

PARENT HANDBOOK
ROCKFORD LUTHERAN SCHOOL
2023-2024



HOME OF THE CRUSADERS

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The RLS Handbook is designed to provide general information on school policies and practices. A student's and family's presence in the school signifies their acceptance and willingness to abide by the policies set forth in this handbook.

RLS reserves the right to alter policies at any time without prior notice. Students and parents signify acceptance of a change in policy by remaining members of the school community after notice of the change is given.

Failure to familiarize oneself with 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.

I. SCHOOL OVERVIEW

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.

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.

Mission Statement

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

Core Values

Christ Centered, Excellence, Harmony, Service

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.

Board of Directors

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. Parents may contact the Head of School on matters concerning school policy.

Association Congregations

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
- Bethlehem Lutheran Church
- Calvary Lutheran Church
- Christ Lutheran Church
- Christ Our Savior Lutheran Church
- Christ the Rock Lutheran Church
- Concordia Lutheran Church
- Emmanuel Lutheran Church
- First Lutheran Church
- Gloria Dei 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
- Our Savior's Lutheran Church
- Redeemer Lutheran Church
- St. Andrew Lutheran Church
- St. Mark Lutheran Church
- St. Paul Lutheran Church
- Salem Lutheran Church
- Shepherd of the Valley Luth Church
- Tabor Lutheran Church
- United Lutheran Church
- Zion Lutheran Church

Accreditation

The Rockford 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 Cognia, 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 2025.

Admissions

The Rockford 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. Rockford Lutheran School admits students of any race, color, and national or ethnic origin. 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 Rockford 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 the doctor's office is to forward the completed record to the school. Students participating in athletics must have annual sports physical examinations.



II. ACADEMICS

Classroom Expectations

Rockford Lutheran School students are expected to exercise self-discipline with the feelings and property of others. The school discipline is based on the belief that a respect for authority is the surest way to develop a cooperative spirit. Self-discipline is encouraged whenever possible, and the older students, particularly juniors and seniors, are called to share progressively in the responsibilities of school operation and to set a good example for the younger students. It is important to realize that rules alone do not create good discipline: it comes from students who realize that the goals of the school can be achieved only through mutual trust, understanding, and cooperation.

- All students will be in their scheduled classroom before the tardy bell sounds without permission.
- No student will leave his/her seat without the teacher's permission.
- All students will have all needed books and materials in class each day.
- No student will be dismissed from class until the teacher indicates the class is ended.

High School Graduation Requirements (1 credit = 1 semester)

- (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 (can 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

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

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.

Certificate of Excellence Program

Rockford Lutheran High School offers a two level diploma program.

A Level One Diploma 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.

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

- 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 4th year of mathematics if the student has already completed Calculus.
- Students must complete at least 4 years of high school foreign language, or complete a language through level 5.
- Students must rank in the upper 50% of the graduating class.
- Requirements for transfer students will be determined in consultation with the school counselor.

Academic Recognition Program

Seniors

Cum Laude

(12) or more Honors credits
No more than (14) B's
No other grades below B

Magna Cum Laude

All A's or a 4.0+ GPA
(16) or more Honors credits
No more than 7 B's
No other grades below B

Summa Cum Laude

All A's and 26 or more
Honors Credits

Freshman

Distinction

(2) Honors credits
No more than (2) B's
No other grades below B

Sophomore

Distinction

(6) Honors credits
No more than (6) B's
No other grades below B

Juniors:

Distinction

(12) Honors credits
No more than (10) B's
No other grades below B

Class Scholastic Award

All A's

Class Scholastic Award

All A's

Class Scholastic Award

All A's

*For all criteria: No incompletes, no other Pass/Fail except Christian Service, full-time student.

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 RLS requirements, but allow for remediation and for courses not offered at RLS. 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.

Grading System

The grading system is as follows:

- A = 90-100%
- B = 80-89%
- C = 70-79%
- D = 60-69%
- F = 59% and below – Failure to meet requirements
- I = Incomplete – Grade will be issued after completion of requirements.
Incompletes must be made up within two weeks.
- P = Pass – Requirements met at minimal level.

Honor Roll

Our High Honor Roll shall consist of students attaining a 4.0+ average for a semester, Honor Roll will include students at a 3.5-3.99, and 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.

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 10-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 10-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'.

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:

- Grade and attendance information is available online at 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.
- Assignment notebooks are available through the school office.
- 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.
- Homework and class information is also available through Canvas. This system is accessible through our school web page, 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 Canvas 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.
- 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.
- 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.
- Parent/teachers conferences are scheduled during each semester.

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.

High School Course Failures

Courses failed must be made up in summer, night, or online 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.

6th, 7th and 8th 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, online, 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 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.

Academic-College-Career Services

RLS 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 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 6-8th MAP testing, 9-10th Pre-ACT, 11th PSAT, ASVAB

Individualized planning for all students

- Career Fairs
- College Visits
- Parent Nights for College/Career planning for all grades, 6-12.

Testing Accommodations

Rockford Lutheran School is willing to provide extended time testing accommodations for students up to time and a half (+50%). To apply for this accommodation, parents/guardians must submit testing documentation to the Resource Coordinator and give time for follow up conversations and meetings as needed. Additional accommodations will be considered on a case by case basis.

For accommodations on standardized testing (PSAT, SAT, ACT and AP testing), parents/guardians must provide official and up-to-date psycho-educational testing (within the past three years) to the Testing Coordinator no less than 8 weeks prior to testing. If more documentation is needed from the Testing Coordinator, they will communicate with you directly.

Academic/Student Records

In compliance with the Federal Family Right and Educational Privacy Act, all records maintained by the school for the pupil shall be confidential.

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.

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.

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.

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.

Parents, or student once they turn eighteen, have the right to request copies of these records at any time prior to their destruction.

Official copies of transfer students' records are requested within 14 days of enrollment. Unofficial records of students transferring to other schools are sent within 10 days of the request.

Complete policies and procedures concerning student records are available from the office of the Registrar.



III. ATTENDANCE

Attendance Policy and Procedures:

Punctual and daily attendance is required as it 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.

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 access the attendance line. Extended absences should be phoned in every day, unless previous arrangements have been made. In the event that the school is NOT contacted, the school will attempt to contact parents that morning.

Upon return to school, student must provide a note *signed* by a parent/guardian to the School Office. Without a note, students may lose the privilege of making up homework from the absence.

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.

Known Absences

When a student knows in advance that they must miss school, a parent needs to contact the school office and the student needs to contact any affected teacher and make arrangements for missed assignments or work. This absence does count towards a student's total absence count.

School Absences

When a student misses class as part of a school sponsored activity, they are marked with a school absence which do not count towards the total attendance count. Students are responsible for making up all work covered and tests missed.

College Visits

Students with a Junior or Senior class status may work with the College Counselor to make two (2) excused college visits per year. Students are responsible for first communicating with the College Counselor they are attending, then need to notify each teacher whose class in advance is affected. Students are responsible for all missing tests/assignments and must provide parent/guardian documentation regarding their visit. College visits are considered school absences. Students should bring back an official excuse letter from the college.

Parent Pick Up / Appointments

Students are required to have a parent email or a note signed by a parent/guardian allowing them to leave at a scheduled time.

If it is necessary for parents to pick up students at school during the school hours, parents should come into the office and sign them out. It helps to have advanced notice prior to the student leaving for the appointment call ahead of time so the student can be in the office waiting. Any student leaving the campus for an appointment must check out in the front office and check back in at the office upon their return.

If students are driving themselves, a note from a parent giving them permission to leave the school campus must be filed in the school office before they may sign out or a parent phone call may be made to the school office. Parental permission to leave school for lunch will not be accepted.

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.

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.

If a student is absent (excused) with no evidence of school work being done for more than 16 days in any one semester, he/she may lose credit for that semester. Administrative evaluation is required to determine continued attendance.

A student who is absent (unexcused) for more than 5 days in any one semester is considered chronically truant. RLS diagnostic procedures to be used for identifying the causes of unexcused student absenteeism shall include interviews with the student, his or her parent or guardian, and any school officials who may have information about the reasons for the student's attendance problem. (See Expected Student Conduct section.)

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

Arrival/Departure Expectations

Arrival

Students arriving early (between 6:30 am-7:30am) should enter through the Day Entrance. Starting at 7:30am, junior high students should enter through the north door, student drivers through the west door, and other students through the east/Wilson center entrance. All doors will be re-locked at the start of school and students and guests arriving later must enter through the day entrance (school office).

All students in the building before 8:00am should gather in the MPR unless receiving extra help from a teacher or attending a school activity. At 8:00am, students are welcome to start heading to classrooms.

