E.W. Lutheran High School's yearbook, The Trailblazer, will be distributed to students during the summer. There is a minimal cost per yearbook and must be ordered at the beginning of the calendar year.

## **RELEASE TIME POLICY**

Full time students at NEWLHS may be released from school during the class day on a regular basis if the released time is used to take a class or classes at another approved educational institution or co-op. Students who are considering taking these classes should contact the Guidance Director as soon as possible so that the family and both schools can be involved in the planning process. Written permission must be given by the parent for the student to leave the school building in this circumstance.

## **REPORT CARDS/SEMESTER & FINAL TESTS**

The school year is divided into two semesters. Parents are encouraged to check student progress on a regular basis using FACTS/RenWeb – our Student Information System. Progress Reports will also be sent out periodically. Academic eligibility will be evaluated three times a semester. Report cards are issued at the end of each semester.



Cumulative grades and the semester exam are used to calculate semester grades. Semester grades are recorded in the student's permanent file. A Parent-teacher conference is scheduled during the first semester although individual concerns can be addressed at any time by calling the office or contacting the teacher.

The grading system:

- A - Superior achievement
- B - Above average achievement
- C - Average achievement
- D - Below average
- F - Failure (no credit)
- I - Incomplete (work must be completed in two weeks or it automatically changes to an F)

General school grading scale (please note that there may be some variations among certain classes.)

- A = 93-100%
- A- = 90-92.99%
- B+ = 87-89.99%
- B = 83-86.99%
- B- = 80-82.99%
- C+ = 77-79.99%
- C = 73-76.99%
- C- = 70-72.99%
- D+ = 67-69.99%
- D = 63-66.99%
- D- = 60-62.99%
- F = <60%

### **RETAKE COURSES**

A student may retake a course only if he or she received a failing grade in that class or with administrative approval. The original grade that was recorded will be counted on a student's GPA as well as the new grade.

### **SCHEDULE CHANGES**

Class changes can be made during the first two weeks of each semester with approval of the administration. Any class changes after the two-week period, unless initiated by the school, will result in an "F" semester grade on the student's transcript.

### **SCHEDULING**

During the spring semester, class schedules for the following school year are filled out and are finalized before the next school year begins. Any concerns about scheduling should be directed to the school Guidance Counselor. Wherever possible, students will be given the classes they have requested. However, because of scheduling difficulties, some students may not be able to get all classes desired.

Schedules are done again during the end of the first semester.

## **SCHOOL FUNCTIONS**

Students attending games and all functions will maintain the standards set up in this handbook. School pride and loyalty are emphasized, and proper behavior must be observed. When attending a school function, the student is to remain in the designated area. If the student leaves that area, he/she will be asked to leave the activity and not return. Students that are unexcused tardy or absent during the school day, may not attend school functions.

## **SERVICE HOUR REQUIREMENTS**

Each family is required to work 25 service hours for the school (Zoe Scholarship recipient families = 35 hours). This includes concessions, working events and other miscellaneous opportunities. These hours must be done by an adult which can include any adult siblings, grandparents, etc. (NEW Students can work but their hours would not count towards the Family requirement) Working at your home church events, Resch or Packer events or student volunteer hours are not included. These hours are vital to keep YOUR school operating and successful! Great way to meet other parents too! After working an event, the family is required to report these hours in FACTS/RenWeb. Parents of athletes are expected to help with concessions to support their child's sport.

## **SNOW/WEATHER CONCERNS**

NEWLHS will close when the Green Bay public schools close. Green Bay radio or television stations will announce these closures. Parents/Guardians, especially from distant areas, should use their discretion in these instances and have the option of following the policy of their local school district for delays and closings.

## **STUDENT IDENTIFICATION CARDS**

ID cards identify you as a student at NEW Lutheran High School. A \$15.00 fee is charged for a replacement.

## **STUDENT INTERNSHIPS**

Students interested in participating in a community internship of their choice must request this from the Guidance Counselor. Students will be granted internships at the approval of the Guidance Director. NEWLHS will not adjust the master schedule to accommodate student internship request. N.E.W. Lutheran High School's tuition fees are not lowered or reduced for student participation in an internship setting. Students will not be allowed to participate in N.E.W. Lutheran High School's graduation ceremony until all requirements of the internship are met.

