



Rockford Lutheran Academy

Parent Handbook *2009 - 2010*

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



LUTHER ACADEMY HISTORY

In 1964, a pilot 9th grade program was held in rented facilities. In each succeeding year, another grade was added, with the first senior class graduating in 1969. In 1971, Lutheran High School moved to the Alpine Road location. A 7th and 8th grade junior high school program began in 1982. Fifth and sixth grades were added to the Luther Academy program in 1990. In 1991, 4th grade was added.

A study by the Board of Directors and Association of Churches revealed the need for a greater vision toward a K-12 program. Luther Academy at Gloria Dei, America's first ELCA-LCMS primary school, opened its doors to one hundred and one K-4 students on August 25, 1993. The Academy now has over 375 students enrolled in PreK-6. In the fall of 1994, a 3, 4 year-old preschool and kindergarten school, Luther Learning Academy at Tabor Lutheran Church. It is also administered through Lutheran High School/Luther Academy. In 1996, Luther Early Learning Academy at Bethlehem Lutheran Church opened for preschool and Kindergarten students. In 1997, the Academy saw changes of an addition of five new classrooms at L.A.G.D.. This allowed the move of 6th grade to Gloria Dei from the high school building. To help better coordinate a fast-growing program, Mr. John Johnson was hired as Superintendent of the preschool through grade 6 Academy program and a new K-6 facility of Luther Academy also opened at Alpine Lutheran Church. In 2007 the association consolidated the Academies at the Gloria Dei location and renamed the school: Rockford Lutheran Academy.

Lutheran Academy offers an alternative for educating the youth of our nation within a distinctively Christian focused environment. They provide a positive influence in the community by promoting high standards in all aspects of school life.

ACADEMY PHILOSOPHY

Rockford Lutheran Academy is a community of faith where we believe that each child is a unique creation of God, blessed with a special set of talents and gifts. Each child deserves to approach life with a sense of self worth and respect for others while developing a sense of one's own personal relationship with God. We feel that each child deserves the opportunity to develop his or her God-given potential to the fullest. Our mission is to guide each child toward the fulfillment of this potential, in all areas of the child's life: spiritual, intellectual, social, psychological, and physical. We hope to enrich and deepen each student's faith by promoting good self-esteem, self-discipline, educational skills, and Christian knowledge and values.

Luther Academy affirms that parents are the first and primary educators of their children. Through a spirit of understanding and cooperation, we hope to create an atmosphere in which teachers, students, and parents can join together with the total faith community to come alive, to grow, and to learn.

As a Lutheran school, we hope to influence students and families to be dynamic agents of change in society in the areas of social and racial justice, human dignity, freedom, and peace. We will provide an environment that fosters a belief in the sacredness of the human person and awareness that we are born into one worldwide human family.

At Luther Academy, we hope to create an atmosphere for learning that combines structure and creativity while fostering an enthusiasm for lifelong learning. Toward this end, we strive to maintain a joyous, happy environment, which promotes love, understanding, and acceptance of self and others.

***NONDISCRIMINATION** Rockford Lutheran Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at this school. Rockford Lutheran Academy does not discriminate on the basis of race, color, national and ethnic origin in the administration to their educational policies, admission policies, and, scholarships.*



Rockford Lutheran Academy

Mission Statement, School Goals and Objectives:

Mission:

Rockford Lutheran School (RLS) – the provider of an exceptional college preparatory education in a challenging and inspiring Christian environment.

Students who complete their education at Rockford Lutheran Academy will:

ACQUIRE SKILLS OF

- Learn to read and comprehend at least at a sixth grade level.
- Successfully perform all fraction and whole number operations.
- Successfully solve multi-stage story problems.
- Be able to use research techniques to complete a five-page research project in accord with language arts curriculum standards.
- Conduct a science investigation demonstrating skills of data collection and processing, measuring and quantifying, and hypothesizing based on gathered data.
- Be able to use the computer to write a story and solve a simulated problem.
- Be able to demonstrate the nine Christian core virtues of love, joy, peace, patience (perseverance), kindness (compassion and giving), goodness, faithfulness (honesty), gentleness, and self-control (self-discipline and respect).

SCHOOL SPECIALTY

- RLA is focusing on the model of the Carnegie Foundation Basic School as the curriculum framework of our school. We will be focusing on using an integrated curriculum with emphasis on math, science, and technology. Additional aspects of the model include an extensive after-school activity program, and a commitment to making fine arts an essential element of our school program.

UNIQUE PROGRAMS AND TEACHING METHODS

- **Bible-Centered Instruction.** RLA has made a unique commitment to develop an integrative learning model that provides innovative math, science, and technology combined with a strong commitment to building literacy in language. Each grade level is in the process of reorganizing subjects to permit further integration of separate subject areas into multi-subject units built around an organizing topic that is consistent with our commitment to integrating our faith in all areas of learning. Religion will be taught based on a Pan- Lutheran philosophy.
- **Reading Renaissance/Accelerated Reader Paired with a Reading Curriculum Focused on Skill Development.** RLA has implemented a school-wide effort to use a reading system based on a computer driven reading practice management system. The program provides a focus for reading practice. Additional reading practice is guaranteed through a phonics program in grades 1-2, and novel-based reading in grades 4-6. In Reading Renaissance, each student in grades 2-6 spends 60 minutes per day in reading practice. Each teacher has made a commitment to use sustained silent reading. Reading homework will primarily be focused on reading practice.
- **Commitment to Christian Character and an Understanding of the Bible** – RLA is concerned with the ethical and moral dimensions of a child's life. The core Christian virtues such as respect, compassion and perseverance are emphasized. Classroom discussions and activities re-emphasize the featured values. In addition, students study the scriptures using materials that are a part of the curriculum.
- **Sequential Computer Curriculum** - Every student at RLA uses the computer lab at least twice a week. Students have specific instruction in touch-typing, multi-media development; word processing, Publisher and problem solving. The staff has developed specific software materials that are specified for each grade. Specific individualized math and reading programs are available to let students advance through grade eight in basic skills.

- **Math Renaissance** – All teachers use the new Sadlier – Oxford, Progress in Math which is designed to present integrated math concepts to all students. Practice at the 3-6 levels is enhanced through the Math Renaissance program. Math Renaissance is a computer-based system that allows students to practice math skills at their own pace. Students are assessed on every skill objective to insure the mastery of required skills. RLA has computer math libraries available for students achieving on levels three through pre-algebra (grade 8).
- **Activity Based Math and Science** - The staff at RLA has received training in activity-based learning, and every class is using specialized materials that integrate math and science learning.
- **Foreign Language Instruction** –Spanish is taught at all grade levels in PreK – 6.

