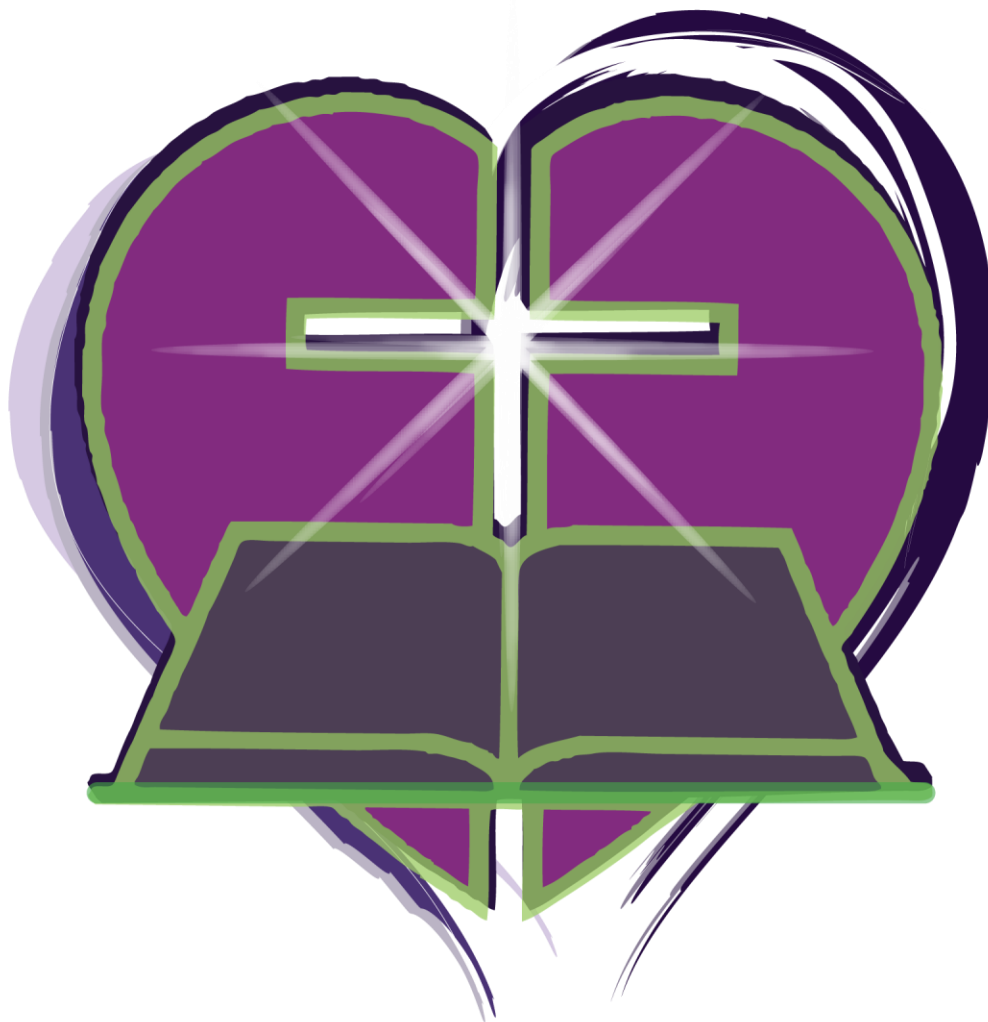


# *Rockford Lutheran Jr. & Sr. High School*

*...igniting minds and souls*



## *2018-2019 Parent Handbook*

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Failure to read this handbook does not excuse students from the rules and procedures described herein. Personal factors or contradictory advice from any source are not acceptable grounds for seeking exemptions from these rules and procedures.

***Mission Statement:***

***"Rockford Lutheran School - the provider of an exceptional college preparatory education in a challenging and inspiring Christian environment."***

The following Association congregations serve as owners/operators of the Lutheran School Association:  
(All located in Rockford/Loves Park area unless otherwise noted)

Alpine Lutheran Church	Our Savior's Lutheran Church
Bethlehem Lutheran Church	Redeemer Lutheran Church
Calvary Lutheran Church	St. Andrew Lutheran Church
Christ Lutheran Church	St. Mark Lutheran Church
Christ the Rock Lutheran Church	St. Paul Lutheran Church
Christ Our Savior Lutheran Church	Salem Lutheran Church
Concordia Lutheran Church	Shepherd of the Valley Lutheran Church
Emmanuel Lutheran Church	Tabor Lutheran Church
First Lutheran Church	United Lutheran Church
Gloria Dei Lutheran Church	Zion Lutheran Church
Grace Lutheran Church	
GPS Faith Community	
Immanuel Lutheran Church-Belvidere	
Immanuel Lutheran Church-Freeport	
Lutheran Church of the Good Shepherd	
Mount Olive Lutheran Church	

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\*Note-For purposes of clarification, throughout this booklet 'Lutheran Junior High' refers to 6th through 8th grades, and 'Lutheran High School' refers to grades 9-12. Pre-Kindergarten through 5th are referred to as the 'Rockford Lutheran Academy'. Rockford Lutheran School refers to the complete program: Pre-Kindergarten to grade 12.

## I. Preamble

In order that our school may serve its students and parents and this community, it is necessary that its fundamental policy, purpose, and objectives be understood.

## II. Philosophy

We believe in the Triune God as the source and sustainer of all created life.  
We believe that all have sinned and are unable to earn God's love.  
God offers forgiveness and eternal life through the death and resurrection of Jesus Christ.  
By the power of the Holy Spirit we receive a new life-dedicated to using our gifts to his glory.  
Each child is viewed as a redeemed child of God who possesses his/her own unique abilities.  
We seek to encourage each student to realize and use their abilities in all areas of life.  
Our school is first, Christian; second, Lutheran; third, an academic institution.

## III. Mission Statement

"Rockford Lutheran School - the provider of an exceptional college preparatory education in a challenging and inspiring Christian environment."

## IV. Objectives

Rockford Lutheran seeks to develop in each graduate the ability to be:

A disciple of Jesus Christ:

- I have a personal relationship with God; Father, Son and Holy Spirit.
- I experience and share His love and forgiveness with others.
- I understand and experience Christian life in the appropriate application of Law and Gospel.

A talented Child of God:

- I have identified my God-given talents and begun to develop them, for personal use and to glorify Him.
- I make Christian use of leisure time.
- I consider my future role a Christian vocation.

A healthy contributor to society:

- I have a positive attitude toward self, home, fellowman and work.
- I seek my maximum potential by pursuing high academic standards.
- I am a responsible member of church, community and nation.
- I look for opportunities to serve God by serving others

## V. Administration

The Lutheran School System is owned and operated by Lutheran congregations which have formed the Lutheran High School Association of the Greater Rockford area. These congregations elect a Board of Directors to represent them in meetings of the Association. This Board is responsible for the proper administration of the school. Their Executive Director is the administrator of the Rockford Lutheran School System.

## VI. Accreditation

The Lutheran School System (K-12) meets the criteria adopted by the Illinois State Board of Education for recognized non-public schools. The school annually requests inspection by the State Department of Illinois in order to continue to be a school recognized by the State of Illinois. The school has also been granted full accreditation by the North Central Association of Colleges and Schools, and National Lutheran School Accreditation. These national agencies have completed on-site evaluations of the school and its programs, and granted full accreditation to our entire K-12 program through the year 2020.

## VII. Admission Policies

The Lutheran School System is dedicated to the purpose of offering an educational setting to all students in the area who are in harmony with our school's goals and objectives. Applications are accepted regardless of religious affirmation, nationality or race. All students, grades 6-9, will complete a placement test as part of the application process. All other students must supply a transcript from their previous school. Upon receipt, through consultation with the applicant and parents, it will be determined if Lutheran is the school to best meet the student's particular needs.

The State of Illinois requires that all-incoming kindergarten, fifth and ninth graders have a physical examination before entering school in the fall. Your doctor has forms for reporting the results, and his office is to forward the completed record to the school. Students participating in athletics must have annual sports physical examinations.

## VIII. Transportation

Most students are transported through car pools. Ample numbers of students attend from the various areas served to make this practical. Automobiles driven to school are to be parked upon arrival at school and not used again until departure at the end of the day. All student cars are to be parked in the designated parking area. All vehicles parked in the school lot during school hours must display the appropriate parking permit. (Visitors should park in the designated areas). Violation of the parking permit policy will result in warnings and possible fines.

## IX. Visitors

Visitors are welcome. All visitors to the school must secure a Visitor's Pass before going through our building. Students who wish to bring a visitor to school must notify the Admissions office and apply for a Visitor's Pass at least one day in advance. On the day of the visit they must meet their visitor in the main office and pick up the pass from the front desk.

## X. Financial Considerations

### **Tuition Assistance**

A Tuition Assistance program has been established to help students who are unable to meet all of the tuition costs. All parents requesting tuition assistance for their children must complete the necessary forms and meet income eligibility requirements. Forms and additional information are available in the Business Office or online at [www.rockfordlutheran.org](http://www.rockfordlutheran.org)

### **Tuition**

Tuition is assessed according to the published schedule. When several students from one family attend at the same time, the tuition for the subsequent children is reduced according to the published schedule. Parents or guardians are responsible for the tuition of any grading period in which the student is enrolled. The customer agrees to pay the full semester of tuition when a student withdraws or is dismissed for any reason at any time during the semester. The customer also agrees to pay all legal costs and collection fees incurred by Rockford Lutheran School in collection of amounts owed by the customer.

Tuition is to be sent to the Business Office at 3411 North Alpine Road, Rockford, IL 61114, and may be paid all at once, by the semester, or in equal monthly installments. Tuition and fees may also be paid via automatic withdrawal. This can be set up with the business office. Parents must select a payment schedule at the time of registration, but can revise the payment plan during the school year. Credit, debit, and e-check payments can be made online at [rockfordlutheran.org](http://rockfordlutheran.org). A convenience fee is charged with these transactions. If financial problems arise during the year, speak to the Finance Director. Any account balance due and not paid by the **10<sup>th</sup> of the month will be subject to a 2% late fee.**

Students may be denied admittance to school if an account balance becomes over 30 days past due. To be readmitted, the tuition account must be made current. Any tuition delinquent from the first semester of the school year must be resolved prior to the start of the second semester or the following year, respectively. The student may not be allowed to attend school until obligations have been met. Report cards will be held for tuition accounts that are over 30 days in arrears or lunch accounts that have a negative balance.