Departure:

Students who are not involved in extra-curricular activities are asked to be picked up by 3:45 p.m. Those who must remain beyond that time frame should wait in the MPR unless they are a part of a school sponsored activity. Parents may enter the main Wilson Center entrance to pick up their students as students may not wait for their ride at that point in the entry area or in the hallways.

As Illinois bans drivers from texting while driving through a school zone, parents who wish to text their student during pickup should first park.

Early Dismissal/Late Arrival

Being a secondary student is a full-time job and should be the primary focus for the energy and time of each student. Early dismissal or late arrival is an exception to the norm and must receive special permission. The following represents procedures and regulations to govern early dismissals or late arrivals:

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:

- 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 timeframe must be under direct supervision of a teacher. Failure to comply with these guidelines will lead to the loss of this privilege.
- 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.
- Students approved for late arrival who are tardy to their first class three (3) times in one semester will lose this privilege.
- Any student who has been suspended is no longer eligible for late arrival/early dismissal for the remainder of the semester.
- All students will pay full tuition regardless of the duration of their class day.
- Class schedule changes will not be made for the purpose of arranging these privileges.



IV. DRESS CODE

Student Dress Code

Rockford Lutheran School wishes to establish a climate in which learning can thrive without distractions by extremes in dress. The goal of our dress code is to exemplify Christian modesty, display professionalism, focus attention on classroom instruction, and minimize socio-economic distinctions.

Our dress code is part of the conditions of enrollment at RLS and *we ask parents to be partners with us in ensuring that the policy is met each day.*

Shirts (Males and Females option)

- **Polo-style or oxford shirts** of any solid color may be worn.
- Shirts must be **free of any manufacturing logos/brand names**. Only school branded logos are authorized.
- **Buttons must be fastened** except for the top two buttons. No V-Necks or tank tops allowed.
- **Undershirts** are to be solid white, black, or grey without visible designs seen through the shirt. Only short sleeve T-shirts are permitted under short sleeve shirts.

Pants/Shorts (Males and Females Option)

- **Flat-front or pleated-front styles** which are a solid navy, black, or khaki color. Cargo style, Jean, Athletic, Sweat, Spandex pants and shorts are not allowed.
- 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.

Skirts (Females-only option)

- **A-line or pleated skirts** that are in solid navy, black, or khaki color; and skirts in **Clear Blue Plaid** (from Lands' End) may be worn.
- Plain, **solid-colored tights or leggings** may be worn under a skirt. (ie no sweat pants, fish nets, pajama-bottoms, thigh highs, etc).
- Skirts must **extend below the finger tips** when standing with arms at the side. Skirts should not be unzipped, unbuttoned, or rolled-up.

Outerwear (Males and Females option)

- **Official RLS sweatshirts and class sweatshirts, and solid color** pullover sweaters, hooded sweatshirt, cardigans, fleece, sweatshirts, and sweater vests may be worn any day, but still must be worn over school approved polo or oxford shirts.
- All clothing must be **free of any manufacturing logos/brands** names, only school branded logos are authorized. **Hoods are not to be worn in school.**

Spirit Fridays

- School branded **RLS spirit shirts** and class T-shirts may also be worn on Fridays without collared shirts underneath.
- **Seniors may wear sweatshirts from the college** they wish to attend given the clothing demonstrates a "dressed-up" look (as determined by school administration) and clearly displays the name/acronym of the school.
- The standard dress code remains in affect regarding pants/shorts/skirts.

Specific Issues

- **Footwear** must be worn at all times. Shoes should be closed-toed and closed-heeled, have a clean and well-groomed look, and any shoe laces must be tied. Not allowed: high heels, cleats, UGG slippers, other slippers/moccasins, “croc”, over-sized, or non-“western style” boots.
- **Hairstyles** should exemplify professionalism and Christian modesty. Hair should not be covering the eyes.
- **No dyeing or bleaching of hair beyond natural hair color.**
- **Facial hair** is allowed but must be kept neat and trim.
- **No visible body piercing** (beyond ear piercing and nose studs) or **visible tattoos.** **Nose or lip rings** are not permitted.
- **No headwear** including hats, *athletic* headbands, bandanas, sunglasses, hair rollers, etc. Ties are okay.
- **Belts** are *encouraged* with school pants or shorts. (Belts may not have lettering or be made of chain, metal, scarves, or ribbons, etc.) Pants/shorts must be worn at waist level.
- **Writing or coloring** on clothing/shoes with pens or pencils is not permitted.
- **Tight fitting or oversized clothing** is not allowed.
- Students should listen carefully when **special dress days** are planned. If a student chooses not to dress according to the plan of a special day, the regular school dress code is in effect.
- Girls wearing **long untucked shirts** on special dress days need to have shorts protruding below the shirt so that they can be seen.
- The dress code is in affect at all times when in the building **during school hours** even if the student has late arrival or early dismissal.
- For a school sponsored **off-campus activity** (ie. field trips, etc), the school dress code is in effect unless otherwise specifically stated.
- Students **attending school events** (ie. games/plays, etc) **as spectators** are exempt from wearing standardized dress, but they are still expected to dress in Christian modesty.
- *The school reserves the right to deny anything that is deemed distracting or divisive in the eyes of school administration.*

Physical Education Uniforms

RLS students enrolled in a physical education class will be required to purchase and wear PE clothing as approved by the school.

Land’s End School Codes & Contact Information

RLHS School Code: #900075235 / RLA School Code #900122813
Website: www.landsend.com/school Phone: 1-800-963-4816

Consequences for Dress Code Violations

See Expected Standard of Conduct



V. MEDICAL

Health Clerk

Rockford Lutheran School employs a health clerk 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.

Illnesses

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. Any student having a temperature of 100 degrees or more or who is vomiting will be sent home.

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)

For the sake of minimizing the academic disruption of being out, parents are encouraged to vary the times of doctor's visits (spread out which classes they miss) for students who need to be out multiple times. Illness absences are considered excused.

State Mandated

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 (6th), and Ninth grade (9th)
- *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.

Immunizations

State law requires all students to be current on all immunizations and to have a record of all immunizations received on file in the school office. 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 9th grades) and Hepatitis B (preschool and 5th – 12th grades).

Failure to submit proof of the health exam and immunizations by Oct. 15 may result in a student not being allowed to attend classes until it is resolved.

Dental Examination

Students in kindergarten, 2nd, and 6th grade are required to have an oral health exam prior to May 15th 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 15th deadline. Failure to submit proof of exam may 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 15th 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 may result in a hold of the student's report card.

Athletic Physicals

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

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.

Medication Administration

All medications must be dispensed and kept in the health office. 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 such as 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-medications: ONLY a student that requires an EPI-PEN or an inhaler or one who is diabetic 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. Diabetics are expected to administer their medications in the Health Office.

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.

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.

Medical Insurance

ROCKFORD LUTHERAN SCHOOL DOES NOT CARRY MEDICAL INSURANCE FOR STUDENTS INJURED ON SCHOOL PREMISES, UNDER SCHOOL JURISDICTION, OR WHILE PARTICIPATING IN SCHOOL ACTIVITIES. Accidental injuries are inevitable and certainly the potential for accidents is increased by participation in extra-curricular activities.

ROCKFORD LUTHERAN SCHOOL ASSUMES NO LEGAL RESPONSIBILITY FOR PROVIDING MEDICAL INSURANCE. For your protection, we urge that serious consideration be given by each family to coverage under a comprehensive medical plan.

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. A student may possess and use a topical sunscreen product while on school property or at a school-sponsored event or activity without a physician's note or prescription if the product is approved by the United States Food and Drug Administration.

Rockford Lutheran has adopted a policy for the administration of a medical cannabis infused product to a student who is a registered qualifying patient. The policy/procedures allow a parent or guardian or other designated caregiver to administer the product subject to the restrictions outlined in 105 ILCS 5/22- 33. The policy/procedures allow for a school administrator or school nurse to administer the product and may also allow a student who is a registered qualifying patient to self-administer the product under the supervision of a school administrator or school nurse, subject to the restrictions outlined in 105 ILCS 5/22-33.



VI. GENERAL INFORMATION

Appointments with Faculty

Instructors are eager to give extra assistance when it can be arranged. Students should take the initiative in making arrangements with the instructor. If students and/or their parents would like a specific appointment with a teacher, it can be arranged with the individual teacher.

Asbestos

Some buildings of Rockford Lutheran contain asbestos which is managed according to a certified management plan. These plans are available for viewing upon request of the building administration.

Booster Club

The RLS Booster Club is the school parent organization who supports the school in a variety of activities. Parents are encouraged to become members and volunteer.

Closed Campus

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 or Principal]. Parents are asked that balloons, flowers, or other related items not be delivered to school. Please do not ask the office to deliver personal messages while your students are in class as these activities place a time burden on the office staff and they are disruptions to the educational process.

If there is an emergency situation, we will notify your student immediately. Please assist us in minimizing these unnecessary disruptions. Parents ARE welcome to bring their student their lunch, forgotten supplies, etc.