SPECIAL EQUIPMENT LABS

- **Computer Lab** – The school makes extensive use of a networked computer lab of 26 computers. Each K-6 child has a class in the Computer Lab twice a week. The staff has developed a school-based sequential computer curriculum that includes touch typing (beginning in Grade One), word processing, and multi-media development. Classrooms also have at least 2-networked computers to further develop our Engaged Learning Technology model.
- **Laptop Computers** –The school makes use of a portable laptop computer lab that consists of 28 computers. These computers are available to all students enrolled at RLA.
- **Smart Boards** – Smart Boards are used in grades 4 through 6 and in the computer lab. Smart Boards are interactive whiteboards – the first and most widely installed interactive whiteboard in the world. Today, Smart Boards are recognized as an innovator in the educational field as they enable unique educational moments in the classroom.

MUSIC/ART AND/OR FINE ART PROGRAMS

- **RLA Band and Orchestra**
- **Young Rembrandts Art Club**
- **Crusader Connection** – daily televised news program by 6th grade students.
- **Crusader Times** – student newspaper.
- **Student Council**
- **K-Kids**
- **Chess Club** – There is an organized Chess Club for students in grades K-6. The students learn the game of chess and play with other students and advance as they learn. Students are encouraged to participate in local chess competitions and tournaments at their skill level.

SCHOOL COLORS/MASCOT/SCHOOL TEAMS

- RLA's school colors are purple and white. The mascot is a Crusader. Each year, students are able to purchase a spirit T-shirt or sweatshirt in the school colors. Each Friday is School Spirit Day where all students are encouraged to wear school colors. Various sports are sponsored by the Rockford Lutheran Association in grades 5 and 6. Registration information and sport fees will be included in the school newsletter.

BEFORE/AFTER DAY CARE

- RLA has an exemplary after-school program that served over 200 children during the 2008-2009 school years. Students are urged to broaden their interests by exploring a number of after school clubs and are also given supervised time to work on assignments after school or join in supervised playtime using the on site school and church facilities and playgrounds.

ACTIVE/COMMITTED CPTO

- RLA has one of the most effective PTO organizations in Rockford. Its designation as a Christian PTO places special emphasis on strengthening our Christian faith through service. Over 200 volunteers have assisted in all types of school projects and have served as partners to the teaching staff. The CPTO holds regular meetings that are attended by parents, teachers, and their families. CPTO efforts help provide students with learning materials, Christian service opportunities, and social experiences.
- Each year the CPTO and school host special events to join our families and school staff together for socialization and family fun. Santa's Workshop, Family Fun Night, and more help our school staff and families join together as we support our school and families.

FIELD TRIPS

- Teachers at RLA frequently use trips to community parks and museums to supplement unit-learning experiences. Field trips are part of a planned PreK-6 sequence. An overnight, environmental education trip has been planned for the sixth grade to Covenant Harbor. Other grades use Rockford museums and parks as well as Madison, Chicago, and Milwaukee museums and zoos.

PARENT INVOLVEMENT

Rockford Lutheran Academy recognizes that a child's education is a responsibility shared by the school and family during the child's entire school career. To support the goals of Rockford Lutheran Academy to prepare all students for success, the school and parents must work as partners.

Parents share the school's commitment to the educational success of their children. Rockford Lutheran Academy in collaboration with parents shall establish and develop practices that enhance parent involvement and reflect the specific needs of students and families.

To this end, RLA will support the development, implementation, and regular evaluation of parent involvement at all school levels and in a variety of roles. Parent involvement will include, but will not be limited to the following:

- Promotion of clear two-way communication between the school and the family concerning the child's educational development and progress through progress reports and parent teacher conferences. Progress reports are given at 6 week intervals. Report cards are sent home to parents every 10 weeks. Parent/Teacher conferences are held once during the fall semester and once during the spring semester.
- Parents are encouraged to use Ed-line as the form for communicating grades, grading progress, homework and other information that can help the parent know the status of their child's progress. News letters and other information will be sent through ed-line as well as important information will be posted on the school web-site.
- Teachers and/or parents may arrange for a conference at any time that one is needed.
- Bi-Monthly school newsletter from administration with important school updates will be distributed to each family through email. Newsletters contain important dates and information on upcoming events. All newsletters will also be posted on our website at www.rockfordlutheran.org.
- Weekly folders with classroom updates and communication from teaching staff.
- Concerns may be addressed when necessary and calls are returned as soon as possible by the teacher.
- Web site communication through www.rockfordlutheran.org. The Rockford Lutheran website will allow you to view family access for financial updates, school calendar and school events. Parents may also refer to Edline to communicate with teachers about their student's schedule, grades, progress, and a calendar of events.
- Information to parents and/or guardians on parenting skills that support a child's academic efforts at home.

- Parent access to community and support services for children and families through the Community Resource Directory or other resources.
- Participation of parents in school leadership and decision making through advisory roles such as the Christian Parent – Teacher Organization (CPTO) and the RLA School Improvement Committee.



Whatever you do, work at it with all your heart, as though you were working for the Lord, not for men.

Colossians 3:23

GENERAL RULES AND POLICIES

ATTENDANCE

- Regular attendance, punctuality, and participation in classes are necessary for success at Luther Academy and to reach individual and program goals. Therefore, students whose attendance falls below 75%, through either excused or unexcused absences may be held at the same grade level during the following school year. Parents of students affected by this policy will need to meet with the principal to determine if the student will be promoted to the next grade.
- A note regarding a student leaving and returning during the day (doctor's appointment, etc.) should be sent to the office. Upon the student's return from such an appointment, he/she must check in at the office and get a "permit-to-class" slip.
- If the student is unable to attend, it is the parent or guardian's responsibility to contact the school by 8:00 AM and give the reason. The Rockford Lutheran Academy's telephone number is (815) 226-4947. If calling before 7:45 AM, please leave a message on the answering machine.

MAKE UP WORK

- When calling the office to notify of an absence, parents should request any make up work and advice as to whether the work is to be picked up in the office or sent home with a sibling or neighbor.
- VACATIONS: When students are going to be absent from school for vacations for more than 2 days, homework assignments will be given to the student after he/she returns to school. Please do not request homework before the vacation. Actual assignments may change during the absence.

TARDINESS

- A tardy is defined as not being in the classroom at the beginning of the school day. No child should be allowed to be continually late. Students will be required to make up work time after school (detention) due to excessive tardiness. A student will be issued a detention for each 5 times tardy.
- Students who arrive after 8:00 AM should report to the office for a tardy slip. An effort should be made to see that students arrive on time.
- Five times tardy will count as one day absent for perfect attendance records.

