



Rockford Lutheran High School and Rockford Lutheran Junior High

...igniting minds and souls

Mission Statement:

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

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

Alpine Lutheran Church

Bethlehem Lutheran Church

Calvary Lutheran Church

Christ Lutheran Church

Christ the Rock Lutheran Church

Christ Our Savior Lutheran Church

Concordia Lutheran Church

Emmanuel Lutheran Church

First Lutheran Church

Gloria Dei Lutheran Church

Grace Lutheran Church

Immanuel Lutheran Church-Belvidere

Lutheran Church of the Good Shepherd

Mount Olive Lutheran Church

Our Savior's Lutheran Church

Redeemer Lutheran Church

Reformation Lutheran Church of the UAC

St. Andrew Lutheran Church

St. Mark Lutheran Church

St. Paul Lutheran Church

Salem Lutheran Church

Shepherd of the Valley Lutheran Church

Tabor Lutheran Church

United Lutheran Church

Zion Lutheran Church

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

I. Preamble

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

II. Philosophy

In agreement with the Holy Scriptures and the Lutheran Confessions, we, the administrators, faculty and patrons of our school, believe and teach that the Triune God is the source and sustainer of all created life, especially of each human being as a unique creation. Although by sin all people at birth are alienated from God and unable to earn His love in any way, by Christ's sacrificial death and victorious resurrection, God does offer to everyone complete forgiveness, perfect love, and eternal life. As people come to saving faith in Christ through the working of the Holy Spirit, they receive new life---a life of dedication to God manifested in a use of their unique gifts and potentials, a life which is Christ-centered and Christ directed, lived to the glory of God and the welfare of Mankind. Therefore, we believe that each student entrusted to our care be provided a Christ-centered education. In all areas of academic endeavor, each student is viewed as a redeemed child of God who possesses his/her own unique abilities. Each student is viewed as a sinner/saint who daily needs direction and forgiveness. To help every student attain this new, complete life in Christ, it is our philosophy to encourage each student to realize and to use his/her abilities, not only in scholastic areas, but in all of life as well. Our school is first, Christian; second, Lutheran; third, an academic institution.

III. Mission Statement

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

IV. Objectives

1. To strengthen each student's faith in the Triune God as his/her personal Father, Savior, and Sanctifier, and to search His Holy Word.
2. To provide opportunities to each student to mature as a child of God, experience His loving forgiveness, and share His love with others.
3. To help each student identify his/her God given talents and develop them for personal use and to the glory of God.
4. To lead each student into wholesome attitudes toward self, home, fellowman, and work.
5. To help each student reach his/her maximum potential by pursuing high academic standards.
6. To prepare each student for Christian use of leisure time.
7. To encourage each student in Christian vocation.
8. To assist each student in developing as a responsible member of his/her church, community and nation.
9. To discipline each student in Christian love using appropriate application of Law and Gospel.

V. Administration

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

VI. Accreditation

The Lutheran School System (K-12) meets the criteria adopted by the Illinois State Board of Education for recognized non-public schools. The school annually requests inspection by the State Department of Illinois in order to continue to be a school recognized by the State of Illinois. The school has also been granted full accreditation by the North Central Association of Colleges and Schools, the Evangelical Lutheran Education Association, 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 2009.

VII. Admission Policies

The Lutheran School System is dedicated to the purpose of offering an educational setting to all students in the area who are in harmony with our school's goals and objectives. Applications are accepted regardless of religious affirmation, nationality or race. Upon receipt of the application, the school will request records from the previous school, and determine through consultation with the applicant and parents, if Lutheran is the school to best meet the student's particular needs.

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

VIII. Transportation

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

IX. Visitors

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

X. Financial Considerations

Financial Aid

A Financial Aid program has been established to help students who are unable to meet all of the tuition costs. All parents requesting financial aid for their children must complete the necessary forms and meet income eligibility requirements. Forms and additional information are available in the Business Office or online at www.rockfordlutheran.org

Tuition

Tuition is assessed according to the published schedule. When several students from one family attend at the same time, the tuition for the subsequent children is reduced according to the published schedule. Parents or guardians are responsible for the tuition of any grading period in which the student is enrolled.