Dance Behavior

In order to maintain a comfortable, safe and inviting atmosphere, dancing that is sexually suggestive is prohibited. Students who repeatedly do not maintain this boundary will be asked to sit/leave the dance.

- If any student leaves the scene of a dance, he/she will not be allowed back in.
- If there is a discipline problem involving a violation of a school rule, and the offender is:
 - a RLS student, the parents or proper authorities will be called and the appropriate procedures under the rules of the discipline guidelines will apply.
 - 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.
- 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. RLS reserves the right to administer breathalyzer or other types of testing as a requirement for admission to the dance.
- 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.

Dance Passes

Junior high dances are only for RLS junior high students. Permission to attend by any other student must be obtained from School Administration.

High school dances are only for RLS high school students. Students from other schools wishing to attend must complete a dance guest pass and be pre-approved by School Administration. The pass may be obtained from the school office in advance of the dance. Students requesting signatures for guest passes for other school's dances may be denied if they have poor attendance, frequent tardiness or any recent suspensions or behavior issues.

Crisis Prevention Drills

General safety requires that from time to time we will have emergency and weather-related drills during the year. Unannounced drills are held to acquaint students with instructions for leaving the building in an orderly manner. Students should follow posted Crisis Action Plans and instructions from school personnel.

- **Fire / Evacuation**– students will evacuate the building and move away from the school as directed by school personnel.
- **Tornado** – students will go to the basement per teacher instructions.
- **Earthquake/Explosion** – follow chart specifics
- **Soft Lockdown** – students will not be permitted outside but must remain inside the locked school buildings. Classes may still be held.
- **Hard Lockdown** – students will all enter classrooms, teachers will lock their classroom doors, and all will remain quiet and follow teacher's instructions.

Emergency Notifications

Emergency school closing information will be available through the school website and local television stations. Our FACTS system also allows us to send voicemail, text messages, and emails to the telephone numbers and emails on file. Please log into your FACTS account to ensure that your contact information is accurate and appropriate.

Gender Identification

“So God created mankind in his own image, in the image of God he created them; male and female he created them.” – Genesis 1:27. Using this basis, RLS acts on the premise that we are either male or female and applies that to all school policies and procedures. These include: school documentation, dress code, restrooms, athletics, etc. RLS will use the pronouns which match a student's official birth certificate.

Hall Passes

Students are issued a student ID and are required to wear this throughout the normal school day except PE classes. Students who are in the hallways other than the normal passing period are expected to have a hall pass.

Hallway Signs

All postings or displays on the high school campus must be approved by the school office or as permitted by the sponsor of a school activity. Event announcements need to be removed following the event.

Hours of Operation

The JSBS school day officially begins at 8:10 AM and ends at 3:15 P.M. The school office is typically open from 7:30AM to 4PM during the school year.

Legal Adult Status

Students who are age 18 and are legally adults are still required to have parents fill out liability/permission forms etc. Parents have entered into a relationship with the school to educate their student, and that relationship requires the school to keep them a part of our information processes.

Library/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 1-day period only. Abuse of any privilege will result in the levying of fines and/or loss of privileges.

The purpose of the library is to provide up-to-date research resources for school reports and papers. Electronic file transfer (i.e. home/school) is best accomplished with a "flash drive" device or through the use of online storage services such as Google Drive. Note:

- Visiting classes using the CORE get first priority.
- Talking needs to be kept to a minimum and needs to be work-related.
- Students are not to sit on the floor.
- All rules for computer use apply.

Lockers and Backpacks

Student lockers are assigned only for the use of the student receiving the locker. Students must purchase a school lock and use only that lock. Students should not share lockers or combinations, and should keep the locker locked at all times. Students are responsible for damage and all contents of their assigned lockers. There will be a re-painting fee for any damage to the paint caused by either writing on or taping materials to the locker.

Students should leave any bags/backpacks in their locker during the school day. Items of particular value should be checked into the office for safekeeping.

Lockers remain the property of the school and may be searched by the administration. 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.

Lost and Found

Any articles left at school will be put in a "lost and found" in the office. Periodically throughout the year, lost and found items will be donated to charities if they are not claimed.

Lunch Program

- 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 (ie. Door Dash, etc.), but parents and family members may drop off food in the school office.
- Vending machines should only be used at lunch, before or after school.
- Students may not leave campus to get food without permission,
- Students are expected to eat in designated lunch areas. Students will leave their eating area clean.
- All food and beverages are to be consumed in the lunchroom, not brought back into the school classrooms.
- Closed lunches are to be kept in student lockers and carried to the lunch area.
- Students may bring clear, sealable water bottles for drinking into the classrooms.

Not at School

So that students may focus on their education, the following items are not permitted to be used on campus without specific teacher permission: Laser pens, noise-makers, water balloons, squirt/water guns or any other object used to throw or squirt water, paint guns, roller skates, roller blades, skate boards, “heelies,” etc. The school reserves the right to add to this list at school administration’s discretion.

Public Display of Affection

Respect for oneself and for others makes kissing, embracing, and other types of public display of intimate behavior inappropriate for school and school activities. Students are not allowed to demonstrate sexual expression at school, whether heterosexual or homosexual.

Publicity Use of Photos

Student photos are used at times for school publicity purposes such as in newspaper articles and website images. Parents who do NOT wish their students pictures to be posted publicly need to contact the School Office.

Recommendations

To keep our teachers spending their time on teaching, RLS teachers will not complete teacher recommendations for other junior/senior high schools. Parents may submit principal recommendation requests to the school office. This policy is reflected in what we are asking of future RLS students in our admission process.

RLS students seeking college recommendations from faculty should request them in advance and provide all necessary information, forms or mailing materials.

School Telephones

The telephones in the school office are to be used with permission only.

Security Cameras

RLS uses numerous cameras as part of an overall security system. These cameras are located in “common” areas such as hallways, etc. Although their primary goal is for school security, RLS reserves the right to use the recorded footage in dealing with student behavior.

Social Media

Rockford Lutheran School wants you to stay connected.

School Website = www.rockfordlutheran.org

Facebook Account = <https://www.facebook.com/rockfordluthेरanschool>

Instagram: @rockfordluthेरanschool

Twitter: @RkfdLutheran

YouTube = www.youtube.com/@rockfordluthेरanschool7699

Spiritual Life

Christians consider all of life a worship and praise of God. Rockford Lutheran School emphasizes the importance of love and respect for God, neighbor, and self. The religious life of the school is an essential part of this realization.

Weekly chapel services are held in the gymnasium, and students are expected to enter quietly and orderly. All students are expected to participate in our worship services. Under the guidance of clergy or RLS teachers, our chapel services conform to Lutheran doctrine.

Prayer is a key component for spiritual growth. Each school day includes lunchtime prayers, prayers by teachers in classrooms, and coaches often include prayers as a part of their practice and games.

Students spend time learning more about God by studying His word in religion classes. The goal of the religion classes is not to “grade” the faith of students, but to “deepen” their faith in Jesus Christ. Classes are taught from a scripture-based perspective.

Staff Communications

RLS students contacting RLS staff should do so in person, through school email accounts, or via use of school promoted virtual options. Students should not have texting conversations with school staff members or seek to include them into their social media private accounts. All communications should reflect the teacher-student relationship in style.

Student Living Requirement

A student enrolled in Rockford Lutheran School must be living with a parent, designated legal adult guardian or managing conservator during the entire time of his or her enrollment, in order to provide the necessary support for daily growth of the individual. This regulation is not invalidated because a student has reached his or her eighteenth birthday.