HALLWAYS

- The time before school is important for teachers to prepare for the day's activities. Students and parents are not allowed to be in the hallways before 7:45 AM, unless going to Before Care prior to 7:45 AM. After students enter classrooms at 7:45 AM it is important for teachers to be able to supervise students. Parents need to make an appointment to speak with teachers. For the safety of the students, with the congested hallways no parents are to congregate in the halls before school. Parents are requested to respect teachers' need to begin class promptly at 8:00 AM and therefore be out of the hallways prior to that time.
- Classes meet until 3:00 PM. Parents are requested to remain out of the halls until that time. It is distracting to the students and the teacher to have parents standing outside the classroom prior to dismissal time.

SIGN IN AT OFFICE

- For security reasons everyone entering the building must stop by the office if it is between 8:00 AM and 3:00 PM. We appreciate the parents' cooperation with this security measure.

CHANGE OF ADDRESS

- Inform the office immediately if you have a change of address, telephone number and/or email.

CUSTODY OF MINORS

- In order to assure the safety of students, organizations, agencies, or other persons may assume custody of a student on school premises during school hours or immediately before or after school only on the explicit authorization of the parent. All persons including police officers must check into the office and show identification and cause. The Principal or his designee must be informed and be present during any conference between a police and other state child welfare official.

LEAVING SCHOOL GROUNDS

- No student is allowed to leave the grounds during school hours without explicit written permission from his/her parents through the school office.

SCHOOL GROUNDS

- No student will be allowed on school property before 7:45 AM. as there is no supervision offered before this time. Before care is available for children beginning at 6:30 AM. who need to be dropped off earlier. These students should go directly to the before care room, and sign in.

FLAG SALUTE

- Each morning, school begins with the Pledge to American Flag and the Pledge to Christian Flag. The two pledges are listed below so parents can practice them with their children.

Pledge to Christian Flag

*I pledge allegiance to the Christian flag and to the Savior for whose kingdom
It stands. One Savior, crucified, risen and coming again with life everlasting
For all who believe.*

Pledge to American Flag

*I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one
nation, under God, indivisible, with liberty and justice for all.*

HOMEWORK

Homework is a reinforcement and/or extension of materials and skills covered in the classroom. As reinforcement, assignments should cover skills previously taught and which are understood by the majority of the class. As extensions, long-term projects such as compositions, book reports, research projects, and oral presentations may be assigned.

Parents can help the school build good patterns of homework by:

- ***Being a Stage Manager*** – Make sure your child has a quiet, well-lit place to work and that the needed materials are available.
- ***Being a motivator*** – Be positive about your child’s completion of homework.
- ***Being a role model*** – If your child is reading, you can read too. If your child is doing math, balance your checkbook. Demonstrate a practical application of the skills the children are learning.
- ***Being a monitor*** – If your child asks for help, provide guidance, not answers.
- ***Being a mentor*** – Play a role in homework if the teacher asks, but be aware that over-involvement can be a bad thing. If you have a question about the amount of homework, talk to the teacher on the next day, if possible.

HOMEWORK TIME

- These time allotments are approximate and may, on some days, be inaccurate. Individual students may require more or less time on a given day, depending on their individual skills and capabilities. Homework should relate to special projects and unfinished work.

Grade	Homework Allotments
Kindergarten	One Activity
1 st Grade	20-30 minutes
2 nd Grade	30-40 minutes
3 rd Grade	30-40 minutes
4 th Grade	40-60 minutes
5 th Grade	40-60 minutes
6 th Grade	40-60 minutes

CHAPEL/RELIGION

- Religion is taught daily in all grades at the school. Chapel is held on Tuesdays. Grades PreK-3 meets from 8:15-8:45AM. Grades 4-6 meet from 8:55-9:25AM. Each week the children meet a new pastor from one of our community churches (many denominations). Chapel includes singing, special music and a short homily. Parents, grandparents, and guests are welcome. All students are required to participate in Bible instruction and chapel.

FIRE AND TORNADO DRILL

- Fire and tornado drills will be held at regular intervals throughout the school year.
- The teacher in each classroom will give the students instructions. Maps and directions for proper class drill locations are posted by the classroom door. The school office maintains communication with the National Weather Service. Upon receipt of a warning over the weather alert radio, appropriate drill procedures will be enforced.

PETS

- For safety reasons no pets are to be brought on school grounds at any time, including pets for “Show and Tell”. As a school we are liable if a student gets bitten or injured from a pet that we are unfamiliar with and have allowed on school grounds.

EXTENDED DAY CARE

- Rockford Lutheran Academy offers a before and after school child care program to meet the needs of our parents. The morning program is housed in the school cafeteria and accommodates students before school (6:30-7:45 AM). The aftercare program utilizes the school facility and playgrounds (3:00 –5:30 PM). All students participate in snack time and programs in the school center areas (art room, library, computer lab, etc.). During nice weather students will use the playground for the aftercare program. Students are to be signed out by a responsible adult (people not known by after care workers will be asked for identification). There is a \$3.50 hourly charge for children in the program. **For the safety of each child, all students who are not picked up promptly by 3:15 PM will be sent to the aftercare location until they are picked up.** The areas around the outside of school are not safe for having students wait for rides. Any student that fails to report to aftercare by 3:15 PM will be issued a detention.

LOST AND FOUND

- Students who find lost articles are asked to take them to the office. Lost and Found unclaimed articles will be given to the Crusader Thrift Shop on a quarterly basis.

SCHOOL CLOSINGS

If weather or any unexpected emergency requires that school be closed attempts will be made to notify parents through the local news media. The following news media will broadcast such occasions:

WROK – Rockford 1440 AM	WZOK – Rockford 97.5 FM
WREX- TV	WTVO-TV
WIFR-TV	

If you are concerned about the possibility of school closing early, tune in to one of these radio stations before calling school. If an emergency closing occurs during the school day, the school office will institute an emergency calling tree plan. School closing information may also be found at www.rockfordlutheran.org.

STUDENT MESSAGES

- Messages will be taken and passed on in **emergency situations** only. If there is a need to call school, please call (815) 226-4947.

CELL PHONES

- Students are not permitted to have cellular phones in the building for any reason. Cell phones will be taken from the student and returned only to the parent. Repeated infractions will result in the cell phone taken and returned only at the end of the semester.

TELEPHONE USE

- Students must have a note from a teacher before using the telephone. Due to limited phones in the office students are only given permission to use the phone in an emergency.

BOARD OF DIRECTORS

- Rockford Lutheran School is a community based, not-for-profit Illinois corporation. The function of the Board of Directors is to establish the basic policies for the operation and management of Rockford Lutheran School. Twenty-five Associated Lutheran Churches are given the opportunity for representation on the Board of Directors. Annually, nine to twelve members are voted to serve on the Board. Up to four of these board members can belong to a church outside of the Associated Lutheran Churches. Each Board member voted into office serves a three-year term and cannot serve more than 3 three-year consecutive terms.