## **STUDENT RECORDS**

In compliance with the Federal Family Right and Educational Privacy Act and Wisconsin Statutes Section 118-125, be it RESOLVED:

1. All records maintained by the school for the pupil shall be confidential
2. Transcripts, which contain only objective pupil data, shall be kept permanently.
3. Behavioral records, which include psychological tests, personality evaluations, together with anecdotal records, shall be maintained for five years following graduation and thereafter destroyed.
4. The responsibility for the maintenance of school records is vested in the Executive Director.
5. Parents of minor students and adult students have the right to inspect their records. The parent or adult student desiring to inspect their records shall address a request to the Executive Director in writing.
6. The procedure for challenging records shall be:
  - a. Written notice to the Executive Director requesting a hearing
  - b. If satisfaction is not achieved, a statement of challenge shall be addressed to the Executive Director who will arrange for a hearing with the Board of Directors.

## **Transferring of Student Records in the Event of a School Closure**

If, for any reason, NEW Lutheran High School ceases to operate as a private parochial high school, all of the progress records of the pupils who attended the school as part of the Wisconsin Parental Choice Program (WPCP) will be immediately transferred to the local public school district of each student, based on documented residence.

NEW Lutheran High School will send a declaration to the students and parents that the school ceases to operate as a private parochial high school in accordance with Wisconsin statutes. NEW Lutheran High School shall send written notice to each pupil, or to the parent or guardian of a minor pupil, of the transfer of such progress records in accordance with Wisconsin statutes. Records will be transferred once the parent or guardian of a minor pupil consents in writing to the release of the progress records to NEW Lutheran High School administration. NEW Lutheran High School will also send the Wisconsin Department of Public Instruction a copy of the consent form for each pupil who consents to the transfer of progress records. The written notice shall be signed by the pupil, or the parent or guardian of a minor pupil and shall include the name, phone number, mailing address and other relevant contact information of NEW Lutheran High School who will maintain progress records.

### **STUDENT RIGHTS**

1. The Wisconsin Pupil Nondiscrimination Act, which prohibits discrimination against students on the grounds of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.
2. Title IX of the Education Amendments of 1972, which prohibits discrimination on basis of gender in educational programs.
3. The Age Discrimination Act of 1975, which prohibits discrimination on the basis of age in programs or activities.
4. Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of handicap in programs and activities. To comply with section 504, the Department of Public Instruction must assure that no qualified handicapped persons are excluded from its programs; and must assure that all handicapped students in funded placements have opportunity for a free appropriate education.
5. The Family Education Rights and Privacy Act, which regulates access and release of student educational records.
6. All federal and state constitutional guarantees protecting the rights and liberties of individuals, including freedom of religion, expression, association, against unreasonable search and seizure, equal protection and due process.
7. All regulations, guidelines and standards lawfully adopted under the above statutes by the appropriate administrative agency.
8. Pupils charged with misconduct and subject to suspension or expulsion shall be accorded state and federal constitutional due process of law.

## **SUBSTANCE ABUSE POLICY**

Northeastern Wisconsin Lutheran High School Substance Abuse Policy intends to do everything possible to provide a safe and substance abuse free environment for the purpose of Christian education. Our policy applies to all behavior on or off school property.

Each NEWLHS student and family has an obligation to address substance abuse. Anyone with knowledge of substance abuse may address the situation in one of three ways: 1) Address the individual one on one (Matthew 18), 2) Address the individual's parents/guardians, 3) Address one of the individual's teachers or the administration. Ignoring the abuse, indirectly sends the message that it is okay. It is not. Substance abuse hurts individuals, families, and communities.

1. Any student in possession of illegal substances or paraphernalia with the intent to deliver them to another student will be immediately expelled from NEWLHS.
2. Possession or use of illegal substances or the abuse of otherwise legal substances will result in demerits being assigned. Immediate suspension may result. The student will need to successfully complete a substance abuse counseling program (at the family's expense) as a prerequisite of continued enrollment as a student at NEWLHS. A repeat violation will result in the immediate suspension of the student until such time that the student has successfully completed a substance abuse counseling program (at the family's expenses) as a prerequisite of continued enrollment as a student at NEWLHS.
3. NEWLHS reserves the right to require students to submit to substance abuse testing as condition of enrollment at NEWLHS.
4. NEWLHS reserves the right to search student lockers and vehicles.
5. NEWLHS reserves the right to change this policy.