Student Searches

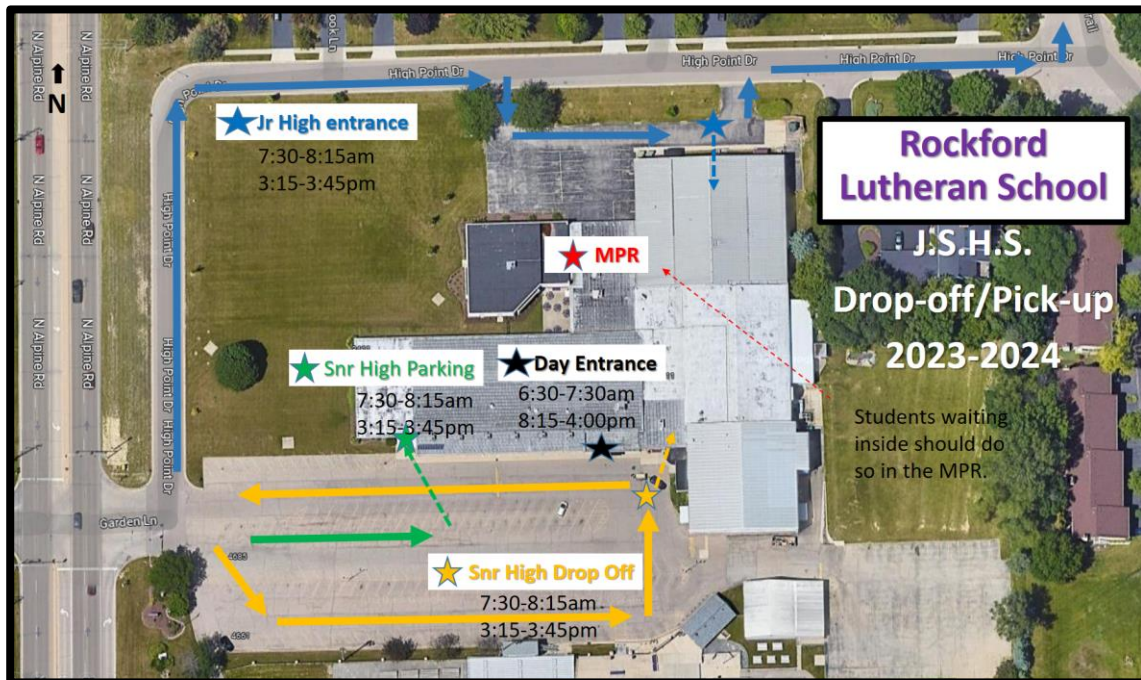
The school reserves the right to conduct searches or inspections of personal effects, lockers, baggage, and/or other student *property* as a general deterrent to the possession of any illegal (e.g. illicit drugs, alcohol, tobacco, weapons) or unauthorized items.

Textbooks

RLS uses a combination of paper text books and eBooks. Students issued a paper textbook which must be returned in acceptable condition. Students will be charged for books that are damaged or not returned. eBooks are typically downloaded in the classroom at the beginning of the semester and are the property of the student.

Transportation (Drop-Off + Pick-Up)

Many students are transported through car pools. Ample numbers of students attend from the various areas served to make this practical. All drivers are prohibited from texting and using handheld devices while driving in school zones. Families are asked follow school drop off and pick up patterns.



Vehicles

Students are permitted to drive their automobiles to school. Student drivers are required to register their cars with the school office. Automobiles driven to school are to be parked upon arrival at school and not used again until departure at the end of the day. Students are expected to keep their vehicles locked while parked at school. RLS is not responsible for lost or stolen items in vehicles.

A *parking permit* must be obtained before the end of the second week of school. Permits cost \$75 per year or \$40 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. A \$10.00 charge will be levied for replacement of lost permits.

All permits must be visibly displayed in the top left corner (driver's side) of the front windshield. All vehicles must be parked in the south or east lot between the yellow lines (where marked) and in the assigned areas. 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.

It is important to note that *parking at school is a privilege, not a right*, and the school reserves the right to suspend that privilege to any student in the interest of safety or behavior concerns. 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.

Visitors

Visitors are welcome. All visitors must report to the school office before proceeding to any part of the campus and secure a Visitor's Pass. Students who desire to bring a visitor to school (i.e. lunch time) must receive permission ONE DAY IN ADVANCE from the School Office. Visitors are expected to conduct themselves according to the regulations of our school. Visitors must wear a guest pass.

No student visitors are allowed the first week of school. The school reserves the right to limit visitor access (including tutors, vendors, families, etc.) due to safety concerns.

WIFI

The school WIFI account for students is: RLHS. The WIFI password is: crusaders11.

Yearbook

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



VII. ATHLETICS

Philosophy

The athletic program at Rockford Lutheran School 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 athletic program *reflects our fundamental belief* emphasized in our school is that Jesus Christ is Lord. 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/elq_rules_lg.pdf

Objectives stressed are as follows:

- 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.
- To cultivate such traits of Christian character as courage, loyalty, cooperation, self-discipline, and sportsmanship.
- To gain recreational experience and skills for a God pleasing use of leisure time in adolescence and adult life.

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.

Athletic Eligibility

Classes

RLS athletes must be enrolled in at least 5 classes at RLS per semester, Home school students must be enrolled in a minimum of 1 class at RLS.

Students who pass less than five classes in a given semester may have their eligibility limited as part of their improvement plan in the following semester.

Registration

RLS high school athletes must be registered to compete in IHSA athletics.

Grades

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.

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.*

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.*

Attendance

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.

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. Students 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.)

Substances

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.

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 – 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.

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. In all cases, RLS will adhere to IHSA rules and regulations. The rules and procedures governing student behavior at RLS will apply to all students participating in extra-curricular activities. 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?".

Specific Sport Rules

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.

Students may only participate in one sport per season.

Student Admission to Home games

Student ID cards must be shown for free admission to all fall events.

Transportation to Games

Participants must take RLS transportation to 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.

Sportsmanship

Being that the athletic/activity program of Rockford Lutheran School 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.

Please review the following guidelines concerning participation at school events:

Participants

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

Spectators

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

Example of 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.
- Treat competition as a game, not a war.
- 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.

Examples of Unacceptable Behavior...

- Yelling or waving arms during opponent's free throws, etc.
- Disrespectful or derogatory yells, chants, songs or gestures.
- Constant booing 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.

As we contemplate our involvement with student/athletes, coaches, as well as officials, let us keep one thought in mind, "What would Jesus do?"



VIII. EXTRA-CURRICULAR

Opportunities

Rockford Lutheran School offers a variety of extra-curricular opportunities. Each RLS organization has standards and expectations governing conduct and behavior that apply to the operation and participation in the group and its interaction in the general student body.

Clubs

Clubs vary from year to year and are formed based upon the interest and available faculty. RLS clubs this year may include: Academic Teams, Ambassadors, Anime Club, Art Club, Bass Fishing Club, Builders Club, Chapel Team, Chess Club, Eco Club, French Club, Key Club, Kindness Crew, Math Team, Model U.N., Quiz Bowl, Science Olympiad, Spanish Club, Robotics Team, WYSE. *Students interested in starting a club should seek a faculty adviser and then contact school administration for approval.*

National Honor Society

All juniors and seniors attending Rockford Lutheran School are eligible to become members of the RLS chapter 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:

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

Criteria

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

Scholarship:

- Predetermined by GPA

Character:

- Promptly meets responsibilities to school and teacher
- Demonstrates highest standards of honesty and reliability
- Cooperates by complying with school rules

Leadership:

- Demonstrates leadership in classroom or organization participation
- Demonstrates leadership in promoting school activities and/or leadership in church/community activities
- Successfully holds school offices or other positions of responsibility

Service:

- Is willing to render any service to school, church or community when called upon (Service hours required for a course do not constitute service).
- Is willing to do committee work
- 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.

Crusader Honor Society

The Crusader Honor Society at Rockford Lutheran School provides the opportunity for students who exemplify the core values of Rockford Lutheran through their character, leadership and service to be recognized for their witness.

Students typically apply in June for incoming Juniors and Seniors with a weighted GPA exceeding 2.50. Applications are due back August 1st. High school faculty will rate applicants on leadership, character, and service with administration overview. Letters of acceptance or rejections will be sent to students in September with induction ceremonies held in September/October.

Spanish Honor Society

The RLS Chapter of the Spanish Honor Society was established to foster and encourage the study of the Spanish language and culture. The qualifications to join are: Three full years of Spanish with a grade of B or better; a minimum 3.0 GPA in all other coursework (excluding Spanish grades); completion of at least one full semester at RLS (transfer students). All other qualifications are listed within the constitution and can be discussed with the moderator/teacher. Enrollment is by moderator/teacher invitation only.

National French Honor Society

The RLS Chapter of the French Honor Society was established to foster and encourage the study of the French language and culture. The qualifications to join are: Two full years of French with a grade of A- or better; a minimum 3.0 GPA in all other coursework (excluding French grades); completion of at least one full semester at RLS (transfer students). All other qualifications are listed within the constitution and can be discussed with the moderator/teacher. Enrollment is by moderator/teacher invitation only.

Drama

Rockford Lutheran School offers theatrical opportunities with productions throughout the year so that students may explore and develop their gifts in this area. All RLS students are *eligible* to be involved in drama productions, but cast and crew decisions are the role of the directors.

Participants in dramatic productions will:

1. attend all classes for the entire school day prior to attending rehearsals and performances.
Special circumstances will be up to the discretion of School Administration.
2. adhere to all guidelines presented in each production's audition packet.
3. Follow the instructions and guidance of the drama directors and leadership

Music

Rockford Lutheran School, Rockford Lutheran School offers year-round opportunities to perform in concert and in competition—individually, in ensembles, and in large groups.

Students can be involved in: Chapel Music Team, High school and Junior High Choirs, Pep Band, and Orchestra.

RLS students must be involved in a Rockford Lutheran group in order to participate in IHSA music contests.