PARENT'S RIGHTS

- Rockford Lutheran Academy follows the Congressional Buckley Amendment in regard to the rights of non-custodial parents. Non-custodial parents may request to have the newsletter mailed to them. They may also request parent teacher conferences and copies of each report card. Parents who have obtained special court orders in regard to the custody of their children are requested to give the school copies of that portion of the divorce, separation, or custodial court order.

FIELD TRIP POLICIES

Opportunities are provided for educational field trips during a student's enrollment. Trips are carefully planned and supervised to provide an enjoyable experience along with educational value. Several opportunities are also provided to help students fulfill their community service requirement, and some optional excursions involve travel to other states. While traveling to various sites is a learning experience, students also contribute time and effort in work projects as a part of sharing their Christian commitment and talents with others in need.

For most out of town trips, teachers will use a bus to transport the students. For some in-town trips, we do ask parents to help drive. Parents who volunteer to drive for a trip are required to have a minimum of 100,000/300,000-liability coverage. Parents that are driving on field trips will have to make a copy of their driver's license and their insurance card to turn in to the school office. The information will be kept on file for the entire school year. If a parent driver has an accident, their insurance company is responsible. The school's insurance is responsible for whatever the parent's insurance does not cover.

All parent drivers are asked to refrain from all cell phone use and drive directly to their locations and back. Seat belts are mandatory for each student. In addition, younger students that are required by law to use car seats must be followed. Typical field trips might be:

Kindergarten

Edwards Apple Orchard
Discovery Center
Pumpkin Patch
Burpee Museum
Midway Theater
YMCA
Discovery Center

Grade One

Severson Dells Burpee Museum
Midway Theater
Senior Care Center
Midway Theater

Grade Two

Discovery Center
Klehm Arboretum
Burpee Museum

Grade Three

Midway Village
Blackberry Farms
Pecatonica Environmental Center
Madison Zoo / Capitol Building

Grade Four

New American Theater
Camp Winnebago – YMCA
Shedd Aquarium
Discovery Center
Springfield, IL

Grade Five

Midway & Coronado Theaters
Burpee Museum
Food pantry
Space Camp
Covenant Harbor

Grade Six

Shedd Aquarium
Overnight Retreat – Covenant Harbor
Christian Care Center
Field Museum

TUITION

There are a number of plans available to parents for payment of tuition. Some of the policies related to tuition are:

- **ACTIVITY FEE: BEFORE/AFTER CARE PAYMENT PLANS:** The following charges are made for extra activities such as sports or Before/After Care.
 - \$65.00 per sport or activity
 - \$3.50/hour for Before/After Care (pre-paid in lunch/latchkey account).
- **Payment Options**
 - A number of options are available for paying tuition. These were explained when you turned in your registration form. If you desire to make changes in options, please call the Business Office at 815-877-9551, ext. 137.

BOARD POLICIES

The following policies related to tuition have been established by the Governing Board.

- Students are expected to be performing at grade level to be accepted.
- If a student is dismissed for failure to comply with the discipline/academic standards of the school, NO refund shall be granted.
- All fees are NON-REFUNDABLE.
- The school shall withhold transcripts, grades and other enrollment documents until tuition, fees and assessments are paid in full.
- A child shall not be permitted to enroll for subsequent school years until all prior tuition, fees and assessments are paid in full.
- Once tuition accounts become over 60 days in arrears, students will be denied admittance.
- Parents are to commit themselves to abide by all the policies and guidelines of Lutheran High School/Luther Academy, and to be involved in the home-school cooperative ministry.
- Tuition does not cover the entire cost to educate a student. Students and parents are encouraged to participate in volunteer activities.



**Train a child in the way he should go,
And when he is old he will not turn from it.
Proverbs 22:6**

HEALTH OFFICE INFORMATION

ILLNESS AND INJURY

The nurse's office will be open from 7:45 A.M. - 2:00 P.M. Monday thru Friday. Children who are injured or complaining of illness will be sent to the nurse who will evaluate the child's condition. Based on the nurse's findings, the parents/guardians *may* be called to come for the child.

In the event that a child is injured or has an accident at school, first aid will be administered. Emergency medical services, 911, will be activated if the situation warrants and then the parents/guardian will be notified.

Children will be sent to the main office when the nurse is not in the building. Please feel free to contact the school nurse, Erica Fischer R.N. or Dacia Hart R.N., at 226-4947 ext. 16 with any questions of concerns.

ABSENCES

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

- Fever: Fever is defined as a temperature over 100 degrees. Students may not return to school until he/she ***has been fever free for 24 hours*** without the aid of a fever reducer such as Tylenol or Advil.
- Diarrhea: Diarrhea is defined as 4-5 loose stools within a 24-hour period. Students may not return to school until 12 hours after the last episode.
- Vomiting: Students may return to school 12 hours after the last episode ***and*** only after they are able to tolerate food.
- Pink Eye (Conjunctivitis): Children must be treated with prescription antibiotic drops for a full 24 hours before returning to school.
- Acute Infections: This *could* include but is not limited to any infectious disease that can be transmitted to other such as: **upper respiratory infections, strep throat, scarlet fever, chicken pox, etc...** Any infection requiring an antibiotic will require that the child be excluded from school until they are fever free ***and*** on the antibiotic for a full 24 hours.
- Persistent Cough: A persistent cough can be warring to a child; resulting in fatigue, disruption in the classroom, and further spreading of germs. In this case, the child may need to stay home until the condition improves.
- Skin Conditions: Any undiagnosed sore that can not be covered or untreated skin eruptions will require a doctor's written clearance before the child may return to school.
- Chicken Pox: Students may not return to school until they are fever free for a full 24 hours and all of the lesions are dry and crusted.
- Shingles: Students with shingles may attend school as long as the lesions are completely covered. If the lesions cannot be covered, the student is excluded from school until they are dry and crusted.
- Head Lice: Students may return to school once the first treatment is complete and the school nurse has verified that the child is nit (egg) free.

If your child has any of the conditions listed above, please inform the school when calling in your student as absent. Certain conditions, such as Chicken Pox, must be reported by the school to the Winnebago County Health Department.

MEDICATIONS

All medication must be dispensed from the nurse's office. Self medication is only allowed for students that require an Epi-Pen® or rescue inhaler. These students must have the appropriate release, signed by both Physician and parent/guardian, on file in the nurse's office.

Daily Prescription Medication*: Children requiring medication on a daily basis at school must first obtain a written prescription by a physician. The prescription is to be completed on the "Authorization for Administration of Medication" form which can be obtained from the school nurse.

Short Term Prescription or Over-the-Counter Medication*: From time to time, children may require short term medication at school. This could either be antibiotics or over-the-counter (O.T.C.) medications.