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 by cash, money order or cashier's check. A fee of \$30 will be added to the account.

Student enrollment fees and prior account balances must be paid in full prior to the first day of the new school year. All tuition and fees must be satisfied prior to graduation. No grades or transcripts will be issued until all monies are paid.

All tuition and fees must be satisfied prior to graduation. No grades or transcripts will be issued until all monies are paid.

## XI. Academic Information

### **Academic-College-Career Services at Lutheran High School**

LHS offers numerous programs and services to assist in the college and career planning of each student. Many of these components are integrated into various areas of our course instruction, as students learn college/study skills, specific career exploration techniques and develop their specific God-given talents throughout their course of study. Our Developmental Counseling program helps students improve their ability to understand their strengths and weaknesses thereby equipping them to make wise college/career choices in the future. In addition, the Academic Dean assists students with the specifics of academic planning, college testing, and career/college exploration strategies. The school library and guidance office coordinates their efforts to make available to students hundreds of vocational and college resources. Specific services to students include the following;

- Testing: grades 6-10 Aspire, PSAT, grade 11 ASVAB
- Individualized planning for all students
- Career Fair
- College Visits
- Parent Nights for College/Career planning

### **High School Graduation Requirements - Option 1**

A full time four-year student at Lutheran High School must meet the following minimum graduation requirements:

8 credits of English

6 credits of Social Science (including 1 credit each of Government and Economics, 2 credits of U.S. History and 2 credits of either Geography or World History)

8 credits of Mathematics and 6 credits of Science, OR 6 credits of Mathematics and 8 credits of Science

2 credits of Fine Arts (Art, Music, Drama)

8 credits of religion (1 for each semester in attendance)

4 credits of World Language (could be waived by administrative approval)

4 credits of Physical Education (including a semester of Health)

1 credit of Computer Keyboarding (unless taken in junior high or tested out of)

5 credits of electives

1 credit is earned for one semester of successful study. The graduation requirement is 52 credits. Beginning with the Class of 2016, all students will be required to have at least one on-line course appear on their transcript.

A transfer student must meet all the above requirements with the exception of Religion. They must receive 1 credit of Religion for each semester at the school. High school students are encouraged to take a full load of at least seven courses per semester

**Medical excuses, renewable each year, for Physical Education classes will proportionately reduce the Physical Education requirement. The Physical Education credits that are waived are to be replaced by other course work.**

**High School Graduation Requirements-Effective for the class of 2020 and beyond.**

**Attention Students and Parents:**

In order to uphold the academic integrity and high expectations of our program, we maintain the same total of 52 credits required for graduation. The change involves providing more flexibility for students to pursue courses in technology, engineering and dual credit. In short, instead of requiring 4 math/3 science, or 4 science/3math credits, we now will require 3 of each, but also require an additional 4 credits in the “flex” category, to include science or technology or engineering or fine arts or mathematics. (Commonly referred to with the acronym of STEAM). We have also dropped the keyboarding requirement and lowered the number of electives to 4.

Please make note of these requirements as you review your student’s Course Recommendation Sheet. And as always, feel free to contact my office if you have any questions.

**Graduation Requirements: 2020**

8 credits of Religion (1 for each semester in attendance)

8 credits of English

6 Credits of Social Studies (including 1 credit each of Government and Economics, 2 credits of U.S. History and 2 credits of either Geography or World History)

6 credits of Mathematics at the high school level or a minimum of Pre-Calculus (having completed Algebra I, Geometry and Algebra II). (If a student completes Pre-Calc as a sophomore, 2 credits of additional Flex courses are required).

6 credits of Science at the high school level or a minimum of 2 credits each of Biology, Chemistry and Physics.

2 credits of Fine Arts (Art, Music)

4 credits of Foreign Language (could be substituted due to specific educational needs)

4 credits of Physical Education (including 1 semester of Health)

4 credits of Flex classes

Additional courses in Science, Technology, Engineering, Fine Arts or Mathematics.

Dual credit courses (with administrative approval)

4 credits of electives

Minimum total of 52



All students must complete 1 online learning experience prior to graduation.

High School Level courses completed in 7-8<sup>th</sup> grade would be included on the transcript, but would not be counted as part of the 52 credit requirement for graduation.

### **Certificate of Excellence Program**

Lutheran High School offers a two level diploma program. A Level One will require students to meet the minimum graduation requirements as set forth by the Board of Directors.

A Level Two Diploma will require students to meet the following criteria in addition to the minimum requirements. They will receive, upon graduation, an additional Certificate of Excellence:

A. Students will be required to participate in 8 school activities, averaging one per semester. A sport such as basketball which transcends two semesters will qualify as one activity. Serving as managers of a sports team for an entire season would also qualify. These activities will be from the following list:

Academic Team	Art Club	Cheerleading	
World Lang. Club	Red Cross Club	Bowling	
Band (2yr)	Drama Productions	Golf	Football
Soccer	Wrestling	Basketball	Track
Academic Team	Peer Ministry	Tennis	Cheerleading
Jazz Band	Cross Country	Volleyball	Art Club
Baseball	Bass fishing	Key Club	Chapel Band
Student Council	I.C.T.M. and WYSE Mathematics teams		

B. Students must successfully complete at least 4 years of mathematics and 4 years of science. A semester long college class may be substituted for a 4<sup>th</sup> year of mathematics if the student has already completed Calculus.

C. Students must complete at least 4 years of high school foreign language, or complete a language through level 5.

D. Students must rank in the upper 50% of the graduating class.

Requirements for transfer students will be determined in consultation with the school counselor.

**Graduation Honors Policy  
Academic Recognition Program-Revised-Effective 2018**

**Seniors:**

**Cum Laude**

12 or more Honors credits, no more than 14 B's, no other grades below a B.

**Magna Cum Laude**

All A's or a 4.0 GPA or above, 20 or more Honors credits, no more than 7 B's, no other grades below a B.

**Summa Cum Laude**

All A's and 30 or more Honors Credits

**Freshman:**

**Distinction**

2 Honors credits, no more than 2 B's, no other grades below a B.

**Class Scholastic Award**

All A's

**Sophomore:**

**Distinction**

6 Honors credits, no more than 6 B's, no other grades below a B.

**Class Scholastic Award**

All A's

**Juniors:**

**Distinction**

12 Honors credits, no more than 10 B's, no other grades below a B.

**Class Scholastic Award**

All A's

\*For all criteria: No incompletes, No other Pass/Fail except Christian Service.

**Electives**

Electives may be taken from any department as long as the prerequisites have been met. In addition to the regular curriculum credits given, credit requests for other activities (such as classes at a college, on-line courses, summer school, night school, or community work experience) will be judged on an individual basis by the principal and Academic Dean, with the consent of the faculty. These courses do not replace LHS requirements, but allow for remediation and for courses not offered at LHS. Prior permission must be obtained from the Academic Dean. Qualifying high school level courses taken during junior high will be recorded as high school credit. These courses will not reduce the number of credits needed for high school graduation and will not be included in the calculation of the high school GPA.

## Communication of Academic Progress

A successful academic program depends on successful communication between student, parent, and school. Our program is established to provide for ample written school-to-home communication. Communication can be accomplished in a number of different ways:

1. Grade and attendance information is available on-line at [www.rockfordlutheran.org](http://www.rockfordlutheran.org). Please contact the Registrar, who will assist you in establishing a password protected account that will enable you to regularly monitor your student's progress.
2. Assignment notebooks are available through the school office.
3. Weekly grade reports are available from our computerized grading program. All students receiving a failing grade in a class will be emailed a report on a weekly basis.
4. Homework and class information is also available through Skyward. This system is accessible through our school web page, [www.rockfordlutheran.org](http://www.rockfordlutheran.org). The use of this tool is particularly suitable when a student is absent or has forgotten an assignment. It is also convenient for parents to "double-check" to be certain that your student has completed all the appropriate work for each class. If the information has not been updated, please feel free to contact the teacher via phone message or e-mail.

**Please be sure to check Skyward each day that your student is absent. Even if they are not well enough to do any work that day, you will be able to make note of all the assignments.**

5. Phone contact and email with teachers is also encouraged when a concern is apparent. This is always to be the first step in resolving a personal or academic concern that deals with that one specific teacher. Please realize that many teachers only have a short period of time outside of the classroom each day. If your message for them to call is not received until after their preparation period, after school activities may require that a return call not be made until the following day. Information concerning each teacher's extension is available on our web site and included with information distributed to students at the beginning of the year, as well as parents at Parent Night.
6. If concerns are apparent in a number of different classes, a team meeting may be arranged which would involve all of your student's teachers. Contact the Academic Dean for an appointment.
7. Parent/teachers conferences are scheduled during the first semester.

The marking system is as follows:

- |                             |   |
|-----------------------------|---|
| A -92-100% - Excellent      | - superior achievement  |
| B - 83-91% - Good           | - above average achievement   |
| C - 74-82% - Average        | - average achievement and work  |
| D - 65-73% - Below Average  | - low achievement   |
| F - 64% and below - Failure | - failure to meet requirements  |
| I - Incomplete              | - Grade will be issued after completion of requirements.<br>Incompletes must be made up within two weeks. |
| P - Pass                    | - Requirements met at minimal level.  |

An Honor Roll shall consist of students attaining a 3.5-4.0+ average for a semester. Students receiving a 3.00-3.49 average shall receive honorable mention. Eligible students must carry at least 5 classes, and have no D's or F's.

In calculating cumulative averages, all courses shall be counted as one full credit per semester. All courses offered shall contain sufficient academic content, as evidenced by a syllabus and classroom presentation, be evaluated by means of periodic written tests and semester written finals (unless waived by administration), and contain regular homework assignments (as appropriate for grade level and subject).

### **Auditing Courses**

At the time of course registration, high school students who have a GPA of 4.0 and above have the option of auditing their elective courses. The course would still receive a grade, would be shown on the transcript as audited, but would not be included in the calculation of the GPA.

### **Course Failures**

Courses failed must be made up in summer/night school. Exceptions are to be made at the discretion of the counselor or registrar. High school students who fail two or more courses per semester may be asked to discontinue their enrollment.