Student Council

The Student Council represents the student's voice at Rockford Lutheran School. It is not regarded as a legislative body that makes rules for the student body or organizations in the school, but 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.

Academic/Art Contests

Faculty members provide leadership in directing interested students in competitive experiences both as individuals and groups. Area schools provide competition through the IHSA organization. According to the IHSA, all high school students are allowed to participate in Art and/or Academic competition if they are in good and regular standing.

SPARK

The SPARK program is an afterschool tutoring system where older students assist younger students with their coursework. This typically happens once a week after school in the CORE.



IX TECHNOLOGY

The use of technology at school is intended for the purpose of educational development at RLS. While on campus, students are expected to use equipment and provided services primarily for educational purposes or assigned work.

Communication Devices

Electronic devices include phones, tablets, laptops, iPods, Chromebooks 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 during normal school hours regardless of late arrival or early dismissal.

Violation of these policies will result in confiscation of the device until the end of that period and an indication that a warning has been issued. Continued violations will result in confiscation, detentions, parent contact and possible suspension.

The RLS Administration has the right to search electronic devices if there is reasonable suspicion of wrongdoing.

Rockford Lutheran School...

- *may not* request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website (including, but not limited to: Facebook, Twitter, Snapchat, etc.)
- *may* conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student's social network account violates the school's disciplinary policy; and,
- *may* require the student to share content in the course of such an investigation. However, the student's username and password will remain confidential to the student.

Cell Phones specifically

While on school grounds, high school students are prohibited from *using* cell phones in classrooms or during instructional time (except with specific teacher permission), during exams, in locations where there is an expectation of privacy such as locker rooms and bathrooms, during school-led activities (assembly, chapel, etc.) or *when the device interferes with the operation of the school.*

High school students are allowed to *use* cell phones before and after school, at their locker, during lunch (grades 8-12), and during school-sponsored activities (games, dances, etc.) *permitted the device is not a distraction to others, the school, or their own education.* Phones should be in silent mode.

It is expected that student's will use their phones in a positive manner that is beneficial to their education. *A violation of the cell phone policy will result in the device being turned in to the school office and held until the end of the school day after parent notification or until a parent picks the device up during normal school office hours.* Continued violation of this policy may result in further individual restrictions as determined by the school administration.

During a study hall, 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.

Junior high school students are permitted to bring their phones to school, but cell phones are to be kept in bags/lockers and not on their person during school hours. A violation of this policy will result in the device being turned in to school office and held until a parent picks the device up during normal school hours.

Apple watches and similar devices are allowed at school but may not be worn during testing situations.

Proper Use Information

- There should be no **vandalism of any technology** device. Vandalism includes any attempt to deface, disable, or destroy a component or its data. This includes physical vandalism, *editing data that is not yours*, and computer viruses. **Theft** of any school device will be dealt with in coordination with the Rockford Police Department and Expected Student Conduct provisions.
- RLS is not responsible for any **loss, theft or damage to personal devices**. We will assist where possible in recovery efforts.
- Students will **not provide their account passwords**, including: FACTS, the RLS network, or other services, to anyone at school outside of the RLS staff as necessary.
- Any use of **cameras in restrooms** or locker rooms, regardless of intent, is strictly prohibited and will be regarded as a serious violation. Whether on or off-campus, no device will be used to take inappropriate, illicit or sexually explicit photographs or videos, or used to cause harm or misrepresent the school.
- Students may not take **videos of teachers**, staff, classroom activities etc and share them online or otherwise without permission of the RLS staff involved. Failure to follow this policy will result in disciplinary sanctions.
- **Transmission of any material in violation** of any United States laws is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secret. In the United States, no copyright statement is necessary to claim copyright of an original work.
- No **computer programs** (executables), MP3's, or copyrighted material may be distributed over the network. The use of virus programs or other intentionally harmful programs is prohibited and will be dealt with seriously. Downloading of software or other information to school computers must first be approved by the instructor.
- Computers and Chromebooks are a tool, just like calculators and pencils, all of which have **appropriate times to be used** for quality academic instruction. *Teachers maintain the right to determine when students can be used in their classrooms.*
- To avoid disruption, the **volume setting** on any devices should be turned off while students are on campus. Having a pair of earbuds available at school is recommended for class audio activities. Headphones/earbuds should not be worn in the hallways.
- Students may not **access information on any of the school's non-public computers or servers without** permission from the administration, nor may they use any other student's computer without permission from that student. Any attempt by students to bypass these firewalls or network restrictions may be subject to disciplinary action.

- All computer users should **print only essential material**. Print responsibly. Limitations may be placed on print permissions if this privilege is abused.
- **Games should not be played in class**. Students continually playing games are subject to disciplinary action.
- **Access to the internet** and school-computers is a privilege. This privilege may be lost if these guidelines are not followed.

Electronic Communication

- Students will be responsible stewards of the Rockford Lutheran School name in the use of their **school email account** and other technology in dealing with the outside community. When you send a letter from your school email address, you are representing the school. Sending an email to an outside party is in many circumstances similar to sending a paper message with the school letterhead. Conduct your communication accordingly.
- Students will not use RLS email or personal/private social media to **act in a way that violates the conduct** defined in the student handbook. This includes inappropriate language, cheating, harassment, bullying, or promotion of illegal drug/alcohol use. Never send messages that are abusive. Never swear, use vulgarities, racial slurs, or any other inappropriate language.
- Students should **not reveal phone numbers, addresses, names, pictures** or other personal information to others without prior permission.
- School email accounts may not be used to **promote outside organizations** or interests.
- Students are expected to **check their email at least once per day** and are responsible for communication, assignments, and notices/announcements from faculty or staff as if the communication had been communicated verbally or in writing on a handout. *Not having checked your email is not an excuse for not completing the homework obligations contained therein.*

Chromebook Related

- Students should arrive on campus each morning with their **Chromebooks fully charged** and ready for a full day of use. Allowance will NOT be made in class for students who do not bring their devices to school. Come prepared.
- Students are responsible for **storing their devices securely** when not under their own supervision.
- Students who **lose their Chromebook** must then make arrangements to replace it asap.
- **Malfunctions or technical** issues are not acceptable excuses for failing to complete an assignment, unless no other means of completion exist.

Data Storage

- Backing up **data stored on the device** (documents, notes, email, etc.) **is the responsibility of the student**. Students should use cloud services like Google Drive. **RLS cannot back up or restore student Chromebook data.**
- Chromebook **memory space is limited**. Academic content should take precedence over personal files and apps. In the case of memory space conflict, it is the responsibility of the student to manage their data in such a way that coursework can be completed.



X. EXPECTED STANDARD OF CONDUCT

'Train up a child in the way he should go and when he is old, he will not depart from it.'
(Prov. 22:6.)

We fully expect that our students will never need to worry about these policies because they are amazing young people. However, we also know that sometimes we all may make a poor decision where guidance and correction is needed. Parents/guardians and students are asked to sign and return the Student Standards of Conduct Acknowledgement Form to the main office. By doing so, each family affirms that you have read through the expectations together and agree to abide by them.

Discipline and Character

The ultimate goal of our discipline plan is to help our students become respectful and positive, responsible, and self-disciplined. This can be observed in students whose behavior is consistent with good moral principles and Christian values. With Christ as our model, we strive for a positive, non-disruptive environment in which all persons, their rights, and their belongings are respected. An important key for building responsibility in children is allowing them to experience logical and natural consequences while developing skills for problem solving. We recognize that it is important that discipline builds each student's positive self-concept. Rockford Lutheran School has elevated expectations for appropriate behavior of its students. We believe that discipline is learned, and character is developed. We believe that discipline is only effective when it is a central part of a student's learning experience. Therefore, we include the teaching of appropriate behaviors, character traits and social skills as part of the curriculum. In keeping with our mission, we work with parents the moral compass that guides students with Christ as their model. Key beliefs of our discipline program include:

- Discipline and character are *key to successful human relationships* and the relationships between the teacher and the student is the most critical component of discipline. Therefore, teachers spend time getting to know their students so that positive relationships can be established.
- Discipline should be a *positive learning experience* rather than a negative punishing one. Therefore, a balance of natural and logical consequences and empathy should replace punishment. The principle of using reinforcement of positive behaviors to decrease negative behaviors drives our school-wide and classroom expectations, consequences, and procedures. Students build self-control through discipline. Structure and limits provide security for children.
- Students are *guided and expected to solve their problems, or the ones they create*, without creating problems for anyone else. Children are allowed to make mistakes in a safe environment when the cost of learning about the real world is small. Students are given opportunities to make decisions and live with the consequences, be they good or bad.