Parents/guardians are required to drop off the medication in the nurse's office where they can complete a "Short Term Medication Request" form.

*All medication given at school *must* come to school in its original container/packaging

HEALTH EXAMINATIONS

The "Certificate of Child Health Examination" form from the state of Illinois is required to be completed and signed by a physician and parent or guardian upon entrance to preschool, kindergarten, 6th, and 9th grades and for all students who transfer from out of state or out of country; regardless of their grade level. A complete record of the student's immunizations must also be included and in compliance with School Code of Illinois (sec.27-8.1). For parents of transfer students from out of state or out of country, please be aware that immunization requirements vary from state-to-state and additional vaccines may be required to comply with Illinois state law.

DENTAL EXAMINATIONS

An examination by a dentist is required by law for students in Kindergarten, 2nd and 6th grades and must be completed on the Illinois Department of Public Health "Dental Examination Record". This completed form must be submitted to the school by May 15th for the mandated years.

SPECIAL MEDICAL NEEDS

Parents of any student with special needs should contact the school nurse prior to the start of the school year to discuss the child's needs. This may include but is not limited to students with diabetes, ADD, ADHD, asthma, seizure disorders, vision or hearing deficits, life threatening allergies, or other disabilities. It is also a good idea to make the school nurse and teacher aware of allergies, especially food allergies.

MISCELLANEOUS

Recess and P.E.: If a student meets the health guidelines for attending school he or she is expected to participate in outdoor recess and P.E. unless there is a written excuse from the physician.

Cold Weather: Students will participate in outdoor recess throughout the winter months as long as the air temperature and/or wind chill is not below 15 degrees. It is the parent's responsibility to send the student to school with appropriate outdoor clothing.

ACADEMIC INFORMATION



MASTER SCHEDULE

Before Care	6:30-7:45 am
First bell	7:55 am
Second bell - Prayer and flag salute	8:00 am
Grades 2 and 3 lunch	11:00 am
Grades 4 and 6 lunch	11:30 am
Grades PreK, KDG and 1 st lunch	12:00 noon
Grade 5 lunch	12:25 pm
Dismissal	3:00 pm
After Care	3:15 to 5:30 pm

*Each Friday is Spirit Wear Day.

ACADEMIC GRADING KEY

Grades are given for both academic achievement and effort. The following grading keys are used in Grades 1 through 6.

	GRADING KEY (Grades 1 – 2)	Grading Key (Grades 3 – 6)
94-100%	E	A
83-93%	S+	B
72-82%	S	C
61-71%	S-	D
Below 61%	U	F

Pre-Kindergarten & Kindergarten uses their own designed report cards. They rely on personal conferences to tell parents about their children.

EFFORT GRADING KEY

E = Outstanding Effort
S = Satisfactory Effort
U = Unsatisfactory Effort

PROMOTION

Since most schools group children under a grade classification system, advancement of pupils is done on an annual basis. Annual promotion usually indicates achievement of minimum grade level expectations.

RETENTION

Retention will be made only after consideration of the parent, the teacher, and the administration. Summer school can be mandated with the approval of the principal. Parents will be informed about the possibility of retention by the end of the third quarter. A final retention decision will be made in a timely manner.

TEACHER REQUESTS

RLA will no longer accept parent requests for student placement with a specific classroom / teacher. Teachers place students in classes for the following academic year based on a variety of criteria, such as:

- Academic level
- Personalities of students in the class
- Personalities of the teacher
- Student's unique needs
- Gender
- Balancing class size

It is the belief of the administration that the teachers as a grade level team are best qualified to determine placement by weighing all the varying factors that they have observed over the past school year.

TESTING

The Stanford Achievement Test is administered to all students in grades KDG – 6 in accordance with policy during March. Students in Grades 2-6 are also tested four times a year on the S.T.A.R. reading and math tests. The S.A.T. test scores are used to measure a student's yearly progress and to evaluate and redefine the educational program. The S.T.A.R. test scores are used to group students each fall and to measure short-term skill development. A permanent record of the scores is placed in each student's cumulative record folder. Parents will receive a special printed explanation of their child's scores. If you have a question about your child's test score or academic progress, please contact your child's teacher or the principal.

Testing in subject areas indicates student progress and is an important means of communication between home and school. Parents are expected to review student's tests when they are sent home.

ATHLETIC PHILOSOPHY

All student athletes are created by God with unique talents and abilities. The goal at Luther Academy is to create an environment where these abilities can be nurtured and developed to give glory to God. Along with instruction in skills specific to each individual sport, coaches will strive to instill the importance of each team member's contribution to the whole, and life skills of cooperation, sportsmanship, and the value of positive attitude. With this in mind, the following are basic tenets of the RLA Athletic Philosophy.



**Our athletes will strive toward Godliness of character. In their actions on and off the field of competition, they will try to reflect the nature of God. When we compete, we hope to show Christ to our opponents in our words and actions.*

Student athletes are just that - student athletes. Their performance in the classroom is of primary importance. Schoolwork must come first.

**In reflecting Christ to others, coaches and athletes will practice good sportsmanship, regardless of the outcome of the contest.*

**Fundamentals will be stressed at every opportunity. We want to have teams where the beginning athlete as well as the more experienced will feel motivated and challenged to learn and develop their skills. Everyone contributes to the team.*

Everyone, who desires to play on a RLA team, is welcome to play, provided they meet the academic eligibility rules stated in our eligibility policy. If there are too many athletes for the school sponsored team, students will be encouraged to participate in teams organized around YMCA, Art Sadtler or Boy's Club conference play. Individual coaches will determine playing time.

**Student athletes from Luther Academy will be encouraged to participate on the Luther Academy teams best suited to their interest and skill development. We are all one school and one body of believers - a family.*

ELIGIBILITY

- *All student athletes must be passing all subjects to be eligible to play on RLA teams.
- *A student athlete who is failing one or more subjects will be termed ineligible for one week.
- *Eligibility will be checked each Thursday. Ineligibility will run Monday through the following Sunday.
- *The Athletic Director will check eligibility with the classroom teachers.
- *The Athletic Director will notify each coach if any athlete is ineligible. The coach will then notify the athlete and parents. (The student should already be aware of his/her own classroom performance.)
- *Any student athlete who is ineligible for three consecutive weeks will be asked to leave the team to concentrate on his/her studies.



ROCKFORD LUTHERAN ACADEMY

DRESS CODE

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

The following “standardized dress” regulations are in effect at the academy for all students. All clothing must be of the approved color, style, and purchased through Dennis Uniform, Lands’ End or Educational Outfitters.