### **6<sup>th</sup>, 7<sup>th</sup> and 8<sup>th</sup> Grade Course Failures–**

Students who do not receive a passing grade of D- or above in any course must make up those courses in order to advance to the next level. Courses can be made up during the summer or during the next school year.

### **High School Enrollment – Academic Probation**

Any student who fails two or more courses in a semester will automatically be put on academic probation. This will result in a contract for the next semester that must be met in in order to continue enrollment at Rockford Lutheran.

### **Educational Adjustment Program**

The staff and administration may determine an adjustment of the requirements of a course to allow for successful completion by the student deemed eligible for this program. After the adjusted requirements have been completed, the student will receive a grade of 'Pass', thus receiving credit for graduation. The transcript includes an explanation of the grade.

### **Dropping Classes**

Students may drop a class and replace it with another at any point up to ten school days into the semester. Students who drop a class after the ten day point may not enter a replacement class without the permission of the administration and the teacher involved.

Students may also drop a class after the ten day period pending parental permission and the payment of a \$200 fee. The fee may be waived if the class is being dropped in order to enter another level of a similar class. The teacher must be informed in writing that a student is dropping his/her class and sign a drop pass showing that all materials are accounted for. Classes dropped after 20 days of the semester are included on the transcript and GPA as a 'Withdraw-F'.

### **Final Exam Exemption**

Students in grades 7-12 may opt out of one high school level semester final exam if they have an “A” and 5 or fewer absences (for any reason other than school sponsored activities for that class during the semester), no more than 1 detention, and no more than 3 tardies. Three college visits may count as school sponsored activities.

Seniors in the second semester may exempt every class that they have an “A” or “B” in and 5 or fewer absences (for any reason other than school sponsored activities for that class during the semester, no more than 1 detention, and no more than 3 tardies.

### XII. Policies and Guidelines Concerning Student Records

In compliance with the Federal Family Right and Educational Privacy Act:

1. All records maintained by the school for the pupil shall be confidential.
2. Permanent records consist of basic identifying information (names and addresses of student, parents, telephone numbers, birth date and place, and gender), academic transcript (which will include grades, class rank, graduation date, grade level achieved, and college entrance examination), attendance record, accident and health reports, a record of release of permanent record information. Student permanent records and the information contained therein shall be maintained for a period of sixty (60) years after the student has transferred, graduated or permanently withdrawn from school.
3. Temporary records consist of any other verified information of clear relevance to the education of the student including; intelligence and aptitude test scores, psychological evaluation, teacher’s anecdotal records, disciplinary information, special education files, and a record of the release of temporary record information. Temporary records shall be maintained no longer than five (5) years following graduation or withdrawal and thereafter destroyed.
4. Adult students or parents of minor students shall have the right to inspect their records. Any parent or adult student so desiring to inspect their records shall address a request to the administrator in writing. A copying cost of \$0.25 per page is requested.
5. Complete policies and procedures concerning student records are available from the office of the Registrar.
6. Directory information that lists student names, addresses, and other identifying information may be released to the general public. Parents may prohibit the release of such information of their child by indicating such on enrollment paperwork in the designated section.
7. Parents, or student once they turn eighteen, have the right to request copies of these records at any time prior to their destruction.

### XIII. Daily Schedule

The regular school day is from 7:45 A.M. to 3:05 P.M. Students are assigned to classes or study hall for every hour of the day. Changes in schedule must be arranged with the Academic Dean. Rockford Lutheran School maintains a closed campus.

Junior or Senior students may apply, with parents' approval, for permission to arrive late or leave early. Students earning this privilege must have a 2.5 cumulative GPA and have passed every

class the previous semester. The privilege may also be revoked if a student is failing a class. If their arrival/departure is not according to the approved routine, they are to be in library or under the supervision of an approved teacher. By 3:30 all students should be with their extra-curricular activity, in an after school study hall, or in the MPR. Parents are welcome to call their child as they enter the parking lot to inform their student of their arrival. However, students may not wait for their ride in the entry area or in the hallways.

## **Emergency School Closing Information**

Emergency school closing information will be available on the school web site, and local television stations. Our Skyward system allows us to send voicemail and text messages to telephone numbers on file. Please ensure that this information is accurate and appropriate.

### XIV. Spiritual Life Opportunities

#### **Worship**

Christians consider all of life a worship and praise of God. Lutheran High/Luther Academy provides students and faculty, as the "Body of Christ", the special privilege of a daily devotional period at the beginning of each day. Teachers lead devotions during Homeroom each Monday and are encouraged to share prayers or devotions at other times, as appropriate. In addition, students and faculty worship God in frequent chapel services, and are encouraged and expected to participate in congregational life. Student participation in conducting chapel services is strongly encouraged.

#### **Spiritual Counseling**

The Lutheran School System is unique also in that counseling is available for specialized and personal concerns. This is available through teachers or other administrators. Assistance from students through various student leadership programs is also available.

### XIV. Opportunities and Services

#### **Center of Research and Engagement [CORE]**

Rockford Lutheran is a member of the Reaching Across Illinois Library System and can obtain resources from any public or college library in the region. Fiction and resource books may be checked out for a two-week period. Certain reference volumes may also be checked out but for one day period only. Abuse of any privilege will result in the levying of fines and/or loss of privileges.

#### **Student Council**

The Student Council represents the student's voice at Lutheran High School. It is not regarded as a legislative body that makes rules for the student body or organizations in the school. The council is primarily a service organization which can and should do much to serve the student body, the faculty, and the school. It serves as a central coordinating group to student ideas and opinions help create an atmosphere and environment conducive to Christian living, assists in the solution of school problems, develops and maintains school spirit, cooperates with faculty, fosters Christian fellowship within the student body, and gives leadership in all phases of school life, grades 6-12.

## **Lunch**

A full service hot lunch program is available in the school cafeteria. Students are also able to bring their lunch and have access to microwaves and vending machines. Students are not permitted to leave school for lunch, or have lunch delivered in (restaurant deliveries, etc). LHS maintains a closed campus.

Vending machines may only be used at lunch, before or after school.

## **Yearbook**

Lutheran High School publishes a yearbook, the Cavalier. Students may order a copy at the time of registration, or from the yearbook staff.

## **Clubs**

Various clubs are formed throughout the school year in response to student interest. These clubs include the following:

- Key Club/Builders Club
- National Art Honor Society
- World Language Clubs [German, French, Spanish]
- National Honor Society
- EcoClub
- Academic Clubs
- Junior High Clubs – Legos, Speech, STEM, Math Counts, and others

New clubs are formed on the basis of interest and available faculty.

## **National Honor Society**

All juniors and seniors attending Lutheran High School are eligible to become members of the National Honor Society. Membership in the NHS is a privilege, not a right, based on the four criteria of character, service, leadership and scholarship. To be eligible for membership, students:

1. Must have a minimum cumulative grade point average of 3.5 on a weighted scale.
2. Must have attended Lutheran High School for at least one semester.
3. Must be evaluated on the basis of service, leadership and character.
4. Must be willing to participate in one or more service projects each year
5. Must be approved by a majority vote of the faculty council.

The following provides a brief description of the criteria, and how each category is defined.

### **CRITERIA:**

- Scholarship: Predetermined by GPA
- Character:
  - A. Promptly meets responsibilities to school and teacher
  - B. Demonstrates highest standards of honesty and reliability
  - C. Cooperates by complying with school rules
- Leadership:
  - A. Demonstrates leadership in classroom or organization participation
  - B. Demonstrates leadership in promoting school activities and/or leadership in church/community activities
  - C. Successfully holds school offices or other positions of responsibility
- Service:
  - A. Is willing to render any service to school, church or community when called upon (Service hours required for a course do not constitute service).
  - B. Is willing to do committee work
  - C. Shows courtesy by assisting visitors, teachers, and students

Upon determination of eligibility due to GPA, students are invited to complete an information packet which provides details concerning their experiences in leadership and service activities. This material is tallied and scored. References are requested from one school related, and one non-school related source to provide feedback on general aspects of character. Neither reference may be a relative. Information is also solicited from faculty members who are familiar with the students being considered for membership. In accordance with National Honor Society guidelines, a faculty committee of five members reviews the information through the use of a scoring system that rates and compares activity and leadership experiences. They then select those students who meet the qualifications of the society. They are then required, as per NHS guidelines, to participate in the induction ceremony, and its preliminary activities. Not all who complete the application process will be admitted.

Disciplinary action is cause for review of continuing membership by a faculty council. Verifiable evidence of illegal activity will also result in a review of membership qualifications.

## XVI. Extra-Curricular Activities

### PHILOSOPHY FOR ATHLETICS AND OTHER EXTRA-CURRICULAR ACTIVITIES

The athletic program at Lutheran High School/Lutheran Junior High is an essential part of the total school program because it is an extension of the goals and principles developed in the classroom. It allows for the development of the student's self-esteem, builds respect toward authority and friends, reinforces a strong work ethic, allows for social interaction, and teaches relationship building in a setting other than the normal classroom. This enables the staff to reach students in a variety of ways.

The fundamental belief emphasized in our school is that Jesus Christ is Lord. The athletic program must reflect that fact. All other goals are secondary. The program must be Christ-centered to reinforce the Gospel message. Christ-centered means the athletes, coaches, fans, parents, cheerleaders, and staff are encouraged and expected to reflect Christ in all they say and do. They are to exhibit Christian sportsmanship in practice as well as in contests. The student-athlete is pushed to develop his/her God-given talents and to respect the talents of teammates and opponents.

The athletic program offers opportunity for growth in many areas. The athlete learns responsibility toward his/her Lord, teammates, the school, the student body, the fans, and himself/herself. The athlete develops physical and motor skills that will carry over into their leisure activities as adults. Emotional maturity and mental toughness are enhanced as the pressure of competition is applied. Leadership skills are developed, as quick decisions are required during the game. The camaraderie among teammates of differing interests and abilities builds an appreciation and valuing of others.

The athletic program encourages a commitment to excellence which helps the student to deal with the competitive society we live in. It does this by the process of setting a goal and focusing in on the sub goals necessary to achieve the final goal. Because setting goals and reaching them is a disciplined activity, the program is not an intramural program where there is little guidance or direction. Athletes enjoy playing and are encouraged to participate but they are challenged to excel. Winning is a byproduct of reaching the goals stated above and is not an end in itself.