Tuition is to be sent to the Business Office at 3411 North Alpine Road, Rockford, IL 61114, and may be paid all at once, by the semester, or in ten equal monthly installments. Tuition and fees may also be paid via automatic withdrawal. This can be set up with the business office. Parents must select a payment schedule at the time of registration, but can revise the payment plan during the school year. On the ten-month plan, payments begin August 1 and end May 1. If financial problems arise during the year, speak to the Superintendent. Students may be excluded from attendance until all delinquent payments are made. Any tuition delinquent from the first semester of the school year must be resolved prior to the start of the second semester or the following year, respectively. The student may not be allowed to attend school until obligations have been met.

Checks returned by the bank as Non-Sufficient Funds or from closed accounts will be required to be paid by cash, money order or cashier's check. If a second check is returned, all future payments will be required to be made by cash, money order or cashier's check. A fee of \$25 will be added to the account.

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

XI. Academic Information

Academic-College-Career Services at Lutheran High School

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

- Testing: Stanford Achievement, PSAT, ASVAB, PLAN, High School Placement Test
- 4-6 year planning for all incoming 7th through 9th grade students
- Career Fair

- College Visits
- Parent Nights for College/Career planning
- Making It Count Program
- Job Shadowing program

High School Graduation Requirements - Option 1

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

- 8 credits of English
- 6 credits of Social Science (including 1 credit each of Government and Consumer education, 2 credits of U.S. History and 2 credits of either Geography or World History)
- 8 credits of Mathematics and 6 credits of Science, OR 6 credits of Mathematics and 8 credits of Science
- 2 credits of Fine Arts (Art, Music, Drama)
- 8 credits of religion (1 for each semester in attendance)
- 4 credits of Foreign Language (could be waived by administrative approval)
- 4 credits of Physical Education (including a semester of Health)
- 1 credit of Computer Keyboarding (unless taken in junior high or tested out of)
- 5 credits of electives

1 credit is earned for one semester of successful study. The graduation requirement is 52 credits.

High School Graduation Requirements - Option 2

If a student successfully completes at least one college credit course during their high school experience, they will be required to complete only 6 credits of Math and 6 credits of Science. Thus, the total requirement would be 50 credits. All other requirements remain as listed above. Details concerning Rock Valley College classes at LHS can be found below.

Students must select either option 1 or option 2.

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. A load of 5 courses is required for the honor roll and extra-curricular participation.

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.

Early Graduation Program

The Lutheran High School Early Graduation Program is an opportunity for students to complete their high school career in less than four years. The program can accommodate students who wish to graduate in as little as three years. Please contact the Guidance Office for additional information concerning qualifications and requirements for entrance into the program. It is ideal to begin this process at the 7th and 8th grades, though some adjustments can still be made for those who enter the program at the 9th grade. Please feel free to contact the guidance office for further information.

Certificate of Excellence Program

Lutheran High School offers a two level diploma program.

Level One will require students to meet the minimum graduation requirements as set forth by the Board of Directors.

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

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

Chess	Drama Productions	Golf	Football
Soccer	Wrestling	Basketball	Track
Academic Team	Peer Ministry	Tennis	Cheerleading
Pom Poms	Cross Country	Volleyball	Art Club
Baseball	Peer Tutoring	Speech Team	Key Club
Foreign Language Clubs	Bowling	Student Coun.	Chapel Band
I.C.T.M. and WYSE Mathematics Teams		Jazz Band	Band (2yr)

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

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

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

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

Graduation Honors Policy

Lutheran High School will acknowledge outstanding performance of students by recognizing those that graduate Cum Laude, Magna Cum Laude, and Summa Cum Laude and are students in good standing.

Cum Laude

No more than 4 B's accumulated over the first 7 high school semesters.

No other grades below a B.

No incompletes or P/F grades (other than Christian Service)

Magna Cum Laude

All A's or a 4.0 GPA including 10 or more Honors credits accumulated over the first 7 semesters of high school.

No other grades below B.

No incompletes or P/F grades (other than Christian Service)

Summa Cum Laude

All A's and 20 or more Honors credits accumulated over the first 7 semesters of high school

No incompletes or P/F grades (other than Christian Service)

Crusader Pride Renaissance Program

The Crusader Pride Program is designed to promote and improve academic achievement and school attendance by providing incentives, recognition and benefits for students who meet the program standards.