The following guidelines also apply:

- Shirts, Tops:
- The stomach area or upper torso may not be exposed.
 - A plain white or navy turtleneck or mock turtleneck may be worn along with an approved uniform. There can be no visible logo on any shirts.
 - A plain white or navy long sleeve crew neck shirt may be worn underneath the uniform top.
- Shorts, Skirts:
- Shorts and skirts will be no shorter than 2” above the knees.
- Pants:
- Girls may wear pants under a skirt before school, after school, and at recess.
 - The blue Crusader pant may be worn anytime under the approved uniform skirt.
 - Tights and leggings may be worn under the uniform skirt.
- Shoes:
- All shoes must have a closed toe.
 - Shoes and socks must be worn at all times.
- Hair:
- Hair should be kept neat and away from eyes.
 - No bleaching or coloring of hair is allowed.
 - Hats, caps, sweatbands or sunglasses (unless specified by a doctor) will not be worn during school hours.
- Jewelry:
- Spiked or heavy chains may not be worn.
 - Students will be asked to remove any jewelry or item that is a distraction to the class.
 - No dangling earrings - they are a safety issue.
 - No tattoos or body piercing other than the ear is allowed.
- Makeup:
- Makeup is not to be worn during school hours.
- Spirit wear:
- Spirit wear shirts can be worn on Fridays.
 - Approved pants and skirts must still be worn.
 - Spirit wear hoodies/sweatshirts may be worn everyday over approved shirts/tops

No undergarments or boxers are to be visible above pants or skirt waistline or below pant or skirt hem.



Standardized dress to be purchased through

Dennis, Lands' End or Educational Outfitters:

Girls: Shift: RR Plaid or James Plaid
Jumper: RR Plaid, James Plaid, or Navy
Skirt: RR Plaid, James Plaid, or Navy
Skort: Khaki or Navy
Blouse SS: Light Blue or White
Blouse LS: Light Blue or White
Oxford Blouse SS: Light Blue or White
Oxford Blouse LS: Light Blue or White
Polo Shirt SS Jersey Knit: White, Lt. Blue, Navy, Burgundy, Red, Black
Polo Shirt LS Jersey Knit: White, Lt. Blue, Navy, Burgundy, Red, Black
Pants Corduroy: Khaki, Navy
Pants Twill - Pleat or Flat Front: Khaki, Navy (NO CARGO PANTS)
Walk shorts: Navy, Khaki (NO CARGO SHORTS)
Sweater - Crewneck or V-Neck: Navy or Burgundy
Fleece Vest: Navy or Burgundy
Accessories: Headband, Hair bow, Scruncy- RR Plaid, James Plaid
Cardigan Sweater – Button Front or Zipper Front: Navy or Burgundy

Boys: Oxford Shirt SS or LS: Light Blue or White
Polo Shirt SS Jersey Knit: White, Lt. Blue, Navy, Burgundy, Red, Black
Polo Shirt LS Jersey Knit: White, Lt. Blue, Navy, Burgundy, Red, Black
Pants Corduroy: Khaki or Navy (NO CARGO PANTS)
Pants Twill - Pleat or Plain Front: Khaki or Navy (NO CARGO PANTS)
Walk Shorts: Khaki or Navy (NO CARGO SHORTS)
Sweater - Cardigan, Crewneck or V Neck: Navy or Burgundy
Fleece Vest: Navy or Burgundy

** Lutheran spirit wear sweatshirts (RLA or LHS) may be worn at all times during cold weather.

School Codes & Contact Information:

Lands' End: #9000-7523-5	www.landsend.com/school	# 1-800-469-2222
Educational Outfitters: #IL0341	www.educationaloutfitters.com	# 1-888-362-5684
Dennis: #GAAFV	www.dennisuniform.com	# 1-800-998-7110

SS indicates Short Sleeve

LS indicates Long Sleeve

CODE OF CONDUCT

- Each student has a right to learn in a Christian environment. Teachers have the right to expect student's behavior that allows teachers to teach and students to learn. Students and teachers share the responsibility to maintain such an environment.
- Discipline is the student's ability to manage him or herself within the limits set by school policies and procedures.
- Parents share equally with teachers the responsibility for discipline. Parents, as co-educators for their children, realize that there will be times when a student steps from the area of student responsibility. It is the responsibility of the classroom teacher to maintain a classroom atmosphere that enhances learning.
- When a student displays irresponsible behavior within the school or classroom, the teacher and/or principal will take disciplinary action. There will be times when misbehavior must be referred to the parents for action and support of the teacher's action.

Each teacher has set rules to meet the needs of his/her individual class. Each year these are distributed within the first week of school. Parents share the responsibility for guiding their children toward responsible behavior and providing Christian examples.

Teachers have the right to alter behavior policy as necessary to insure a safe environment. In such times the teacher is to clearly explain the change to the students.

INTRODUCTION There are some items which need to be generally understood by all in regard to discipline.

Parents are expected to accept the following responsibilities:

- **know** and support school rules.
- **send** pupils to school in the proper state of health cleanliness and neatness.
- **maintain** an "active interest" in the pupil's progress.
- **cooperate** with the school by reading and returning signed communications.
- **attending** parent-teacher conferences.

Students are expected to contribute to the learning environment by:

- **respecting** the rights of other students and the rights of the staff.
- **accepting** responsibility for their own learning and behavior.

School staff is expected to do the following to assure good discipline throughout Rockford Lutheran Academy:

- The building administrator has the responsibility to enforce discipline for students while they are in school buildings or on school grounds. He maintains adequate supervision while they are on school owned, operated or chartered buses; while they are attending or engaging in school activities; and while they are off school grounds. If student misconduct directly and immediately affects school discipline or the general safety and welfare of students and staff the principal or designated staff member will provide appropriate consequences.
- The administrator or teachers will keep parents informed of consistent or serious misconduct. Additionally, administrators or teachers will involve parents in problem solving regarding the disciplinary action. They will assist parents, when necessary, in identifying community resources that are available to help the family deal with persistent or serious discipline issues.
- Although students may be suspended without first notifying parents, the administrator will always make every effort to notify parents that the suspension has occurred and explain the reason for the suspension. Each Parent and student is provided a copy of the Code of Conduct.
- The Code of Conduct is not meant to be an exclusive list of unacceptable behavior. Luther Academy Board policy does give the Principal the authority to discipline, suspend or expel any student "when the presence of a student is detrimental to the best interests of the school. This can include behavior not specified in the Code of Conduct which is generally known to be inappropriate or behavior which is in violation of federal, state, county or city laws and ordinances.
- Additional policies related to student behavior might be included in the RLA newsletter. Parents and students are responsible for knowing the content of the student handbook. Violation of individual school handbook policies may also result in disciplinary action including detention, suspension, or expulsion.