**Enrollment at NEWLHS will be considered a binding agreement of the substance abuse policy.**

## **TELEPHONE, TEXTS AND CELL PHONE USAGE**

Telephone calls/texts are limited to before and after school or during lunch and meeting time. Telephone calls must be made from the office. Urgent incoming messages will be relayed to the student.

Students can get permission in the office to make a cell phone call at meeting time or lunch. A cell phone used or seen at other times will be confiscated and demerits will be assigned. A parent/guardian must then retrieve the cell phone from the office.

If a teacher gives permission to a student to make a phone call, a pass will be issued to the student by the teacher which must be turned into the office prior to the student making a phone call.

## **TUITION AND FEES**

Students are charged ONE comprehensive Tuition Rate that includes text books, equipment, standardized testing, admission to all athletic events on our campus (except for State Playoff contests), and a fixed amount for student activities and for the class treasury. The Tuition Rate for the school year can be found on our website under the Admissions Tab. The Association Discount is given to members of good standing of the Association Churches (see page 3 for listing of these churches) as they support their members that attend N.E.W. Lutheran High School.

A non-refundable registration fee will be required at the time of registration. This fee is not be applied towards tuition. If a student decides not to attend, the registration fee will be forfeited. After May 1st, the registration fee does increase (applicable to returning families only).

A. Responsibility for payment on account:

Payment of all tuition and fees are the responsibility of the parents or legal guardian of each student, regardless of the student's age. Northeastern WI (N.E.W.) Lutheran High School (LHS) will not assume the responsibility for collecting congregation assistance or other aids a student may receive.

All payments for tuition and other necessary and normal charges are to be paid in accordance with one of the payment plans offered by NEWLHS currently selected by parents and/or guardians and the terms and conditions policies noted on the NEWLHS Tuition Agreement Form (TAF).

B. Special Payment Schedules:

Viewing the relationship of Christian people within the school family, the Board of Directors has authorized the Executive Director to approve special payment schedules for students (parents and/or guardians) who experience adverse financial circumstances, but demonstrate a desire and ability to pay fully their obligation to NEWLHS.

C. Unusual Circumstances:

Once the school year has begun, a family may experience the loss of a job or a catastrophic illness that makes it impossible to sustain payments as they were established. In order to prevent the withdrawal of a student(s) from the school for that year because of these new circumstances, the parents must contact the Executive Director to determine if special accommodations can be made.

D. Overdue Tuition and Fees Policy:

1. An account is overdue if payment is not received by the 25<sup>th</sup> day of the month (10 days past the due date). A \$30 late fee will be added after the 25<sup>th</sup>.
2. When the account is 60 days overdue, a notice from the Executive Director will be mailed to the home. This notice will state that, unless the account has been brought up-to-date within another 30 days OR until confidential satisfactory arrangements have been made in writing with the Executive Director, NEWLHS reserves the right to take any or all of the following actions:
  - Forfeit the privilege to attend NEWLHS and the student will not be admitted to classes until the account has been paid.
  - Hold all student records;
  - Not allow students to participate on school-sponsored trips that involve more than a few dollars unless all accounts are current.
  - Not permit the student to participate in graduation ceremonies; or
  - Turn over the account to a collection agency (the Executive Director will attempt a phone call or meeting with the family as part of the communication process).
3. Any student with an unpaid balance from the previous school year shall forfeit admission for any succeeding school year until the account is paid, or unless a contractual agreement has been made in writing with NEWLHS.
4. Any parent with an unpaid balance from any previous year shall forfeit admission of any future student until the past-due account is paid or an arrangement is made with NEWLHS in writing.
5. Any senior whose account is overdue on graduation day shall forfeit his/her diploma until the account is paid in full, or satisfactory arrangements have been made in writing with NEWLHS.

#### E. Non-Sufficient Funds or Closed Accounts

Checks returned by the bank as Non-Sufficient Funds or from closed accounts will be required to be paid by cash, money order or cashier's check. If a second check is returned, all future payments will be required to be made in cash, money order or cashier's check. Fees will be added to the account.