Normal Course Loads

A normal course load is seven subjects each semester, and would typically be taken as follows:

Freshman

English
Physical Science or Biology
Mathematics
Social Studies
Physical Education
Foreign Language
Religion
One elective

Junior

English
U.S. History
Mathematics
Science
Religion
Electives

Sophomore

English
Science (Biology or Chemistry)
Mathematics
Social Studies
Health/Physical Education
Religion

Senior

English
Economics/Government
Religion
Mathematics or Science
Electives

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, correspondence courses, summer school, night school, or community work experience) will be judged on an individual basis by the principal and Academic Dean, with the consent of the faculty. These courses do not replace LHS requirements, but allow for remediation and for courses not offered at LHS. Prior permission must be obtained from the principal. Qualifying high school level courses taken during junior high will be recorded as high school credit. These courses will not reduce the number of credits needed for high school graduation and will not be included in the calculation of the high school GPA.

Communication of Academic Progress

A successful academic program depends on successful communication between student, parent, and school. Our program is established to provide for ample written school-to-home communication. Progress reports are sent to every student at the 6th and 12th week of the semester, and the final report is sent at the end of each semester. More frequent communication can be accomplished in a number of different ways:

1. Grade and attendance information is available on-line 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.
2. Assignment notebooks are available through the school office.
3. Weekly grade reports are available from our computerized grading program. All students

receiving a failing grade in a class will be mailed a report on a weekly basis.

4. Home work and class information is also available through Edline. This system is accessible through our school web page, www.rockfordluthran.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 Edline each day that your student is absent. Even if they are not well enough to do any work that day, you will be able to make note of all the assignments.

5. Phone contact with teachers is also encouraged when a concern is apparent. This is always to be the first step in resolving a personal or academic concern that deals with that one specific teacher. Please realize that many teachers only have a short period of time outside of the classroom each day. If your message for them to call is not received until after their preparation period, after school activities may require that a return call not be made until the following day. Information concerning each teacher's extension is available on our web site and included with information distributed to students at the beginning of the year, as well as parents at Parent Night.

6. If concerns are apparent in a number of different classes, a team meeting may be arranged which would involve all of your student's teachers. Contact the school office for an appointment.

7. Parent/teachers conferences are scheduled during the first semester.

The marking system is as follows:

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

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

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

Auditing Courses

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

Course Failures

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

7th and 8th Grade - Retention

Students who do not receive a passing grade of D- or above in all six of their essential courses are eligible for retention at their present grade level. These essential courses include English, Math, Religion, Social Studies, Science, and Language Arts (where applicable).

High School Enrollment

High School students who fail two or more courses per semester may be asked to discontinue their enrollment at LHS following parent consultation with the administration and teachers.

Educational Adjustment Program

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

Dropping Classes

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

Students may also drop a class after the ten day period pending parental permission and the payment of a \$100 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'.

XII. Policies and Guidelines Concerning Student Records

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

1. All records maintained by the school for the pupil shall be confidential.
2. Permanent records consist of basic identifying information (names and addresses of student, parents, telephone numbers, birth date and place, and gender), academic transcript (which will include grades, class rank, graduation date, grade level achieved, and college entrance examination), attendance record, accident and health reports, a record of release of permanent record information. Student permanent records and the information contained therein shall be maintained for a period of sixty (60) years after the student has transferred, graduated or permanently withdrawn from school.
3. Temporary records consist of any other verified information of clear relevance to the education of the student including; intelligence and aptitude test scores, psychological evaluation, teacher's anecdotal records, disciplinary information, special education files, and a record of the release of temporary record information. Temporary records shall be maintained no longer than five (5) years following graduation or withdrawal and thereafter destroyed.

4. Adult students or parents of minor students shall have the right to inspect their records. Any parent or adult student so desiring to inspect their records shall address a request to the administrator in writing. A copying cost of \$0.25 per page is requested.
5. Complete policies and procedures concerning student records are available from the office of the Registrar.
6. Directory information that lists student names, addresses, and other identifying information may be released to the general public. Parents may prohibit the release of such information of their child by filing a written statement with the office of the Registrar.
7. Parents, or student once they turn eighteen, have the right to request copies of these records at any time prior to their destruction.

XIII. Daily Schedule

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

Junior or Senior students may apply, with parents' approval, for permission to arrive late or leave early. Students with such privileges are expected to arrive/leave at the intended time. Students are required to maintain excellent academic progress to receive this privilege. If their arrival/departure is not according to the approved routine, they are to report to study hall.