Discipline is *the responsibility of every student, parent, and educator* since it is both a cooperative and individual effort. The ideal for which we strive is that discipline is best achieved through love, good example, and open communication. However, when disciplinary actions and consequences are necessary, they are conducted in a firm, fair, caring, and consistent manner. School problems will be managed by school personnel. Criminal activity will be referred to the proper authorities. Support for teachers and students will be available from the Dean of Students, Coordinator of Junior High Programs, Counselor, Academic Dean, and Principal.

Rockford Lutheran Schools have *partnered with counseling agencies* to provide Social Emotional and Wellness learning in order to aid students in developing basic self-awareness, self-control and interpersonal skills that are essential for school and overall, life success. If the provider feels that further assistance would be beneficial for the student, a referral will be made to the parent/guardian. Students will meet with a provider if they seek guidance or a teacher/peer is concerned.

Honor Code

An Honor Code at Rockford Lutheran School helps our students and members of our community to strengthen their ability to make good and positive decisions about basic matters of right and wrong. As part of our commitment to the moral and spiritual development of our students, we strive to develop the students understanding of the Honor Code and their responsibilities to it. All students, parents, and staff members are expected to make a personal commitment to abide by the school's Honor Code:

I'm a child of God and a Sader. I am responsible and honorable in all activities associated with Rockford Lutheran School and in my life. I strive to conduct myself in a manner that demonstrates integrity, pride and respect.

School Wide / Classroom Philosophy

Students are *expected to maintain appropriate behavior* while at school. Rockford Lutheran School has a school wide discipline plan that provides for a safe and orderly environment where students can learn, and teachers can teach. Since the behavior of students in school wide settings can affect the overall climate of the school and have an impact on classroom behavior, expectations for conduct in areas such as hallways, restrooms, cafeteria, and chapel are taught, modeled, and practiced. We believe that all students can strive for, work towards, and attain good conduct. The school wide plan revolves around three beliefs that students and staff try to model each day.

1. *Be Respectful and Positive,*
- 2) *Be Responsible,*
- 3) *Be Safe.*

What this looks like in school (classrooms, cafeteria and gym) and at school activities (home and away games, field trips and events)	
Being <i>Respectful & Positive</i> means that I...	<ul style="list-style-type: none"> • use kind words, actions & manners with everyone • follow ALL adult directions and respond appropriately • respect others, their space, privacy & property • do not bully, tease or harass others • use appropriate volume when communicating • am inclusive

	<ul style="list-style-type: none"> • strive to understand other's points of view and backgrounds • follow school and classroom expectations • act appropriately in the Chapel setting • use school materials and equipment appropriately
Being <i>Responsible</i> means that I...	<ul style="list-style-type: none"> • arrive on time to school and to all classes • be prepared for classes with proper materials • take care of personal & school property • am not in the hallways during class without a pass • take care of personal needs and respect self • adhere to the RLS Dress Code at all times • own my mistakes and learn from them • pick up after myself and keep areas clean • leave inappropriate items at home • use study hall time wisely • keep my volume in all settings appropriate • participate actively and appropriately in classes, Chapel and Assemblies
Being <i>Safe</i> means that I...	<ul style="list-style-type: none"> • use school materials & equipment appropriately • do not engage in physical altercations • do not use anything that can harm my body (tobacco, vaping, drugs, alcohol) • enter and exit the building orderly • drive carefully in the parking lot • do not run in the building • report unsafe conditions & behavior to teachers/administration • keep restrooms clean and sanitary

In the Classroom

Each classroom, gym and the CORE will define their specific expectations for being RESPECTFUL & POSITIVE, RESPONSIBLE, and SAFE in those spaces. These plans clarify behaviors expected from students and what they can expect from the teacher in return.

Classroom Expectation plans should be developed collaboratively between the students and teacher using the school wide discipline philosophy as the foundation. The goal is to have a fair and consistent way to establish a safe, orderly, positive classroom environment in which teachers can teach and students can learn. The plan is based on expectations, positive recognition for appropriate behaviors, and consequences for those who have difficulty maintaining acceptable behavior. Emphasis is placed on student responsibility and student self-control. Classroom discipline plans are communicated in writing at the beginning of the school year on the teacher's syllabus for parent review and acknowledgement. Teachers will communicate throughout the year as needed.

Positive reinforcement plays a key role in discipline. Children begin to develop self-discipline by recognizing that positive reinforcements are a direct result of good conduct and appropriate choices. At Rockford Lutheran School, positive reinforcement occurs at all levels.

Consequence Charts for Behavior Violations

<p>Level 1: First offenses at this level are managed by the teacher using classroom management strategies. All incidents will be recorded in FACTS by the teacher to ensure a record and determination of repetition. Any Level 1 behavioral issue that becomes repetitive, despite teacher interventions, moves to Level 2.</p>			
Violation	First Offense	Second offense	Third offense and beyond
Dress Code not met	Sent to the office to change into appropriate attire and recorded in FACTS as a first warning by the teacher.	Sent to the office to change into appropriate attire; conference with the Dean of Students; detention issued, parents contacted and recorded in FACTS as a second warning by the Dean.	Sent to the office to change into appropriate attire; conference with the Principal; detention issued; parents contacted and recorded as a third warning. Beyond three: parents called to take student home to get into dress code; detention issued and after school activities suspended for 1 week (and/or isolated lunch).
Tardies	Warnings given for 1 st 3 tardies to class in a semester, conferencing with student, possible parent notification, teacher discretion as to how time is to be made up with them.	After 3 tardies in same class in a semester, conference with Dean of Students, parents notified, detention issued for each subsequent tardy and recorded in FACTS by Dean of Students.	If issue continues, conference with the Principal, lunch detention(s) issued and recorded in FACTS by the Principal. After school activities suspended for 1 week (or isolated lunch if no activities). Final exam exemptions lost and Jrs/Srs lose Late Arrival/Early Dismissal.

<p>Cheating (homework)</p>	<p>Managed at the classroom/teacher level, detention issued, may redo the work for no more than half credit. Teacher records in FACTS.</p>	<p>Second and subsequent occurrences to be handled as a Level 2 offense and referred to the Academic Dean who records in FACTS. No opportunity to make up work and forfeiture of any final exam exemptions for any class that semester.</p>	<p>Detention; no opportunity to make up the work, no exemption of any final exams that semester, meeting with parents, teacher and administrator re: continuing enrollment, recorded in FACTS A third violation in the same class will receive a failing grade for the semester and immediately be removed from the class.</p>
<p>Level 1 occurrences can also include (list is not exhaustive)</p> <ul style="list-style-type: none"> • Device/cell phone used in class without permission • Food in class (when not part of instruction) • Inappropriate classroom behavior • Hallway/After school misconduct • Skipped detention with teacher • Inappropriate/vulgar language • Removal from extra-curricular activities 	<p>Managed at the classroom/teacher level. Possibilities could include: warning & conferencing, parent contact, short term removal, make up time with teacher, detention Teacher records warning(s) in FACTS if behavior becomes repetitive.</p>	<p>Conference with Dean of Students, parents notified, detention issued and recorded in FACTS by Dean of Students.</p>	<p>Conference with the Dean of Students, parents, detention(s) issued and recorded in FACTS. Beyond three: Conference with the Dean of Students, Parents and Principal, any after school activities suspended for 1 week (or isolated lunch). Suspension would also be an option. Recorded in FACTS.</p>

Level 2: Major violations and chronic repetition of Level 1 violations			
Violation	First offense	Second Offense	Third offense and beyond
<ul style="list-style-type: none"> • Harassment (including bullying & cyberbullying) • Skipped Detention • Cheating (assessments) • Insubordination to a teacher or other staff member • Computer equipment violations • Truancy (class absence without parental or admin permission) • Falsification of identification (permits, passes, excuses/phone) • Trespassing on school property 	Conference with the Dean of Students Detention(s) issued; parents notified; Recorded in FACTS by Dean of Students. *Note: Cheating on an assessment is referred directly to the Academic Dean who will conference with the student and teacher to determine appropriate consequences	In School Suspension; Meeting with Principal and parents; Recorded in FACTS by Principal.	Out of School Suspension of 1-5 days; Meeting with the Principal, Head of School and parents re: conditions for continued enrollment; Behavior Contract created; Recorded in FACTS by the Principal.