#### **Student Fees pertaining to WPCP students:**

A school may charge WPCP Choice students, regardless of their income, fees to recover the cost of the following as set forth in statute:

- a. Personal use items, such as uniforms, gym clothes and towels.
- b. Social, athletic and extracurricular activities if not necessary to the School's curriculum.
- c. Musical instruments.
- d. Meals consumed by the pupil at the school.
- e. High School classes that are not required for graduation and for which no Credits toward graduation are given.
- f. Transportation.
- g. Before-school and after-school care.

NEW Lutheran High School charges fees for many of the items listed above. The school does not provide transportation to or from school. Transportation to school and from school are the responsibility of the student and his/her family. Daily bussing is available from within the Green Bay Area Public School District and the East De Pere Public School District to and from NEW Lutheran High School. The school does not participate in the federal hot lunch program. Students can purchase lunch in the school cafeteria or they can bring a lunch from home.

NEW Lutheran High School will collect a fine from students for lost, damaged or unreturned School property such as textbooks. The amount of fine cannot exceed the cost of the item.

#### **TUITION ASSISTANCE**

Student Grant and Scholarship Funds have been established to help worthy students who, with their parents, are dedicated to Christian secondary education, but unable to meet all of the tuition. Interested parties must apply through a secondary, unbiased company. There is a limited pool of monies available for these grants so early application is helpful. At this time, the request deadline is the end of February for the upcoming school year.

#### **VISITATION PROCEDURES AND POLICY**

The safety of our children and orderly procedures for our school community are a high priority. Thank you for your cooperation and assistance in administering proactive and safe visitation requirement. Parents, visitors, and volunteers who visit the school while it is in session must be aware of the following:

1. NEWLHS operates as a closed campus. Please enter the school through the entrance closest to the office during the school hours. All outside doors will be locked during the school day. You must ring the buzzer for entrance.

2. All visitors must obtain a visitor badge and sign in at the office during the school day.
3. No class will be interrupted. Forgotten lunches, assignments, messages, etc. may be brought to the school office for delivery by school personnel. NEWLHS office staff may deliver messages when instruction will not be interrupted.
4. No pets will be allowed anywhere in the building, unless with approval of the Executive Director.
5. Students who were not in good standing upon withdrawal from N.E.W. Lutheran High School are not permitted on campus without prior permission from the Principal.

A. Visitation by College or School Representatives.

Students may be excused from classes to attend a presentation by a college or school representative held at N.E.W. Lutheran High School. To be excused the following conditions must be met:

1. The student has registered with the guidance director.
2. The student has received permission from the instructor of any classes he/she might miss and made arrangements to meet all of the class responsibilities. (No student is excused from class responsibilities because of a visitation)

NOTE: If the privilege is abused, the student will be denied the use of class time for this purpose.

B. Visitors – Guest Spending the Day with the Student

Students are not allowed to bring visitors for the sake of visiting school. Students wanting to learn more about the school through firsthand experience will be asked to pre-register to “shadow” another student. To schedule a “shadow” day, please contact the Executive Director at 920-469-6810.

Steps to follow when inviting a guest to visit our campus:

1. Your visitor must be in the 7<sup>th</sup> – 12<sup>th</sup> grade.
2. Only visitors considering enrolling at NEWLHS will be allowed unless otherwise approved by the Principal.
3. Guests must receive permission from the Principal at least one day prior to their visit.
4. All visitors must come to school in dress code.
5. The visitor must check in to the school office upon arrival.

**WEAPONS POLICY**

The NEW Lutheran School Association makes every effort to ensure the safety of its students, faculty, and staff at NEW Lutheran High School and Green Bay Trinity Lutheran School. As part of this effort, no one shall possess (concealed or otherwise, per Wis. Stat. § 948.605(2)(a)), use, threaten the use of, or store a weapon or look-alike weapon on school property, in a school facility, in a school vehicle, or at any school-sponsored function.

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

According to Wisconsin State Statute 948.605 titled “Gun-free School Zones,” any individual who knowingly possesses a firearm at a place that the individual knows, or has reasonable cause to believe, is a school zone is guilty of a Class A misdemeanor. The police will be informed and the individual may be charged accordingly. The following are exceptions to this policy:

1. A weapon under the control of a law enforcement officer.
2. A weapon handled in a legal manner for the purpose of education or as part of a program approved by the school administration.