DUE PROCESS

The purpose of this Code of Conduct is to help students and parents know what is expected from them and what they may anticipate from schools. Due process requires the following:

- The student must have prior knowledge of the conduct which is required or prohibited.
- The student must be told why he/she is being considered for disciplinary action.
- The student must have an opportunity to express his/her views regarding the incident before any decision regarding discipline is made.
- The school official must base his/her decision only on the matters about which the student has been informed.
- Students are expected to follow the behavior intervention in a timely manner.

In cases where there is a question concerning disciplinary decisions, a parent or legal guardian should first request a meeting with the building principal. If a parent or legal guardian, after discussion with a building principal has concerns over an incident involving an out of school suspension, he/she may call the Executive Director at 815-877-9551 for assistance in problem solving. The authority to expel and readmit a student rests solely with the Principal and Executive Director.

All students are treated equitably regardless of race, creed, age, sex, national origin, or disability.

SEARCHES

The furnishing of cubbies, desks, facilities or space owned by the school does not give rise to an expectation of student privacy with regard to student use of those cubbies, desks, facilities or space.

Individual lockers, desks and other school property may be searched any time a school official has reasonable suspicion that a criminal offense or violation of a school rule has occurred. School officials may also conduct periodic inspections of all school lockers, desks or other school property or a randomly selected portion of any of these. School maintenance staff may also open a locker to conduct maintenance or to check for needed maintenance. All searches, inspections and maintenance may be done without prior notice and without the presence of the student. All searches, inspections and maintenance may only occur with the authorization and direction of the building principal. Searches other than maintenance inspections, must be done in the presence of at least two staff members.

In cases of searches based upon reasonable suspicion of a violation, the student will be notified as soon as practical after the fact that the search occurred, the reason for the search and the result of the search. Searches of individuals or their personal property shall be based on reasonable suspicion, and shall occur only with the authorization and direction of the building principal and in the presence of least one other staff member.

ALCOHOL/DRUG USE BY STUDENTS

Consuming, using, transmitting, possessing or being under the influence of alcohol or drugs are illegal and prohibited in school or at any school-related activity. The use of the above substances will result in immediate school suspension and/or expulsion.

LAW ENFORCEMENT, JUVENILE COURT AND HUMAN SERVICE NOTIFICATION

In cases involving suspected alcohol or illegal drugs each school will notify law enforcement of the individual involved unless the student is self-reporting for the purpose of therapeutic intervention.

The principal or representative must also notify police when a weapon is found in the possession of a student. The principal or staff member may additionally contact police anytime he or she suspects any legal violation has occurred.

Those students who are under the jurisdiction of juvenile court shall have their grades, attendance, truancy, behavior and discipline reported to juvenile court. Student violation of school rules may result in further court action.

SHARED MISCONDUCT

All individual's concerned in committing a Code of Conduct violation, whether they directly commit the violation or aid and abet the violation are subject to penalties as outlined in the Code. When two or more individuals, acting together, violate the Code of Conduct, each is responsible for the acts of the other and shall be subject to the relevant Code of Conduct violation and penalty.

CLASSROOM RESPONSIBILITY

Disciplinary action is warranted when a student's actions become inconsistent with purpose of the school. Behaviors such as disruptive conduct, arriving at class without materials, and cheating should be handled by the classroom teacher through problem solving techniques, proactive interventions, detentions, and parent involvement. In some cases the student may be sent to the Principal's office. A referral is then completed by the teacher. This is considered a first offense when disciplinary action is taken according to the Code of Conduct.

In some cases it may be necessary for teachers to revise/alter their classroom behavior policy in order to insure a safe Christian environment.

REASONS FOR EXPULSION

Expulsion is to be administered by the Rockford Lutheran School Executive Director. If a student's actions present a serious and/or continued violation of conduct as listed under reasons for suspension or expulsion, the Executive Director of Schools may recommend that the student be expelled for the remainder of the semester. The Executive Director may extend the expulsion for the remainder of that semester plus the following semester. The student and or parent or legal guardian is entitled to be present for a hearing. A student may be suspended up to 10 school days pending a hearing on a recommendation for expulsion.

Any student expelled from school by the Executive Director of Schools may be readmitted only by the Executive Director of Schools. In cases involving expulsion, the Executive Director of Schools may establish conditions for readmission. Conditions for readmission will focus on behavior and academic standards and may be in the form of written conditions. Violation of these conditions could lead to another recommendation for expulsion.

Examples of reasons for expulsion: Arson or attempted arson, inappropriate sexual conduct, including but not limited to indecent exposure, "depantsing" or attempting to "depants" or to remove clothing from another person, deliberately touching of another student's intimate parts, or the clothing covering intimate parts and display of affection which includes affectionate actions generally considered to be private.



Anti-Bullying Policy

Everyone at Rockford Lutheran School is committed to making our schools a safe and caring place for all students. We will treat each other with respect, and we will refuse to tolerate bullying in any form at our schools.

Our schools define bullying as follows:

Bullying is not Christ-like. It is unfair and one-sided. It happens when someone keeps hurting, frightening, threatening, or leaving someone out on purpose.

Examples of bullying include:

- Continually hurting someone physically by hitting, kicking, tripping, pushing, and so on.
- Stealing or damaging another person's things.
- Ganging up on someone.
- Teasing someone in a hurtful way.
- Continually using put-downs, such as, insulting of someone's race or making fun of someone for being a boy or a girl.
- Touching or showing private body parts.
- Spreading rumors about someone.
- Continually leaving someone out on purpose or trying to get other kids not to play with someone.

Staff at our schools will do the following things to prevent bullying and help students feel safe at school:

- Closely supervise students in all areas of the schools and playgrounds.
- Watch for signs of bullying and stop it when it happens.
- Respond quickly and sensitively to bullying reports by using the Four-A Response Process and coaching models (Steps to Respect models).
- Listen to parents' concerns about bullying.
- Look into all reported bullying incidents.
- Consequences for bullying based on the schools discipline code – first offense: detention; subsequent offenses: multiple detentions, demerit, or possible suspension.
- Provide immediate consequences for retaliation against students who report bullying – detention and demerit.

Students at our schools are expected to do the following things to prevent bullying:

- Treat each other respectfully.
- Refuse to bully others.
- Refuse to let others be bullied.
- Refuse to watch, laugh, or join in when someone is being bullied.
- Try to include everyone in play, especially those who are often left out.
- Report bullying to an adult.



FORMS OF DISCIPLINARY ACTION

LEVEL 1 (CLASSROOM MISBEHAVIOR DEFINITION)

LEVEL ONE is the least serious of the consequences in the Code of Discipline. It covers the most common student misbehaviors. For the most part, the classroom teacher is expected to manage this type of student behavior with classroom management and individual management methods and parent involvement. For those incidents of repeated misbehavior, teachers will assign a Student Detention time.