Level 3: Violations that are serious threats to school security and safety and any Level 1 or 2 behavioral issue that becomes chronically repetitive, despite teacher and administrative interventions, move to Level 3. All offenses at this level will involve the Dean of Students, Principal and Head of School when appropriate. Administration reserves the right to deal with each individual circumstance as necessary.		
Violation	First Offense	Second Offense
Weapons at school, Drug distribution	Expulsion	NA
Drug possession use, being under the influence	Suspension with treatment program or Expulsion	Expulsion
Gang activity, Fighting, Trespassing, Harassment, Smoking/Vaping	Suspension or Expulsion	Expulsion
False alarm (fire, bomb, lock-down)	Suspension or Expulsion	Expulsion
Theft, Vandalism	Suspension and reimbursement	Expulsion

Further Explanations

Harassment/Bullying is considered a severe infraction – especially when it is ongoing. Harassment includes, but is not necessarily limited to the following:

- Unwelcome *and persistent* behavior that makes a person feel threatened, humiliated, uncomfortable, or unsafe.
- Verbal conduct such as racial slurs, the use of vulgar or obscene language, derogatory jokes or comments, social ostracization, and/or personally damaging statements made about others.
- Behavior that is sexual or lewd in nature, including sexual advances, physical contact, and other verbal, physical or visual conduct of a sexual nature.
- Behavior that is intimidating, including but not limited to, threatening gestures, assault, unwanted touching, and blocking of normal movement that interferes with another student's work, study, or play. (*Bullying and cyber-bullying*)

Cyber-bullying is defined as use of the internet, cell phone or other electronic device to send or post text messages or visual images on social media intended to hurt or embarrass another person. Cyber-bullying includes, but is not necessarily limited to the following:

- Cruel instant computer messaging or threatening e-mails.
- Mean, *repeated* cell phone text messages.
- Creating a website for the purpose of mocking certain students, or school personnel.
- Posting humiliating, "photo shopped" or digitally modified images of students or school personnel.
- Forwarding "private" photos or videos to other students.
- Pretending to be someone else by using someone else's online screen.

Bullying is contrary to State Law and policies are consistent with subsection (a-5) of 105 ILCS 5/27-23.7. (Nothing in this section is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the United States Constitution or under Section 3 or Article 1 of the Illinois Constitution.)

Students are encouraged to report any incident of harassment/bullying to a teacher, the counselor, the Dean of Students or Principal. This can be done in person or through their school email. All reports of harassment or bullying complaints will be investigated in an expeditious manner with notification of appropriate parents/guardians with the information that can be obtained in that duration.

Retaliation or intimidation for having reported or threatened to report harassment, or for assisting the school in the investigations, is strictly prohibited. Acts of retaliation will result in disciplinary action.

Possession or Use of a Controlled Substance

A student is subject to removal from class, suspension, expulsion, or referred for prosecution if he/she:

- Possesses or uses a chemical substance.
- Sells, uses, or dispenses illegal drugs and narcotics (hard or soft drugs, alcohol, inhalers, marijuana, edibles, or a controlled substance).
- Acts under the influence of an illegal drug-alcohol, narcotic, marijuana, or controlled substance.
- Misuses or overdoses on prescription or over-the-counter medication.

Upon discovery of a drug-related situation stated above, the principal reports the incident to the Head of School, notifies parents/guardians, and requests a conference. After a conference with the parents/guardians and student, the student is subject to removal from class, suspension, expulsion, or referral for prosecution. A recommendation to the parents/guardians is made for evaluation and possible treatment for the student.

When there is reasonable suspicion (ie. physical symptoms such as the smell of alcohol, slurred speech, bloodshot eyes, impaired motor skills and/or reliable witness reports) that a student is under the influence of illicit drugs or alcohol and that student denies any use, the school **reserves the right to require drug testing before that student can continue attending classes.** Failure to cooperate in this testing is treated as an admission of guilt and subject to disciplinary procedures. Where fees for services are involved, parents must accept responsibility for payment.

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.

Random Drug Testing

Rockford Lutheran uses a Random Drug Testing system to help prevent substance abuse. RLS students will be randomly selected to take drug tests at school at various times throughout the year.

The Administration of Rockford Lutheran Jr/Sr High School will coordinate and oversee the program administration. Parental approval is included on the enrollment contract. Student participation in the testing, if randomly selected, is required for continued enrollment at the school.

Testing Procedures: (a) The school Data Manager will generate a random list from all currently enrolled students in FACTS. (b) The nurse will check those student's medical records on file for any disclosed medications that could potentially interfere with the test accuracy or results. (c) Students will be brought from class to the office for the test administration. (d) The testing will be administered by a staff registered nurse. If the student can't provide a sample right away, the student will be required to wait in the office until it can be given.

The test used is a *seven-panel urinalysis test* of all common illegal drugs which has a 99.5% accuracy rate. If the results are positive, we will administer a second test to verify the result. Furthermore, samples producing any initial positive test indication will be submitted to a medical testing laboratory for official confirmation according to the process established by the test kit provider.

A student with an *initial positive result* will be suspended out-of-school pending the official lab results. The school administration will inform the student and contact parents for a conference.

A *confirmed positive result* will lead to enactment of policy as per the Expected Student Conduct for possession or use of a controlled substance and appropriate consequences per that policy will be administered for the violation.

Parents *may* elect to take their child to their family doctor's office or to a qualified medical testing center (such as Quest Diagnostics) for an official lab test if conducted within 24 hrs of the school administered test. Such additional testing will be at the parent's expense and we will only consider official test results as provided by the lab/tester.

A student who tests positive in a random drug test administration is then automatically subject to retesting at all subsequent test dates for the remainder of the school year if still enrolled.

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.

Only RLS administrators and relevant 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.

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.

Fighting or any Physical Altercation (punching, shoving, wrestling, slapping...)

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. Rockford Lutheran School will comply in accordance with the Illinois State Board of Education Firearms, Drugs, Battery and Student Information Reporting System under Section G (a) battery against school personnel, and Section G (b) firearms and drugs.

Original Work and Academic Responsibility (will be referred to the Academic Dean)

The purpose of an Original Work and Academic Responsibility Policy is to provide the school community with the boundaries that enable students to produce work consistent with the highest levels of academic integrity while preparing students as lifelong learners.

In an information age, it is a challenge for students to create individual ideas when utilizing existing concepts. While a variety of opinions on a particular subject may exist, it is important for each student to think critically and form an individual response that may agree, differ, support, or comment upon the existing information. It is also vital for students to learn the appropriate context to exercise the critical skill of collaboration. This policy provides the structure that enables students to produce original work with academic integrity and responsibility.

"*Helping*" with homework is defined as one student explaining to another how to think through a question and the other student working through it themselves. Help is good; however, at no time should a student be in physical or digital possession of another person's work, copying another person's work with or without their permission, or share work as directed by the teacher.

"*Working together*" is understood as discussion followed by each student doing the work for which they are responsible. There should never be any conversation, verbal or digital between students regarding assessment questions of the same or different teachers.

Students will undoubtedly be asked to collaborate on assignments and projects. Furthermore, in a complex world we are often called on to work with others. Each student can and should be encouraged to help their peers with material that is challenging to understand or require teamwork to complete. However, the requirement for each student is to make their own work theirs-- not the work of others.

Each student at Rockford Lutheran is responsible to maintain the integrity and scholarship of any work that will be submitted for academic credit.

Original Work

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 plagiarizing (but not limited to), when a student:

- is in possession of another student's assignments, notes, or books for dishonest purposes, as determined by teacher discretion.
- gives or receives answers to assignments from another person.
- shares questions or problems on tests or quizzes.
- turns in material written by another without giving credit.
- communicates in any way during tests or quizzes.
- has unauthorized material or information in view.
- uses items without permission, such as calculators, phones, notes (cheat sheets), etc.
- uses PhotoMath, Mathway, and any other online websites without teacher permission.

Repeated Dress Code violations

The RLS Dress Code serves several purposes including to exemplify Christian modesty, display professionalism and pride in our identity as RLS, focus attention on classroom instruction and minimize socio-economic distinctions. It is simply an expectation of enrollment at this school. Repeated violations will not be tolerated. It is important that parents and the school form a partnership on this policy. The Code was shared with all families through FACTS and is posted in each classroom and around the building.

Levels of Disciplinary Action

Detention

The detention room will be a specific classroom set aside (Monday through Thursday) to serve detentions given by teachers and/or administrators. Detentions will be supervised by teachers. A violation of detention room rules results in removal from detention and issuance of further consequences from administration which could include added detention along with loss of school activities. 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 be on time and serve the entire detention (3:20 – 4:00)

1. Students will have a detention slip to check in with the Detention Supervisor. Parents are notified of the detention through FACTS.
2. Students must serve their detention either on the day it was served OR the following school day. Because there is no Detention on Fridays, any detention given Thursday would be served on Thursday or the following Monday. If a detention is given on a Friday, detention is to be served the following Monday or Tuesday.
3. Any changes in this schedule must be approved by an administrator.
4. A roster is created each day and given to Detention Supervisor for attendance purposes.
5. No talking is allowed, no music may be played and no phones are allowed - students must be in their seats at all times doing schoolwork and phones are held by the supervising teacher.

NOTE: Detentions are meant to be a deterrent to inappropriate behavior. If behavior becomes chronic and repetitive, administration will escalate consequences to include In School Suspension, loss of extra-curricular involvement, Out of School Suspension and in extreme cases, discussion of continuing enrollment at RLS. If a detention is skipped, it becomes a Level 2 Offense leading to immediate loss of any extra-curricular activities or other appropriate consequences at the discretion of the Dean of Students.