The program has a public relations function in Christ's kingdom work. It provides an avenue to witness to teammates, opponents and spectators by word and deed. It promotes the school by calling attention to the activities of the school.

Participation is a privilege that is offered to students. It cannot come at the expense of other responsibilities such as academics, church or family. It should enhance the athlete's ability to benefit in these other areas. Participation builds students physically, spiritually, and emotionally. It enables the staff to develop the whole person to be a better steward in God's kingdom here on earth and for eternity. All students are strongly encouraged to participate in our extra-curricular program. High school students must meet Illinois High School Association requirements for eligibility. See the following link to the IHSA website: [http://www.ihsa.org/documents/forms/current/elg\\_rules\\_lg.pdf](http://www.ihsa.org/documents/forms/current/elg_rules_lg.pdf).

Objectives stressed are as follows:

1. To help the student recognize the human body as a gift of God to be used to His glory and the participant's well-being.
2. To cultivate such traits of Christian character as courage, loyalty, cooperation, self-discipline, and sportsmanship.
3. To gain recreational experience and skills for a God pleasing use of leisure time in adolescence and adult life.

#### **Athletic Regulations:**

- 1) In all cases, LHS will adhere to IHSA rules and regulations.
- 2) The rules and procedures governing student behavior at LHS will apply to all students participating in extracurricular activities.
- 3) Eligibility
  - a) Sports Physical Examination - The IHSA and the Rockford Lutheran Jr./Sr. High School Athletic Dept. requires all student-athletes to provide a current sports physical examination prior to practicing the first day of the season. This examination must be completed by a licensed physician after June 1 of each year. The sports physical is only valid for 395 days. Student-athletes **will not** be allowed to start practice without a current physical examination form on file with the athletic dept. The physician and the parent must fully complete both sides of the form and sign it prior to giving it to the athletic office. All incoming freshman and sixth graders must obtain the required school entrance physical examination. This required physical examination can also be used as the sports physical examination.
  - b) Academic Expectations:
    - i) **Athletes must be enrolled in at least 5 classes per semester.**
      - (1) If less than five classes were passed during the prior semester, the student is ineligible until the following semester has been successfully completed.
      - (2) If a student has failed a class the prior semester, then the individual is ineligible until a passing grade is established during the current semester. The term for establishing a passing grade will be the conclusion of the first three weeks of the current semester
    - ii) **Athletes must be in attendance of all of their classes to participate in any athletic activity (practice or contest) that day.** If a student leaves or misses school for either a doctor or dental appointment, then upon returning to school that day, the

student must provide the main office with an excuse from the doctor/dentist on official letterhead. Absenteeism on the day before a weekend or non-school day activity will be addressed on an individual basis by the Athletic Director or his/her appointee.

- iii) **Weekly eligibility reports** will be used to determine the academic status each and every week school is in session. A 4-point system is used.

F's = 2 pts.

D's = 1 pt.

A student is ineligible if he/she has 4 or more points. The student will also be ineligible once he/she has earned an F in the same course for 4 weeks during the course of an athletic season.

(1) Students will be pulled from practice participation if they are on the F list to participate in the after school study hall. Athletes with an "F" must participate in the after school study program once per week per "F" until the grades have been raised. Students who do not participate in the after school study program will receive a detention. The study program runs Monday-Thursday from 3:20-4:00 pm.

(2) A student who is ineligible will have to sit out each week until they are determined to meet eligibility requirements. Grade reports are checked on Thursday and the student will have to sit out the following Monday-Sunday if they are deemed ineligible.

- iv) **Parents/guardians shall be notified** of any eligibility problems or discontinuation of participation by the Athletic Director. Notification of eligibility problems and/or discontinuation of participation is the responsibility of the activity advisor or coach of that sport. Notification shall be made by Friday following determination of eligibility.

If a student is absent during the week, and such absence creates a situation of ineligibility because of missed work, the eligibility of the student will be determined by their status the previous week, until they have completed their make-up work accumulated due to absence. They are allowed a minimum of one day to make up homework for each day of an excused absence. For example, if the student is absent Wednesday and Thursday due to illness, and they were eligible the previous week, they would remain eligible until Sunday. At that time it will be determined whether or not they would remain eligible for that week. The normal process would then resume the following Thursday.

- v) **The period for determining eligibility is the semester.** If a student has failed the prior semester, then he/she is ineligible until a passing grade is established. The term for establishing a passing grade will be the conclusion of the first three grading periods of the current semester (typically at least three full weeks). Students will miss a minimum of three weeks of competition if they fail a class from the previous semester.

- 4) We believe our bodies are the temples of God and should be respected accordingly. Therefore, smoking, drinking, and drug use by activity participants will not be tolerated in or out of season.

For use and possession of tobacco in any form:

1st offense - Be excluded from participation 1 week of competition (Minimum exclusion from game competition is one interscholastic game, regardless of sequence).

2nd offense - Elimination from the team for the remainder of that sports season.

Drug/Alcohol and/or other Substance Abuse:

If students in the interscholastic program possess or are under the influence of drugs/alcohol or are in possession of any drug paraphernalia during their high school career, the following policy applies in addition to regular school policy:

1st offense - Option A - Immediate removal from interscholastic activity. No future participation in any interscholastic activity for the student unless Option B is completed.

Option B - (1) Suspended from interscholastic contests for a period of 14 calendar days. Practice may begin for the last 7 days of the 14 day period. If there are no contests held during the 14 day period, the individual must sit-out the next two interscholastic contests prior to being reinstated. (2) Completion of a substance abuse assessment by a school approved qualified agency and/or participation in the recommended program.

2nd offense - penalties may include suspension or expulsion, at the discretion of the administration.

Sale or distribution of alcohol, drugs, and look-alike substances may require suspension or expulsion, at the discretion of the administration.

5) Generally, conduct is expected that witnesses to the love of God in our students. The question you can ask is "Would Jesus approve of my action?"

6) Specific rules for individual sports and activities may be applied by the advisor/coach of an activity/sport, except as noted, upon review and approval by the Athletic Director. Rules must be in documented form and distributed to all participants and the administration.

7) Students may only participate in one sport per season.

8) Participants must take LHS/LJHS transportation to and from the event, when such transportation is offered. The only exception occurs when a parent tells the advisor/coach that her/his child will be riding with their parent. Students cannot ride with other students. Absolutely no written notes will be accepted without face-to-face interaction between coach and parent concerning changes in transportation needs.

9) Student Activity cards must be shown for free admission to all fall events. After receiving your I.D. with your picture, it must be shown at the gate to receive free admission to all events for the remainder of the year.

### **Proper Demonstration of Christian Sportsmanship**

Being that the athletic/activity program of Lutheran High and Academy is an integral part of our school, it is necessary that participation in this program, both by athletes and spectators, reflects the Christian attitudes and values of our institution. We know that, while the results on the scoreboard may not have always been what we would have liked, our school is here to facilitate student growth and much maturity and development is encouraged through these activities. We also know that these activities provide a great opportunity for fellowship with parents, and to witness to others what our school, and our Lord, is all about. Since we know that we are the only 'Bible' that some people will read, we have an obligation to God to exhibit to our children, to our fellow parents, and to our visitors, the kind of sportsmanship that is expected of people of the Lord. While we know that in our weaker moments, sin can cause us to demonstrate a less than

appropriate manner, a repentant heart brings forgiveness and reconciliation. As we contemplate our involvement with student/athletes, coaches, as well as officials, let us keep one thought in mind, "What would Jesus do?"

Please review the following guidelines concerning participation at school events:

### **Participants**

1. Show respect for opponents before, during, and after contests.
2. Respect the integrity and judgment of game officials and accept their decisions graciously.
3. Show respect for members of the coaching staff and team.
4. Display modesty in victory and graciousness in defeat.
5. Encourage other players and fans to demonstrate Christian sportsmanship.

### **Spectators:**

1. Show respect for opposing players, coaches, spectators, and support groups.
2. Respect the integrity and judgment of game officials and accept their decisions graciously.
3. Show respect for members of the coaching staff and team.
4. Display modesty in victory and graciousness in defeat.
5. Recognize and show appreciation for outstanding plays by either team.
6. Use only cheers that are positive in support of their team.
7. Encourage coaches, players, and other fans to demonstrate Christian sportsmanship.

### **Acceptable Behavior...**

- \* Applause during introduction of players, coaches and officials.
- \* Players shaking hands with opponents while both sets of fans recognize player's performance with applause.
- \* Accept all decisions of game officials.
- \* Cheerleaders lead fans in positive support.
- \* Handshakes between participants and coaches at the end of contest, regardless of the outcome.
- \* Treat competition as a game, not a war.
- \* Coaches/players search out opposing participants to recognize them for outstanding performance or coaching.
- \* Applause at the end of the contest for performance of all participants.
- \* Everyone showing concern for an injured player, regardless of team.
- \* Encourage surrounding people to display only sportsmanlike conduct.

### **Unacceptable Behavior...**

- \* Yelling or waving arms during opponent's free throws, etc.
- \* Disrespectful or derogatory yells, chants, songs or gestures.
- \* Booming or heckling an official's decision.
- \* Criticizing officials in any way; displays of temper with an official's call.
- \* Yells that antagonize opponents.
- \* Refusing to shake hands or give recognition for good performances.
- \* Blaming the loss of the game on officials, coaches or participants.
- \* Laughing or name-calling to distract an opponent.
- \* Use of profanity or displays of anger that draw attention away from the game.

## XVII. Rules and Procedures

In order to provide an environment suitable for its purposes, Lutheran High School/Lutheran Junior High maintains certain restrictions. These are balanced with appropriate freedoms to promote the development of personal responsibility.

We frame this environment within the guidelines of God's Word. God's Spirit is at work here through that Word. The Spirit gives us the power to grow in our Christian life. This includes the power to forgive one another and to strive to bring our behaviors into accordance with His directions.

When errors are made, measures appropriate to the error must be taken to see that the programs of the school are allowed to continue unhindered. These measures must also include steps necessary to lead the person to repentance, reception of forgiveness, and a new desire and confidence toward improvement. Meaningful involvement of counselor and counselee, parents and prayer by all concerned will be needed stepping stones toward improvement. It is vital, even necessary, that all of these elements be involved simultaneously. Disciplinary measures without parental support, the utilization of Law without Gospel, the focus on human efforts without divine assistance all lead to frustration and defeat. Together, in Him, may our goals be accomplished.