STUDENT DETENTIONS

Student Detentions are used when students persist in a negative student behavior. The teacher issues them as necessary. A Detention form is sent home to notify the parent that a detention is to be served the following day. Parents can send a response to the teacher if it is impossible to schedule the detention for the day following the misbehavior. The Detention is supervised.

Verbal reprimand, detention(s), parent contact, conference, or other positive interventions. Level one offense is those activities which are classroom specific and not included in other areas of this code.

Action	Timing	Consequence
Being Inattentive	1 st Offense 2 nd Offense	Teacher warning Phone call home Detention
Failure to do assigned work	1 st Offense 2 nd Offense 3 rd Offense	Teacher warning Note sent home Detention
Failure to bring assigned work to class	1 st Offense 2 nd Offense 3 rd Offense	Teacher warning Note sent home Detention
Inappropriate physical contact	1 st Offense 2 nd Offense 3 rd Offense	Teacher warning Note sent home Detention
Littering	1 st Offense 2 nd Offense 3 rd Offense	Teacher warning Teacher warning Detention
Throwing objects	1 st Offense 2 nd Offense 3 rd Offense	Teacher warning Phone call home Detention
Talking out loud	1 st Offense 2 nd Offense 3 rd Offense	Teacher warning Teacher warning Detention
Cheating	1 st Offense 2 nd Offense	Detention Phone call home
Violations of classroom rules	1 st Offense 2 nd Offense 3 rd Offense	Teacher warning Phone call home Detention

TEACHER AUTHORITY

- ❖ The teacher may pursue the options that are listed above. A student's failure to abide by the teacher's authority becomes a level 3 offense.
- ❖ The teacher or assistant will refer no student for administrative action in this category unless there has been parent contact.



LEVEL 2 (SUSPENSION) DEFINITIONS

Level 2 suspensions are imposed for a period of three days or less and are to be administered by a building administrator or representative. The types of misconduct resulting in a level 2 suspension include the following:

Offense	Timing	Consequence
Disruptive conduct OUTSIDE THE CLASSROOM	1 st offense Subsequent Occurrences	Teacher warning Detention Suspension from school
Profanity, obscenity, or possession of pornographic literature or materials	1 st offense	Teacher warning Detention Suspension from school
Unsportsmanlike conduct involving opposing school teams, their representative, or officials	1 st offense	Coach's warning Suspension from school
Possession or use of tobacco products on school property (smoking, chewing, etc.)	1 st offense	Suspension
Gambling	1 st offense	Suspension

No student being suspended from school will be released without notification to parents or guardian and an informal hearing held with the student. One copy of the Notice of Disciplinary Incident Report will be sent to the Superintendent of Schools.

LEVEL 3 (SUSPENSION & EXPULSIONS) DEFINITION

Level 3 suspensions are imposed for a period of more than three days but not to exceed ten days and are to be administered by a building administrator or representative.

No student being suspended from school will be released without notification to parents or guardian and an informal hearing held with the student.

The principal and the Superintendent of Schools determine expulsions in cases of severe or persistent misbehavior.

Offense	Timing	Consequence
Disruptive conduct or engaging in any activity that constitutes a danger to other students or interferes with the purpose of the school.	2 nd offense Subsequent Occurrences	Suspension Conference with the Principal Possible Expulsion
Conduct which harasses or otherwise discriminates against others base on race, creed, national origin, disability, or gender	1 st offense Subsequent Occurrences	Minimum 3 day suspension Minimum 10 day suspension
Failure to abide by corrective measures used by school personnel for misconduct. This includes verbal or physical defiance of authority, and rules; and profane, obscene or abusive language to staff	1 st offense Subsequent Occurrences	Minimum 3 day suspension Minimum 10 day suspension Expulsion
Threat of physical, intimidation or coercion, including efforts to obtain money or other items.	1 st offense Subsequent Occurrences	Minimum 3 day suspension Minimum 10 day suspension Possible Expulsion
Unsportsmanlike conduct involving opposing school teams, their representatives or officials.	2 nd offense Subsequent Occurrences	Minimum 3 day suspension Minimum 10 day suspension
Destruction, damage or unauthorized manipulation of hardware or any aspect of component of a school's electronic information system.	1 st offense	Expulsion
Profanity, obscenity, possession of pornographic literature or materials.	2 nd offense Subsequent Occurrences	Minimum 3 day suspension Minimum 10 day suspension Possible expulsion

LEVEL 3 (SUSPENSION & EXPULSIONS) DEFINITION CONTINUED		
Possession or use of tobacco products on school property (smoking, chewing, etc.)	2 nd offense	Minimum 3 day suspension
	Subsequent Occurrences	Minimum 10 day suspension
Gambling	Subsequent Occurrences	Minimum 3 day suspension
		Minimum 10 day suspension
Fighting/Assault	1 st offense	Minimum 3 day suspension
	Subsequent Occurrences	Minimum 10 day suspension Possible Expulsion
Stealing or possession of stolen property.	1 st offense	Minimum 3 day suspension
	Subsequent Occurrences	Minimum 10 day suspension
Inciting others to violence or disobedience	2 nd offense	Minimum 3 day suspension
	Subsequent Occurrences	Minimum 10 day suspension Possible Expulsion
Engaging in any activity that constitutes a danger to other students or interferes with the purpose of the school.	1 st offense	Minimum 3 day suspension
	Subsequent Occurrences	Minimum 10 day suspension Possible expulsion
Using, possessing under the influence of any drug, alcohol, or any substance presented as an actual illegal drug, narcotic or controlled substance.	1 st offense	Minimum 5 day suspension
	Subsequent Occurrences	Minimum 10 day suspension Expulsion
Vandalism	1 st offense	Minimum 3 day suspension
	Subsequent Occurrences	Minimum 10 day suspension
Possession of drug paraphernalia	1 st offense	Minimum 5 day suspension
	Subsequent Occurrences	Minimum 10 day suspension
Possession or use of a firearm or other explosive device shall result in unless altered on an individual case basis by the Superintendent. Transmission, possession or use of any weapons other than a firearm or explosive device or any instrument intended as a weapon.	1 st offense	Expulsion of up to 12 months
Possession of fireworks	1 st offense	Minimum 3 day suspension
Destruction, damage or unauthorized manipulation or hardware, software or any aspect or component of the school's electronic information system.	1 st offense	Minimum 3 day suspension
	Subsequent Occurrences	Minimum 10 day suspension Possible expulsion
Inappropriate sexual conduct including, but not limited to, indecent exposure, "depantsing or attempting to depants" or to remove clothing from another person; deliberate feeling, touching of another student's intimate parts, or the clothing covering intimate parts, display of affection which includes affectionate actions generally considered to be private.	1 st offense	Minimum 5 day suspension
	Subsequent Occurrences	Minimum 10 day suspension Possible expulsion