Three detentions = 1 demerit, see next section.

Demerit System

The RLS demerit system is a way of tracking and responding to overall student negative conduct with a goal of helping the student continue to work within the expected school environment.

Potential Reasons for Demerit

1. Any detention room rule broken
2. Possession of any form of tobacco.
3. Skipping a class or study hall.
4. Being outside the school building during school hours without administrative permission or supervision.
5. Blatant public disrespect of a teacher.
6. Any form of inappropriate physical contact with another student (Could be suspension or expulsion if severity of situation warrants).
7. Other circumstances may warrant demerits at the discretion of the administration.

Demerit Ramifications

- *1 -2 demerits* = After school detention for 40 minutes, the teacher calls home, and letter of notification is sent from the office.
- *3 demerits* = After school detention for 40 minutes, and a conference is held between an administrator and parents.
- *4 demerits* = 1-day in school suspension. No participation in extra-curricular activities while suspended.
- *5 demerits* = 3-day in school suspension. No participation in extra-curricular activities while suspended.
- *6 demerits* = expulsion

Demerits will be accumulated on a yearly basis. The demerit system does not intend to imply the only means by which a student may be expelled. Other situations may warrant expulsion at the discretion of the administration.

Suspension

Students may be suspended for a period of time not to exceed five consecutive school days. A suspension of longer than five (5) school days must be approved by the Head of School. Suspension may be in-school or out-of-school. Students may be suspended for serious reasons, including but not limited to, conduct unbecoming a Christian student (lying, cheating, using profanity and harassing other students), and incorrigible or persistent behavior which interrupts the learning environment.

The suspension process includes the following actions after consultation with the student about the incident, verbal and written notification will be provided to the parents or guardian which includes:

- The reason(s) for suspension
- Summation of the student/parent conference
- The time/length of the suspension
- Requirements for reinstatement

In-School Suspension

The Dean of Students and/or Principal assigns the student to a room where the student is supervised for the duration of the school day. The student should complete schoolwork assigned through teachers. The student may also be required work with a professional counselor. The student will be given adequate time for lunch at a time/place designated by administration, but are not allowed to attend any school related extra-curricular activity. Suspension are followed by a contract and a probationary period to support changed behavior.

Out-of-School Suspension

This suspension is used only when the student is seriously interrupting the education of other students and when In-School Suspension failed to change the student's behavior. It may also be necessary to impose this level of suspension because of the serious nature of an offense.

In the case of all out-of-school suspensions, the student 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. A student may request that teachers provide assignments and credit for those assignments given during the time of the suspension.

Expulsion

Expulsion is an extremely serious matter, and every other possible solution should be explored with the parents. The parents shall be advised immediately and urged to take advantage of assistance, which could help the student with his/her difficulties.

The school will present a statement of dismissal to the parents within two school days of the incident. This statement shall be made in writing, including the reasons for the dismissal and a complete listing of dates and efforts made to help the student to avert dismissal. The school will attempt to assist the parents in placing the student in another learning environment better equipped to meet the student's needs. Consultation with the Head of School must precede any expulsion. The statement of dismissal shall be placed in the student's file.

Examples of reasons for expulsion:

- Participates in disruptive activities by a group such as gangs
- Possesses, uses, or delivers narcotics, dangerous drugs, or alcohol on school campus or at school sponsored activities
- Possesses, uses or conceals a weapon or any item construed to be a weapon on school property or at a school-related activity (a weapon is any instrument which may produce bodily harm or death)
- Threatens or causes bodily injury or harm to a student or school personnel
- Ongoing harassment including electronic (cyber-bullying), sexual, racial etc.
- Assaults a student or any school personnel with resulting physical injury
- Vandalizes school property or the property of other
- Engages in chronic or repeated misbehavior, which disrupts the learning environment

Overall Guidelines Used

In establishing appropriate disciplinary regulations, the following guidelines will be used:

- Good classroom discipline is first and foremost the responsibility of the classroom teacher.
- Support for teachers and students include the Dean of Students, the Counselor, the Asst Principal, the Academic Dean, and the Principal.
- Emphasis should be placed on positive values, strong relationships and restoration rather than on punishment when possible.
- Respect for the personal dignity of the student should be evident.
- Language which is sarcastic or calculated to bring ridicule on the pupil, his/or her parents/guardians, or background shall not be used.
- Religious exercises or class assignments shall not be used as punitive measures.
- Any extreme or unusual form of punishment or any touching of a child in a manner that is considered punitive is not permitted. Such actions by a teacher or staff member may warrant immediate termination. *Exception: Reasonable physical contact with a student may be applied in situations of a direct threat upon an employee of the school or when defensive action is necessary by the employee to prevent physical harm to a student and/or employee.
- Conferences and written communication between the home and school regarding infractions will be logged and kept on file (FACTS).
- *Rockford Lutheran School reserves the **right to discipline students for off-campus conduct** if the conduct can detrimentally affect the school's reputation, is of serious nature, or is illegal.*

Appeal

Students have the **right to appeal**, through the Head of School, to the Board of Directors on matters in which they feel due process was not granted. 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 RLS, all transcripts, grades, etc., will be withheld until all financial obligations have been met.

Compliance

Rockford Lutheran School complies with applicable Federal and State laws prohibiting discrimination, including but not limited to the following:

- Title IX of the Education Amendments of 1972 (20 USC 1681 et seq.).
- The Individuals with Disabilities Education Improvement Act (20 USC 1400 et seq.).
- The Age Discrimination in Employment Act of 1967 (29 USC 621 et seq.).
- Title VI of the Civil Rights Act of 1964 (42 USC 2000d et seq.).
- Title VII of the Civil Rights Act of 1964 (42 USC 2000d et seq.).
- The Americans with Disabilities Act of 1990 (42USC 12101 et seq.).

Concerns related to matters of discrimination are to be addressed to RLS Human Resources.

Rockford Lutheran School agrees to comply with any other applicable State or federal law or regulatory requirement.

The Head of School will appoint at least one administrator to ensure these policies are followed or by what procedure a discrimination concern can be raised for resolution. This will not be the responsibility of the Head of School.



XI. EXPECTED PARENT CONDUCT

Work Together with School Staff

As an essential member of the team working with my student to assist him/her in his/her academic, physical, spiritual and social growth, parents are asked:

- to do their best to work with Rockford Lutheran School.
- to begin with the premise that since RLS exists for the growth of students, decisions made by staff members are intended to be an attempt to assist with student growth. Thus, to do their best to begin discussions with a positive premise
- to send their student to school properly dressed in school-approved wardrobe.
- to support the discipline policies as stated.
- to pay the tuition and fees due.

Be Focused on Education

- to be a daily contributing member of the parent-school partnership
- to provide a place to study in my home that is quiet and free from interruptions.
- to encourage and supervise appropriate study time for my son/daughter.
- to communicate directly with the teacher involved when any concern arises
- to carefully read letters, flyers, emails and other communications from the school.
- to not contact their students during class. We ask that you please utilize lunch time availability for necessary contact.

Offer Substance Support

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.

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. We are asking parents of Rockford Lutheran to:

- be present at gatherings at my home/property to insure appropriate adult supervision.
- not serve or allow students under the legal age to consume/use alcohol, drugs or tobacco at my home or property.
- welcome communication with any parent/guardian who observes my student using alcohol or other illegal substances.
- communicate with parents/guardian of any student I personally observe using alcohol or other illegal substances.
- not assist with or condone the rental of hotel rooms for unchaperoned parties by any students.

Appropriate Communication for Addressing Concerns

Effective communication is a crucial element of a successful educational experience. 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 with Matthew 18:15-16 (*"If a believer does something wrong, go, confront him when the two of you are alone. If he listens to you, you have won back that believer. But if he does not listen, take one or two others with you so that every accusation may be verified by two or three witnesses."*) the following guidelines have been established to help all of us resolve various challenging concerns.

Conflict Resolution Steps

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.

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 Principal.

Step 4: In very rare cases when resolution is not accomplished, a further conference would include the Head of School.

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.

Note:

- Concerns which are voiced **anonymously** (through letters, phone calls, etc.) cannot be dealt with by RLS staff or administration since anonymity does not allow for resolution between the parties.
- At no time should a parent, teacher, or student **voice their concern outside their immediate household** before discussing the issue with the individuals involved. Issues causing or prompting adverse publicity concerning RLS, shall subject their student to *potential* dismissal from enrollment at RLS.
- Disruptive, threatening, or illegal **behavior of a parent/guardian** may result in the denial of campus access for the adult or ultimate dismissal of the student.





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IGNITING MINDS AND SOULS