### **Arrival/Departure Expectations**

For purposes of security, only the main south entrance is open beginning at 7 a.m. Students arriving prior to that time must ring for entrance through the office door (Day Entrance). Students are not to arrive or be dropped off prior to 6:30 a.m. on a school day. From 7:30-7:45 am the west and north entrances are available as well. Students with late arrival privileges must enter through the Day Entrance.

Students who are not involved in extra-curricular activities are expected to be picked up by 3:30 p.m. Those who must remain beyond that time frame will be monitored in the MPR. Students will not be allowed to leave that area without permission. Parents may enter the main south entrance to pick up their students or call their student's cell phone upon arrival. They will not be allowed to wait outside for their ride after 3:30.

### **Attendance Policy and Procedures**

Punctual and regular attendance is essential for the academic achievement of any student at any level. Parents are strongly encouraged to assist the school in developing these good habits. Circumstances, however, do arise that make attendance impossible. When such absences occur, the student must seek out and complete assignments. Students must realize that completing make-up work does not replace the actual experience of being in class.

1. Absences will be excused for:
  - a. illness
  - b. emergencies
  - c. death in the family
  - d. dental, medical, or court appointments
  - e. religious observances
  - f. college visits

- g. pre-arranged business or vacation times
- h. any absence pre-approved by a teacher
- i. school sponsored activities

2. Should a student be absent, parents are requested to call the school prior to 8:30 a.m. and report the absence on the attendance line recording. Dial the main telephone number 815-877-9551 and press #4 to access the attendance line. Extended absences should be phoned in every day, unless previous arrangements have been made.

3. Any student who has been absent due to illness/injury for 3 or more consecutive days needs to have a note from the doctor before being admitted back to school .

4. If a student must leave during school hours for an appointment, parents should report this on the attendance line prior to the student leaving for the appointment. Should a student become ill and wish to leave, the student must report to the medical clerk where parental permission may be obtained via a phone call.

5. Rockford Lutheran maintains a closed campus policy. Upon arrival, students are not allowed to leave the school building or school grounds without permission from administration [Dean of Students].

6. Parent permission to leave school for lunch will not be accepted. Leaving school would be a violation of our closed campus policy and a creation of a safety/travel hazard for the student involved.

7. A student has a minimum of a one-day make-up privilege for each day of an excused absence. If a student is absent on the day of a test, he/she must take the test on the day he/she returns to school. Homework may be made up after excused absences only. Although tests may be made up after both excused and unexcused absences, penalties may be applied to the latter at the discretion of the teacher and administrator.

8. If a student is absent more than 16 days in any one semester, he/she may lose credit for that semester. Administrative evaluation is required to determine continued attendance.

9. Any students arriving late for their first class and submitting a medical excuse will be considered excused. For those students without a medical excuse the following will apply:

**Students who arrive with more than 5 minutes remaining in 1<sup>st</sup> hour will be issued a tardy by the office and will report directly to class. Students who arrive with less than 5 minutes remaining in 1<sup>st</sup> hour will be considered absent and will remain in the office until the passing period.**

**Students will be issued a detention for every tardy after the 3<sup>rd</sup>, 1<sup>st</sup>-period tardy per semester and for every tardy thereafter.**

**Tardies maybe be excused with legitimate, objective, third-party documentation.**

10. Students tardy to periods 2-8 will receive, from the office, a detention for each tardy after the 8<sup>th</sup> tardy per semester. Teachers/administrators/office personnel will provide passes to students whom they have made tardy to subsequent periods.

11. In the case of prior planned absences, a written note from a parent must be submitted to the office at least three days in advance for any absence over three days. Notification should also be made to the teachers.

### **Early Dismissal / Late Arrival**

Juniors and Seniors may be eligible for Early Dismissal/Late Arrival privileges, based on the scheduling of their classes, and compliance of the following stipulations:

1. Students are only to be on campus during the time parameters set by this request. Students will be allowed to arrive on campus 10 minutes prior to their late arrival, and must leave campus within 10 minutes of an early dismissal. Students needing to be on campus other than the allotted 10 minute time frame must report to their assigned study hall or be under direct supervision of a teacher.
2. A student must have a cumulative GPA of 2.5 in order to merit the privilege of arriving late/leaving early. If a student has failed a class the previous semester they are ineligible for this privilege. If a student is failing a class the privilege may also be temporarily revoked.
3. Students approved for late arrival who arrive tardy to their first class period of the day three (3) times in one semester will lose their late arrival privilege.
4. Any student who has been suspended is no longer eligible for late arrival/early dismissal for the remainder of the semester.

Class schedule changes will not be made for the purpose of arranging these privileges.

### **Parent Information Regarding Medical Procedures**

Rockford Lutheran School employs a registered nurse who is responsible for maintaining all health records. The school health clerk works cooperatively with parents, physicians, and all school personnel to maintain and improve the health of the students.

### **Absences**

Students need to be kept home from school if they have any of the following:

- Fever (until temperature is less than 100 degrees for 24 hour period)
- Strep infection (until on antibiotics for 24 hours)
- Diarrhea (until 12 hours after last episode)
- Vomiting (until 12 hours after last episode)
- Conjunctivitis “pink eye” (24 hours after medication started)
- Respiratory illness or cough
- Pediculosis “head lice” (until nit-free)
- Chickenpox (until all lesions are crusted over)

**The following items are required in order for students to attend school in the State of Illinois.**

### **Health Exam**

A student must have a physical health examination *within one year prior to entering*:

- **pre-school**
- **kindergarten**
- **sixth grade (6<sup>th</sup>)**
- **ninth grade (9<sup>th</sup>)**
- **new students** to the district, regardless of age or grade, must show proof of exam and immunizations within 30 days of enrollment
- Out-of-state health exam forms will be accepted from students transferring from another state *if they contain all of the same health information as the State of Illinois' Certificate of Child Health Examination Form* (verify with the school nurse)
- A licensed medical provider (chiropractic not accepted) shall conduct the health examination and record it on the State of Illinois' *Certificate of Child Health Examination Form*
- Failure to submit proof of health exam will result in exclusion from school

### **Athletes**

All athletes in 6<sup>th</sup>-12<sup>th</sup> grade must have a current sports physical in order to tryout, practice and compete in athletics at Rockford Lutheran. Students entering 6<sup>th</sup> and 9<sup>th</sup> grade may submit their state health exam to fulfill this policy.

### **Dental Examination**

Students in **kindergarten, 2<sup>nd</sup>, and 6<sup>th</sup> grade** are required to have an oral health exam prior to May 15<sup>th</sup> of the school year.

- Examinations must be performed by a licensed dentist, and he/she must sign the *Proof of School Dental Examination Form*
- School dental examinations must have been completed within the 18 months prior to the May 15<sup>th</sup> deadline
- Failure to submit proof of exam will result in a hold of the student's report card

### **Eye Examination**

Students enrolling in **kindergarten** and **students enrolling for the first time** in a public, private, or parochial school are required to have an eye examination before October 15<sup>th</sup> of the school year.

- Examinations must be performed by a licensed optometrist or medical doctor who performs eye examinations. He/she shall complete and sign the *Eye Examination Report Form*
- Eye examinations must be completed within one year prior to the first day of the school year
- Failure to submit proof of exam will result in a hold of the student's report card



### **Immunizations**

Students must show proof of basic immunizations and required boosters for Diphtheria, Tetanus, Pertussis, Polio, Red Measles, Mumps, Rubella, Haemophilus Influenza Type B (preschool only), Varicella (preschool thru 9<sup>th</sup> grades) and Hepatitis B (preschool and 5<sup>th</sup> – 12<sup>th</sup> grades).

### **Illness**

When your student becomes ill at school he needs to report to the health clerk office for attendance purposes and then the parent will be notified. If the health clerk is not in the building, the student reports to the main office. In order to be dismissed from school, a parent must be in contact with the medical clerk or office staff.

### **Injuries and Emergencies**

In the event that a student is injured or has an accident at school, we will administer first aid. Emergency medical services (911) will be activated if the situation warrants and then the parent notified. In non-emergency situations, at the request of the parent, emergency transportation can be arranged.

### **Medication Administration**

All medications must be dispensed and kept in the health office.

### **Daily Medications**

Daily medications administered at school require the completion of the Rockford Lutheran School Association Authorization for Administration of Medication form. This form needs to be completed annually. Medication will be administered after signed form is reviewed.

Medication should be brought in a current pharmacy container clearly marked with the student's name, prescription number, medication name/dosage, administration route, date and refill, licensed prescriber's name and pharmacy address and phone number. Over the counter medication shall be in the original container with ingredients listed and child's name affixed to the container. The parent should report any change in prescription or dosage, new permissions forms must be obtained for each change. At the end of the school year or when the medication has been discontinued, the extra medication should be picked up the parent. Any medication left at the end of the school year will be properly discarded.

### **Discretionary Medications**

Tylenol, Advil or Tums (or generic substitutes) may be administered at school with written permission from a parent. This permission is written on the Student Health information form which is kept on file in the health clerk's office and is filled out by the parent or guardian at the beginning of each school year.

### **Self-Medication**

ONLY a student that requires an EPI-PEN or an inhaler is allowed to carry and administer their own medications. Please contact the school health clerk so the procedure and technique may be reviewed and the medication sheet filled out.

### **Short-term Medications**

Short-term medications will be administered to students at school if written consent for

administration of approved medication is signed by the parent and the medication is provided in the original packaging with the student's name and dosing instructions attached.

### **Screenings**

Hearing and vision screening will be performed annually by state certified technicians. Students will be tested if they are in the state mandated grade levels or at the request of the teacher or parent.

### **Other Health Issues**

Students with allergies, diabetes, and etc. need to inform the health clerk at the beginning of the school year of special needs.

### **Electronic Communication Devices**

Electronic devices include phones, tablets, laptops, iPods, iPads and any other form of portable communication/music device.

These devices, when used at school, are intended to be used for educational purposes. Use needs to be consistent with the Acceptable Use Policy of Rockford Lutheran.

These policies apply to all activity in the school from 7:45 to 3:05, regardless of late arrival or early dismissal.

Students are not allowed to stream movies, music or other content.

Cell phone use is not allowed in bathrooms or locker rooms.