Besides notifying law enforcement officials, other possible consequences for violation of this policy by students could include any of the following: application of approved school disciplinary practices and procedures; notification of parents or guardians; suspension from school; and expulsion from school.

### **WEDNESDAY WORSHIP/YOUTH POLICY**

In order to foster and support and family involvement in congregational worship, the N.E.W. Lutheran High staff will try to avoid the scheduling of school activities beyond 6p.m. on any Wednesday.

### **WORK PERMITS**

N.E.W. Lutheran High School does not issue work permits. Students who need a work permit must follow these steps:

1. After being hired for a job, you must obtain a letter of employment from your employer.
2. Bring this along with your birth certificate, your social security card, written consent from your parent/guardian and \$15 to Green Bay City Hall.

### **WORSHIP & CHAPEL**

Christians live lives of worship and praise to God. NEWLHS provides students and faculty opportunities for spiritual growth including daily academic study, classroom devotions, weekly chapel services, and periodic Bible studies. N.E.W. Lutheran High School is committed in philosophy and practice to upholding the doctrinal and confessional positions of the LCMS on all matters.

Additionally students and faculty experience chapel on Tuesdays and Fridays during a 30-minute period after second hour. Teachers, pastors and other speakers will address and lead the student body and staff during chapel devotions. Chapel includes the following guidelines:

1. Chapel attendance is mandatory.
2. Students should participate.
3. Students should not detract from the experience of others.
4. Students should go straight to class after chapel.

### **WPCP APPEALS PROCESS**

The following is NEW Lutheran High School's policy on the appeals process for a rejected WPCP application:

A pupil must meet the family income requirements to qualify for the WPCP:

*The pupil is a member of a family that has a total family income that does not exceed an amount equal to 220% of the poverty level determined in accordance with criteria established by the director of the federal office of management and budget. Family income includes income of the pupil's parents or legal guardians. A pupil attending a private school whose family income increases may continue to attend a private school under this section.*

WPCP guidelines state that a school must, "Within 60 days after receiving the application, the private school shall notify the applicant, in writing, whether the application has been accepted."

If the private school rejects an application, the notice shall include the reason. "A school may only reject an applicant for not meeting income and residency requirements, or for losing a random selection lottery."

Under NEW Lutheran High School's appeal process, the parent(s)/guardian(s) of a rejected applicant has five working days from the date of receipt of their rejection notice to request an appeal. This appeal request must be made in writing. In the appeal, the parent(s)/guardian(s) must prove that the information and documentation



submitted for the applicant during the open application period has been incorrectly used to deny the applicant based on income or residency. No new information or documentation will be considered in the appeal except that which was submitted during the open application period. Denial due to losing a random selection lottery cannot be appealed.

If the parent(s)/guardian(s) appeal(s) the admissions denial and it is determined that the student applicant was denied due to school error, the school will award an WPCP seat to the student. If a waiting list already exists for the student's grade level, the school will add an additional WPCP seat to accommodate the student.

### **WPCP WAIT LIST POLICY**

Wisconsin state statutes dictate that a school must "within 60 days after receiving the application" .... Notify the applicant, in writing, whether the application was accepted.

In the event that more applications are received than seats available, a random drawing will be held to fill the seats. Those applications not selected will be placed on the waiting list. Families will have 7 days to respond to this letter to remain on the wait list. As seats open, families choosing to be on the wait list will be offered the opportunity to accept them.

Students that have accepted WPCP Choice seats must report for classes at the start of the school year. If, after 2 days of missed classes the student has not shown up, the family will be notified in writing of the forfeiture of the Choice seat. A student on the wait list will then be offered the forfeited seat.

**N.E.W. Lutheran High School  
Computer/Internet ACCEPTABLE USE POLICY**

*This policy must be signed and in place by anyone prior to using the school network or computers.*

NEWLHS provides computers and the Internet for students to help them in their studies. We expect them to act in a Christian manner at all times and that includes the use of the computer resources and Internet. We will hold them to the utmost standards this institution has established.