Violation of these policies will result in confiscation of the device until the end of that period and an indication on the computerized monitoring system that a warning has been issued. A detention will be issued on the third and each subsequent violation.

Parents are reminded not to contact their students during class. Utilize lunch time availability for necessary contact.

Recording images or taking pictures is not permitted without permission.

The RLS Administration has the right to search electronic devices.

#### **Classroom Use:**

**Students in grades 6-12 may not bring cell phones into the classroom except by direct request of the teacher. Teachers shall confiscate phones brought into the classroom and bring the phones to the office when possible. Phones will be returned to the student at the end of the day after parent notification. Students that refuse to turn over their phone will be charged with insubordination, sent to the office immediately and serve the appropriate consequence.**

#### **Hallway Use:**

No devices are to be in use while moving down the hallway.

Students are not to be wearing headphones/earbuds while in the hallway.

While students are able to check a text at their locker, they may not do so while moving down the hallway.

Students are still responsible for getting to class on time.

#### **Study Hall Use:**

Devices may be used for research and educational purposes with approval from the study

hall monitor.

Students may listen to music at a low volume, through headphones, with the device face down on the desk with approval from the study hall monitor.

The same expectations apply to the after-school study hall.

#### **Lunch Use:**

Devices may be used in the lunch room for grades 8-12 at the lunch table, but not while moving through the hall or lunch room.

The bell at the end of the lunch hour indicates devices use needs to cease while moving to class.

#### **Miscellaneous**

Physical Education excuses must be written by the parent, the health clerk cannot write gym excuses.

#### **Discipline/Rule Violations and Associated Consequences**

**The following items represent descriptions and explanations of the more serious disciplinary infractions. This is provided to demonstrate the general guidelines used in determining appropriate disciplinary action for a situation. Please note that the administration reserves the right to deal with each individual circumstance as is necessary. Situations may warrant expulsion at the discretion of the Board of Directors. It is expected that students/parents will make necessary arrangements with their home school district to complete academic requirements following an expulsion. Also note that each suspension is followed by a probationary period of one semester. During this time, another suspension offense, or multiple detention situations will require expulsion. Detentions and suspensions can be cause for termination of enrollment.**

**Behavior contracts will be issued to students for repeated violations to outline expected behaviors, list specific behaviors to be improved and how to improve them, and list appropriate consequences if negative behaviors continue.**

**The following are general rules of conduct expected of all students:**

##### **Classroom Rules**

1. All students must be in the classroom with their appropriate materials by the time the bell stops ringing.
2. All students will be in their assigned seats at all times, unless permission is granted by the teacher to be elsewhere. The student assigned to each seat is responsible for its condition.
3. No food or drink is allowed in the classrooms.
4. After the bell has rung, students are to talk only with the permission of the teacher.
5. Students are at all times to respect the person and property of their fellow classmates, as well as that of the teacher. Any behavior which is out of character in relationship to appropriate Christian conduct will be dealt with swiftly and appropriately.

### **Hallway Rules**

Students are expected to:

1. Move quickly and quietly to their proper destination.
2. Avoid unnecessary physical contact with others.
3. Stay out of the hallway during classes, unless carrying a pass. Students without a pass are subject to a detention and will be returned to their assigned classroom.
4. Respect the person and property of others.

### **Cafeteria Rules**

Students are expected to:

1. Clean up after themselves.
2. Avoid unnecessary movement around the cafeteria.
3. Not throw anything.
4. Avoid excessive noise.
5. Be helpful when asked to assist.
6. Remain in the assigned areas of the building until the end of the lunch period.
7. 6<sup>th</sup> and 7<sup>th</sup> graders must wait to be dismissed by the lunchroom proctors at the end of the lunch period.

### **Study Hall Rules**

Students are expected to:

1. Be on time.
2. Be in their assigned seats.
3. Bring only their necessary homework materials.
4. Talk only when given permission.
5. Respect the person and property of others.

### **School Dances**

1. If any student leaves the scene of a dance, he/she will not be allowed back in.
2. If there is a discipline problem involving the violation of a school rule, and the offender is:
  - a) a Lutheran High student, the parents or proper authorities will be called and the appropriate procedures under the rules of the discipline guidelines will apply.
  - b) a guest, the offender will be asked to leave and/or the parents of the RLS student will be contacted or the proper authorities will be called.
3. If a student is suspected of having taken drugs or drinking before attending the dance, parents will be called and asked to escort their student home, and the appropriate rules under the discipline guidelines will apply.
4. The band is not allowed to have extra guests attend the dance, unless previous arrangements have been made. They also must abide by appropriate regulations.

### **LJHS/LHS Standardized Dress**

Rockford Lutheran wishes to establish a climate in which learning can thrive without distractions by extremes in dress. The principles of modesty, simplicity, good taste, and neatness are core values that relate to Christian dress.

The following “standardized dress” regulations will be in effect at Lutheran Junior and Senior High School for all students. All clothing must be of the approved color and style.

Students must wear standardized dress at all times between 7:45 and 3:05 when in the building, even if the student has late arrival or early dismissal.

- Students must wear standardized dress when representing the school at an event unless the teacher/advisor requests alternate dress.
- Students attending athletic events, school plays, and such activities as spectators are exempt from wearing standardized dress, but they are still expected to dress in Christian modesty.

## DRESS POLICY

### PURPOSE

- Exemplify Christian modesty
- Display professionalism
- Focus attention on classroom instruction
- Minimize socio-economic distinctions

### TOPS

#### POLO-STYLE:

- Polo-style shirts of any SOLID color may be worn.
- All buttons on polo-style shirts must be fastened except for the TOP two buttons.
- Polo-style shirts must be free of any manufacturing logos/brand names. Only school branded logos are authorized.

#### OXFORDS:

- Oxford shirts of any SOLID color may be worn.
- All buttons on oxford shirts must be fastened except for the TOP two buttons.
- Oxford shirts must be free of any manufacturing logos/brand names. Only school branded logos are authorized.

#### RLHS APPAREL:

- All school branded sweaters, sweater vests, and sweatshirts, purchased through the Booster Club or for an RLS class, can worn over appropriate attire.
- Zip-up sweaters must be worn over an appropriate collared polo or oxford shirt. Only school branded logos are authorized.

#### SWEATSHIRTS/SWEATERS:

- **CLASS** sweatshirts, including zip-up sweatshirts, may be worn any day but must be worn OVER a collared uniform shirt at ALL times.
- The **ONLY** sweatshirts that may be worn are school branded sweatshirts and solid color sweatshirts.
- Solid color sweaters both pullover and cardigan are allowed. Only school branded logos are authorized.

## PANTS & SHORTS

### STYLE:

- Flat-front or pleated-front styles must be worn.
- Pants and shorts must fit LOOSELY and NOT contain rips or holes.
- Pants may only have inside pockets. No patch pockets are allowed.
- ***Shorts must extend below the finger tips when standing with arms at the side.***
- JEAN and SPANDEX pants/shorts are NOT allowed.
- CARGO STYLE pants and shorts are NOT allowed due to exterior pockets.  
Pants and shorts must be a solid NAVY, BLACK or KHAKI color.

## SKIRTS

### STYLE:

- A-line or pleated skirts must be worn.
- **Skirts must extend below the finger tips when standing with arms at the side.**
- Plain, solid-colored tights, leggings and CRUSADER sweatpants may be worn under a skirt.

### COLOR:

- Skirts must be in khaki, navy, black, or clear blue plaid (plaid QCU), “RR plaid,” navy or khaki.

## FRIDAY-ONLY SPIRIT WEAR

- School branded RLHS *spirit* wear, class t-shirts, **may be worn on Fridays ONLY.**
- Spirit wear T-SHIRTS may be worn WITHOUT collared shirts.

## FLEECE

- FLEECE clothing of ANY type is **NOT** allowed, unless purchased from the Booster Club.

## SHOES

- CLOSED TOE and covered heel footwear must be worn at ALL TIMES, no slides or flip flops.

## JEWELRY

- Ear piercings and nose studs ARE permitted.
- Nose RINGS are NOT permitted.
- Tattoos must be COVERED at all times.

## HAIR

- Hair dyes and highlights must be human hair colors.

- Hairstyles should exemplify professionalism and Christian modesty.

### LOGOS

- “RLHS” logos are the ONLY permitted logos.
- Any student not meeting proper dress code will not be allowed to attend class.
- Substitute clothing may be available in the office.

#### **School Codes & Contact Information:**

**Land’s End: #9001-22813 [www.landsend.com/school](http://www.landsend.com/school) #1-800-469-2222**

**Dennis: #GAAJV [www.dennisuniform.com](http://www.dennisuniform.com) #1-800-998-7110**

### **Hierarchy of Discipline for Minor Infractions (Level 1)**

Administration will have the option of moving an infraction from a Level 1 to a Level 2 when necessary.

Teachers will enter discipline infractions into Skyward to document behaviors, and behavior corrections managed in class. Teachers may issue detentions when necessary.

Each offense that merits a detention will result in the following steps:

- 1<sup>st</sup> Detention
- 2<sup>nd</sup> Detention
- 3<sup>rd</sup> Detention and parent conference
- 4<sup>th</sup> Detention + One day in-house suspension and contract
- 5<sup>th</sup> Detention
- 6<sup>th</sup> Detention
- 7<sup>th</sup> 2 day in-house suspension
- 8<sup>th</sup> Detention
- 9<sup>th</sup> 3 day at home suspension
- 10<sup>th</sup> Expulsion

### **Detentions - General Procedure**

The detention room will be a specific classroom set aside (Monday through Thursday) to serve detentions given by teachers. Detentions will be supervised by teachers. A violation of detention room rule results in removal from detention. The detention will then be served in full the next day and a second detention will be added. Rules include:

1. All students must be on time.
2. Students should have a detention slip to notify parents of the detention
3. No talking is allowed.
4. Students must be in their seats at all times.
5. No phones allowed.
6. Any detention given Thursday or Friday is to be served Monday. All other detentions are to be served the day after the detention is given. Any changes in this schedule must be approved by the administrator. (Students may also serve their detention the day it is given if they so choose as long as the detention form have been signed by their parent).

NOTE: Students will not be excused from detention for work and/or extra-curricular activities. Any absences from detention must be pre-approved by an administrator, and include contact with the parents. Skipping detention results in an additional detention. All students must serve assigned detentions on the day following date of issue.

### **Rules governing in-school and out-of-school suspensions**

During in-school suspensions, the student:

1. Will be assigned to the office from 7:45 to 3:05;
2. Will work on assigned class work and remain academically productive for that day;
3. Will be given adequate time for lunch at a time and place designated by the administration;
4. May be allowed, if all academic work is completed for that day, to volunteer to assist the custodial staff in light clean-up duties;
5. Are not allowed to attend any school related extra-curricular activity

### **In the case of all out-of-school suspensions, the student**

1. May not return to campus during the suspension time without the expressed consent of an administrator as to the time, place, and purpose of that return;
2. May request that teachers provide assignments and credit for those assignments given during the time of the suspension. Assignments may be given at the discretion of the teachers. Assignments that cannot be acquired by use of Skyward or by telephone conversations with teachers, may be picked up in the office by either a parent or another students in good standing. Parents who are picking up assignments need to indicate the time they will arrive so that materials are ready.

### **Major Violations (Level 2)**

#### **Bullying**

Students are not allowed to taunt or bully other students. This is a form of harassment and can result in a detention or a suspension. Any victim should report such issues to a teacher or administrator. Assistance is also available from the Dean of Students and Director of Discipleship in dealing with such circumstances effectively. This will include seeking to have our students be empowered and trained to deal with problems effectively. We find that the combination of addressing inappropriate behavior and training students to find appropriate alternative solutions to these difficulties as the most effective means of developing positive life-long skills and abilities. Frustration over such issues is not just cause for violent or physical reactions. Parents who are aware of such circumstances are expected to contact an administrator concerning the matter.

#### **Cheating**

Students are expected to complete all tests, assignments and projects honestly, and will not collaborate in dishonest actions. Students will not accept or give answers, assignments, notes or projects to other students unless permitted by teachers.

It is considered cheating or plagiarism, (but not limited to) when a student:

- \* is in possession of other student's assignments, notes or books for use for illicit purposes, as determined by teacher direction.
- \* gives other students answers to assignments.



- \* shares questions or problems on tests or quizzes.
- \* turns in material written by another without giving credit.
- \* works on assignments with other students unless permitted by the teacher to do so.
- \* communicates in any way during tests or quizzes.
- \* looks anywhere but one's own test, quiz or paper.
- \* has unauthorized material or information in view.

Violations will be reported to the office with a detention notice and will follow the following sequence:

- \* All offenses will be handled by the teacher in the individual class and be communicated to the office with a detention.
- \* The second offense in the same or any class will result in a detention from office and parent notification made.
- \* The third offense in the same or any class will be considered grounds for suspension or expulsion.

Note: The teacher may give partial or no credit on any work a student has cheated on or plagiarized.

### **Computer Equipment Utilization Policies**

Students are required to sign a contract concerning their use of the school computer facilities. There are charges and punishments levied for vandalism to hardware or software, which may include removal from school, or suspension of access to the equipment. Students and parents are also required to sign an acceptable use policy concerning use of the technology equipment.

### **Extra-Curricular Events**

Students removed from extra-curricular events, either home or away, are subject to suspension from attendance at future events, as well as other penalties deemed appropriate by the administration.

### **Falsification of Identification**

Falsification of permits, passes, notices, excuses, and phone calls will result in a parent conference and suspension.

### **Fighting**

Fighting will result in automatic suspension, parent conference, and possible student withdrawal or dismissal. If a weapon is involved (involved means threatening with or used), there will be an automatic withdrawal or expulsion. Other incidents of physical violence (punching, smacking, shoving, etc.) will also result in suspensions. Repeat offenses require expulsion. Please note the use of the following terms: A battery is defined as "the unlawful application of force toward another." The application of such force does not have to be great. An assault is an attempted battery, "when a person intends to commit a battery and takes a substantial step toward committing it." Be reminded that student victims of such acts have the right to press charges with appropriate local authorities. This action would be in addition to the role of the school in administering the appropriate policies.

### **Harassment and Sexual Harassment**

Harassment is unwelcome personal attention that is coercive or offensive to another person. It is

a form of discrimination which can be verbal or physical. Sexual harassment consists of unwelcome sexual advances or other inappropriate verbal or physical conduct. This unacceptable contact is not appropriate at any time or place. Verifiable circumstances of this behavior may result in an immediate suspension or expulsion. Repeat offenses will result in expulsion. False reporting of such circumstances for the purpose of avenging another student will also be handled with similar punishments.

### **Major Misconduct**

Willful destruction of school or personal property, possession or transmittance of any firearms, knives, explosive or other weapons or committing or attempting to commit any felony will result in a request for withdrawal or an expulsion. Remuneration for damages will be assessed. Toy guns or other props that could be misinterpreted as threatening should not be on display and will be dealt with in similar fashion. Punishment could include suspensions or expulsions. If their use is necessary for dramatic presentation purposes, permission must be received from the administration, and they are to be kept in the office when not in use.

### **Stealing**

Stealing will result in a parent contact, reimbursement, and suspension. A repeated offense will result in an automatic expulsion.

### **Truancy**

Truancy is any absence from school without permission of parents and administration. Truancy will result in a parent conference and detentions and/or suspensions. Continued truancy is cause for expulsion.

### **Use of Tobacco**

Use of tobacco or vapor products in any form is prohibited by anyone at any time on school property or at any school function. For the first offense by a student, a one-day suspension and parent contact. The second offense will result in an expulsion.

### **Vandalism**

If a student is guilty of vandalism or defacing of property, the parents will be contacted and remuneration for damages will be assessed. When vandalism occurs, there will be a parent contact, probation and/or withdrawal or expulsion

### **Drug possession & Random Testing**

#### **Substance Abuse Policy**

#### **Parent Requested Testing**

Parents may request, in writing, that their student be tested with the next random group. Students will not be notified of this request. There will be a \$100 fee associate with this request. The same procedures will be followed. Parents will be notified of positive results.

#### **Communication with Students and Parents**

Information concerning the program will be communicated through:

1. School interviews.

2. Athletic and Student/Parent Handbooks.
3. Orientation meetings, and general student/parent information meetings.

### **Testing Procedures**

1. The LJ/SHS Administrators will coordinate and oversee the program.
2. The registration form that parents sign for each school year will include an indication that the student's name will be entered in the testing pool. Parental approval on the registration form is a requirement for student enrollment.
3. Student participation in the testing, if selected, is required for continued enrollment.
4. Testing is conducted at LHS by representatives from Beloit Memorial Hospital.
5. Negative test results are reported to LHS within 48 hours. Verified positive results will be reported by the Hospital Medical Review Officer (MRO) to the Administrator as assigned by the Superintendent and the parents of the student involved.
6. The hospital will be informed by the school administration of a suitable day to conduct testing. This will occur at least twenty times during the school year.
7. RLS compiles a random list using all students in Skyward.
8. Students will be called from class to the office and meet with the hospital personnel to conduct the test utilizing the faculty bathrooms.
9. The student must produce a one-ounce sample. Those who cannot urinate will go to the conference room and wait until a sample can be produced.
10. They will conduct a ten-panel urinalysis test of all common illegal drugs. A 50-nanogram level is used for THC (marijuana).
11. All negative test results submitted to LHS by the hospital within 48 hours of testing. The administration will send a letter of congratulations to the students and parents of those students testing negative.
12. All positive tests will be re-verified by the lab and confirmed by the hospital Medical Review Officer (MRO) following investigation concerning possible involvement of prescription medications.
13. In the case of a positive result, the MRO will contact the school administration and the parents. All students who receive a positive test result may be retested on each occurrence for the remainder of the school year.
14. The stated school policy will be in effect concerning the necessary programs and expectations.
15. Any student selected to be tested, who is in attendance on the day of testing, but who does not report for testing, will be judged as testing positive.

### **Statement of Consent**

#### **VOLUNTARY CONSENT TO PARTICIPATION IN DRUG SCREENING PROGRAM**

I, \_\_\_\_\_ ("student") voluntarily consent to participation in the random drug screening instituted by Lutheran Jr. and Sr. High School ("school") for the \_\_\_\_\_ academic year ("school year"). I wish to be enrolled at school and consent to the inclusion of my student identification number in the student screening pool, to be drawn at random throughout the school year. I understand that a verified positive urine drug screen result is a violation of my school's policies and may subject me to re-screening on each screening day for the remainder of the school year. I understand that if I am selected for screening on a day I am in attendance at school, but fail to report for screening, I will be considered to have tested

positive. I understand that in the event I have a screen verified positive at any time during the school year, the school will inform my parent(s) and/or legal guardian and me that school policy has been violated and appropriate consequences will be implemented by the school.

### **Positive test**

Upon notification from hospital personnel that a student has tested positive, the LJ/SHS Administrators will personally inform the student and parents that school policy has been violated and appropriate consequences will be implemented.

Any student who refuses to be tested will be considered positive, and appropriate procedures will be implemented.

Students who test positive may be required to be re-tested on each subsequent test day.

### **Confidentiality**

Only the LJ/SHS administrators and hospital personnel will formally be aware of who has been drug tested. All-school announcements will not occur. Procedures will be as unobtrusive as possible. Parent communication is also vital. There will be no records maintained in the permanent record file of the student.

### **Masking**

If the laboratory analysis of any sample indicates no concrete evidence of drug use, but there is the possibility that the sample is not normal, the student will be subject to testing at future dates. If evidence of adulteration is verified, the case will be handled as a verified positive test.

## **Our Policies:**

**All students who test positive, or at any time are using, in possession of illegal substances or paraphernalia, or at an event in which illegal drugs and/or alcohol are available will be required to meet with their parents and the school administration prior to returning to school. Subject to administrative review of the particular situation at hand, all students are subject to the following procedures.**

1. A student **found guilty (substantial evidence to indicate guilt)** of such infractions will be subject to:

- A. Up to a 5 day out-of-school suspension.
- B. School attendance limitation to 7:40-3:15 (no extra curricular activities) for a period of 9 weeks.
- C. Assessment by and participation in an approved educational/recovery program. (In addition to the above requirements, a student athlete would also be subject to the penalties included in the athletic policy guidelines (removal from interscholastic activity, pending specific qualifications. See Section XVI. *Extra-Curricular Activities* for details).
- D. Substantial Evidence: Any claim that can be corroborated by 2 or more adults, any faculty or staff member of the Rockford Lutheran Schools, any pictures or video (including anything found on the internet), any police report or conviction in the Court of Law.