**Students and Faculty:**

1. Every person will have an individual username--given by network administrator(s).
  - a. You should only log on as your individual username and subsequently log off when you are done using the Computer/Internet. Sharing of usernames and/or passwords is not permissible.
  - b. Each user will need to create a password that only they will know. It should be at least 8 characters in length and include uppercase, lowercase and at least 1 number or symbol. Make this gibberish—not something common like a birthday or a middle name, etc.
  - c. If you feel a need to change your password (if you feel someone knows your password, you have forgotten your password or your password has timed out) let the network administrator know and it will be reset in a timely fashion.
2. There should be no downloading of any programs or software on to NEWLHS computers.
3. You will need to log on to the school network to use any of the network resources—printers, computer programs, etc. ***You may NOT use VPN, Hotspots, etc. to circumvent the NEWLHS network.***
4. Technology users are responsible for proper use of a computer/iPad and associated resources. Users will be financially responsible for damages to computers/iPads and associated resources caused by negligent, improper or malicious use.

**Students:**

1. The Internet/computer lab/laptops should only be used for **CLASS OR CLASS RESEARCH ONLY**. A good rule to use- **\*\*\*If you are not using the internet/computer lab/laptops for Class or Class Research—DO NOT use them!\*\*\***
2. Technology users should have no expectation of privacy in the use of computer/iPad/internet resources provided by NEWLHS. iPads, laptops, computers are subject to inspection at any time without notice. The IT and teaching staff can view iPads and network usage and consequences will be assigned for any offenses.
3. If during a study hall or other period, you would like to use the computer lab, check with the classroom teacher of that class during the hour you want to use it and get a pass to go to the computer lab. Also make sure the computer lab is available during that class period.
4. If using a laptop from the computer cart, you must leave YOUR student ID in the slot that you take the laptop from. When returning the laptop, be sure to return it to the correct slot and take YOUR student ID with you.
5. iPads must be charged prior to coming to school. You may NOT charge your iPad (or phones) at school.
6. iPads should be 'named' with student's last name, first initial. You can do this through Settings, General, About, then 'Name'.

**Unacceptable Behavior** can include but is not limited to:

1. Personal e-mails, online shopping, reading magazines, gaming of any sort, playing music, pornographic images, fantasy sports leagues, Instant Messaging, Chat Rooms, blogs or using any social media site such as Snapchat, Instagram, Facebook, etc.
2. Using someone's username with permission (**both** offenders will have consequences) or without permission

**Consequences:**

1. First Offense: iPad: Will be taken away for the day. Laptop/computers: Privileges revoked for one week.
2. Second Offense: iPad: Will be taken away for one week. Laptop/computer: Privileges revoked for one month.
3. Third Offense: iPad: Will be taken away for one month. Laptop/computer: Privileges revoked for remainder of semester.
4. Fourth Offense: iPad: Will be taken away for remainder of semester. You may use the laptop in an academic class only unless laptop privileges have already been revoked. Laptop/computer: Privileges revoked for entire school year.

***If any Offense is more serious in nature (hardware or software vandalism, downloading illegal or dangerous programs, hacking) the authorities will be called.***

*This contract is for an entire time the student is enrolled at NEWLHS. This contract will be kept in your student file. A copy can be made for you if you would like. I agree to the stipulations set forth in the above document.*

\_\_\_\_\_  
Student Name (print legibly please)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Graduation Year

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

## Parent/Student Handbook Signature Page

Dear Students and Parent(s)/Guardian(s):

This handbook was developed as a guide for students and parents and to answer commonly asked questions that come up during the course of a school year. I acknowledge receipt of the Handbook containing the policies, rules and regulations at N.E.W. Lutheran High School. Our goal is to create a positive educational atmosphere of learning where rules are enforced firmly, fairly, and consistently to all students. We ask that you familiarize yourself with this handbook by reading it and ask that you sign this page as evidence that you are aware of our policies and procedures. I understand that the policies, rules, and regulations contained in the Handbook are established for the welfare and benefit of all students. I understand my responsibility to support school policies, and to see that my child adheres to the rules and regulations set forth in the Handbook.

This form is part of the student registration process at NEWLHS and must be returned as a condition of enrollment. Signing below is evidence that parents and students have or will read and understand the contents of this handbook.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date