2. If a student **admits (voluntarily comes forth and admits participation in an event)** to one of the above infractions, he/she will be subject to:

- A. A 5 day in-school suspension

- B. School attendance limitation to 7:40-3:15 (no extracurricular activities) for a period of 14 calendar days provided they also are evaluated by an acceptable medical facility, and agree to participate in the appropriate educational/recovery program. (Students participating in interscholastic activities will be allowed to begin attending practices after 7 days, but will miss competitions for a period of 14 days).
- C. Assessment by and participation in an approved educational/recovery program. Lack of completion may require the remainder of the penalty to be served. (In addition to the above requirements, a student athlete would also be subject to the penalties included in the athletic policy guidelines (removal from interscholastic activity, pending specific qualifications. See Section XVI. *Extra-Curricular Activities* for details).

3. A student who makes a self-referral (indicates that they need help with substance abuse, though not currently using) will be subject to follow-up action at the discretion of the administration, dependent upon the circumstances of the self-referral.

4. **15 MINUTE RULE** - When a student finds him or herself in a situation where underage drinking is taking place; and /or an illegal substance being used, they have 15 minutes to remove themselves from the situation. If the student makes the decision to remain in the presence of other underage drinkers, or where an illegal substance is present, they will be in violation of the athletic code and subject to the same penalty for use or possession of alcohol or illegal substance. Students are not expected to make a decision that compromises their safety, but are expected to use good judgment

5. Repeated infractions will require the administration to review conditions for further enrollment of that student.

6. Any violation of school policies related to substance abuse or sale/distribution is grounds for expulsion. The administration reserves the right to handle each case on an individual basis.

The use of herbal and artificial performance enhancing substances is to be discouraged by all representatives of LHS.

## Disciplinary Reference Chart

<b>Violation</b>	<b>First Offense</b>	<b>Second Offense</b>
Weapons at school	Expulsion	N/A
Drug Distribution	Expulsion	N/A
Drug Possession, Use or Influence	Expulsion, or suspension with treatment program	Expulsion
Gang Apparel or Activity	Suspension or Expulsion	Expulsion
Fighting	Suspension or Expulsion	Expulsion
Physical Violence (punching, etc)	Suspension or Multiple Detentions	Expulsion
Insubordinate to a Teacher	Suspension or Multiple Detentions	Expulsion
Theft	Suspension and Reimbursement	Expulsion
Sexual or Racial Harassment	Suspension or Expulsion	Expulsion
Smoking	Suspension	Expulsion

Possession of Tobacco	Detention	Suspension
Vandalism	Remuneration and Suspension or Expulsion	Expulsion
Falsification of Identification	Suspension	Expulsion
Truancy (skipping multiple periods)	Suspension	Expulsion
Truancy (Skipping one period)	Detention	Suspension
Inappropriate language	Detention	Detention
Being Outside the Building Without Permission	Detention	Detention
False Alarm, Fire, etc.	Suspension or Expulsion	Expulsion

This chart is intended to provide a quick reference for major disciplinary offenses. It generally represents the minimum actions assigned to these activities. Please note that the administration reserves the right to deal with each individual circumstance as is necessary.

Each suspension is automatically followed by a probationary period of one semester. During this time, another suspension offense, or multiple detentions, will require expulsion. Each suspension, as well as the accumulation of detentions may also be cause for refusal of future enrollment.

### **Crusader Parent Network Pledge**

**Preface:**

Rockford Lutheran High School recognizes that the use of alcohol and other drugs and the challenges associated with them are a major problem in our Rockford community, particularly among our youth. We take seriously our role in helping each student acquire the skills and attitudes necessary to live a Christ-like life. In addition, we also encourage cooperation with legal authorities in addressing issues related to alcohol and drug use. Ultimately, our school looks to assist parents in nurturing our young people through these adolescent years, seeking to develop them into constructive community members who consistently demonstrate positive Christian character.

**Our Goal:**

We therefore feel that it is in the best interest of our student body, and most conducive to the accomplishment of our mission, to promote and maintain an alcohol and drug free school, and to promote an alcohol and drug free lifestyle for our students.

**Our Pledge:**

**As a parent at Rockford Lutheran and a member of the Crusader Parent Network, I pledge the following:**

I will be present at all parties/gatherings at my home and property or insure appropriate adult supervision.

I will not serve or allow students under the legal age to consume/use alcohol, drugs or tobacco at

my home or property.

I welcome communication with any parent/guardian who observes my student using alcohol or other illegal substances.

I will communicate with parents/guardian of any student I personally observe using alcohol or other illegal substances.

I will not assist with or condone the rental of hotel rooms for unchaperoned parties by any students.

As a signed member of the Crusader Parent Network, I will demonstrate consistent support for these measures, and the application of school policy to violations. It is understood that confirmed violation of these expectations on my part will result in removal of my name as a member of the network. Members of the network will be listed on a school website in order to encourage communication with fellow parents.

### **Parking and Driving Violations**

Driving to school is considered a privilege. Students must be careful to follow all driving regulations. Failure to observe parking regulations may result in the vehicle being towed at the owner's expense. Reckless driving will result in a parent contact and loss of parking privileges.

1. A permit must be obtained before the end of the second week of school. Permits cost \$50 per year or \$30 per semester. The permit must be displayed in the vehicle from 7:30 AM to 3:30 PM each school day. No permits will be issued unless students show proof of insurance.
2. A \$10.00 charge will be levied for replacement of lost permits.
3. All permits must be visibly displayed in the top left corner (driver's side) of the front windshield.
4. All vehicles must be parked in the south or east lot between the yellow lines (where marked) and in the assigned areas.
5. There will be no parking permitted on the grass, along the sidewalk, or in specifically designated areas, such as: handicapped (unless you have a permit), visitors, or the loading zone.
6. Reckless driving and any loud noises produced by the vehicles will automatically result in a fine or in revocation of a parking permit.
7. When a fine is received, the fine must be paid within a one week period from the issued date. If the fine is not paid, a bill will be sent to the parents of the student. The fine for all offenses is \$25.00.
8. Students are expected to keep their vehicles locked while parked at school.
9. Students are not allowed to enter or move their vehicles during the school day (unless leaving for dismissal).
10. Permission to have a vehicle at school may be withdrawn if the students fail to uphold their responsibilities.
11. If there are any complaints or questions, they can be brought to an administrator.

12. We have an agreement with a local towing firm who will be called to remove vehicles that interfere with building safety concerns. This will also be a measure of last resort for chronic violators of parking guidelines who have received multiple warnings. Towing costs are \$170.00.

13. RLS is not held liable for lost or stolen items.

### **Lockers**

Student lockers are assigned ONLY for the of the student receiving the locker. You must purchase a school lock and use only that lock. Students should not share lockers or combinations. Keep the locker locked at all times. Students are responsible for damage and all contents of their assigned lockers.

Lockers remain the property of the school and may be searched by the administration. Items left in lockers at the end of the year or after a student withdraws from school may be discarded at the discretion of school personnel. Locker decoration may be on the outside of the locker for one week. Administration reserves the right to remove any decoration on the outside of the locker.

Do not attach anything to the locker that may cause it to be defaced or disfigured. Any costs involved in the repair of damaged or defaced lockers will be levied on the student to whom the locker was issued that year. There will be a \$25 re-painting fee for any damage to the paint caused by either writing on or taping materials to the locker.

Items of particular value should be checked into the office for safekeeping.

### **Appropriate Communication for Addressing Concerns**

The educational, physical and spiritual development of your child is of paramount importance to the Board of Directors, Administration, Faculty and Staff of Lutheran High School and Lutheran Junior High. Effective communication is a crucial element of a successful educational experience. Many avenues of communication are available to both the student and parent. In spite of our best efforts, there may still be problems that develop related to a student's educational program. When concerns arise, we need to communicate them in a Christian and professional manner. In keeping with the guidance of our Lord in Matthew 18, the following guidelines have been established to help all of us deal with and resolve various challenging concerns.

Step 1: The first attempt to deal with a concern related to a classroom situation should be between the student and the teacher. Please encourage your student to contact the teacher before or after school, or during other available times, to resolve a concern.

Step 2: If concerns remain, parents are encouraged to request a conference with their student's teacher. Please contact the office at 877-9551, and the faculty member will respond within a 24-hour period. The conference should include the parent(s), teacher, and student. Discussions should be open and honest, and conducted in a professional manner. There may be times when it would not be appropriate for the student to be present during parts of the conference. When resolution is reached, follow-up contacts should be scheduled to ensure the concern has been successfully addressed. If resolution cannot be reached, please continue to step 3.

Step 3: When resolution cannot be reached with the faculty member, a request for an additional conference to include the appropriate Dean should be sought. If no resolution is accomplished, a further conference would include the Executive Director.

We are confident that your concerns will be addressed and your student's needs will be met by



following this procedure. We appreciate your cooperation and understanding.

**Information concerning messages/deliveries:**

Balloons, flowers, or other related items are not to be delivered to school. Additionally, please do not ask the office to deliver personal messages while your students are in class. These activities place a time burden on the office staff, they are disruptions to the educational process. If there is an emergency situation, we will notify your student immediately. If another form of urgent message is necessary, the office makes one call per day at the beginning of seventh hour. It is the responsibility of the student to come to the office to pick up the message. Please realize that urgent messages do not include concerns such as changing the time of a haircut, arranging dates with friends, etc. Please assist us in minimizing these unnecessary disruptions.

XVIII. Academic or Behavioral Probation

Probation is designed to give the student another opportunity to show that he/she is able to and wishes to live with the rules of the school. An academic or behavioral contract will be created with specific goals that the student must reach. If the student has not been able to reach these goals by the end of the contract, the student will not be able to continue enrollment.

XIX. Due Process in Expulsion

If the violation of the school disciplinary rules is of such a nature or is so extensive as to require expulsion, the following procedure shall be used as to guarantee the student due process.

The administrator shall give written notification to the student and his/her parent(s) or guardian(s) of the rule violated and the decision to expel.

Appeal of the decision may be made by same to the Board of Directors of the Lutheran High School Association of the Greater Rockford Area. If a student leaves Lutheran High School, all transcripts, grades, etc., will be withheld until all financial obligations have been met.