Emergency School Closing Information

Emergency school closing information will be available on the school web site, as well as local television stations and WROK and WQFL radio stations.

XIV. Spiritual Life Opportunities

Worship

Christians consider all of life a worship and praise of God. Lutheran High/Luther Academy provides students and faculty, as the "Body of Christ", the special privilege of a daily devotional period at the beginning of each day. Teachers are also encouraged to open each class with a prayer or devotion. In addition, students and faculty worship God in frequent chapel services, and are encouraged and expected to participate in congregational life. Student participation in conducting both chapel and church services is strongly encouraged.

Peer Ministry, Spiritual Leadership Team and Freshman Retreat Leaders

Statistics show that when teens have a problem, they will most likely talk to a friend-a peer. They seek friends when they face problems like loneliness, peer pressure, tough decisions, shyness, social problems, low self-esteem, etc. Teens want to help others, especially their friends. Lutheran High equips teens, in a variety of ways, with the skills necessary to be an effective friend. The training and service opportunities are accomplished through a number of experiences led by the Director of Discipleship. Following successful completion of the training, these student leaders are available to assist fellow students individually, or collectively; through personal interaction, or group activities.

Spiritual Counseling

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

XV. Opportunities and Services

Library

The high school library contains nearly 5500 volumes and subscribes to over 20 periodicals. Additional resources include over 100 periodicals on microfiche, catalogued on computer, as well as extensive on-line resources. We are also members of the Northern Illinois Library System and can obtain library resources from any public or college library in the region. Fiction and resource books may be checked out for a two-week period. Certain reference volumes may also be checked out but for one day period only. Abuse of any privilege results in the levying of fines and/or loss of privileges.

Student Council (High School)

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

Lunch

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

Yearbook

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

Clubs (High school and Academy levels)

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

Chess Club	Key Club
Foreign Language Club	Drama Club
National Honor Society	National Art Honor Society

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

National Honor Society

All juniors and seniors attending Lutheran High School are eligible to become members of the

National Honor Society. Membership in the NHS is a privilege, not a right, based on the four criteria of character, service, leadership and scholarship. To be eligible for membership, students:

1. must have a minimum cumulative grade point average of 4.0 on a weighted scale.
2. must have attended Lutheran High School for at least one semester.
3. must be evaluated on the basis of service, leadership and character.
4. must be willing to participate in one or more service projects each year
5. must be approved by a majority vote of the faculty council.

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

CRITERIA:

Scholarship: Predetermined by GPA

- Character:
- A. Promptly meets responsibilities to school and teacher
 - B. Demonstrates highest standards of honesty and reliability
 - C. Cooperates by complying with school rules

- Leadership:
- A. Demonstrates leadership in classroom or organization participation
 - B. Demonstrates leadership in promoting school activities and/or leadership in church/community activities
 - C. Successfully holds school offices or other positions of responsibility

- Service:
- A. Is willing to render any service to school, church or community when called upon (Service hours required for a course do not constitute service).
 - B. Is willing to do committee work
 - C. Shows courtesy by assisting visitors, teachers, and students

Upon determination of eligibility due to GPA, students are invited to complete an information packet which provides details concerning their experiences in leadership and service activities. This material is tallied and scored. References are requested from one school related, and one non-school related source to provide feedback on general aspects of character. Neither reference may be a relative. Information is also solicited from faculty members who are familiar with the students being considered for membership. In accordance with National Honor Society guidelines, a faculty committee of five members reviews the information through the use of a scoring system that rates and compares activity and leadership experiences. They then select those students who meet the qualifications of the society. They are then required, as per NHS guidelines, to participate in the induction ceremony, and its preliminary activities.

Disciplinary action, such as demerits or a suspension is cause for review of continuing membership by a faculty council. Verifiable evidence of illegal activity will also result in a review of membership qualifications.

XVI. Extra-Curricular Activities

PHILOSOPHY FOR ATHLETICS AND OTHER EXTRA-CURRICULAR ACTIVITIES

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

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

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

The athletic program encourages a commitment to excellence which helps the student to deal with the competitive society we live in. It does this by the process of setting a goal and focusing in on the subgoals 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 attached regulations).

Athletics/Activities for high school girls include: cross country, volleyball, basketball, track, softball, soccer, tennis, golf, bowling, spirit squad, and academic team. Those available for high school boys include football, cross-country, basketball, baseball, track, wrestling, soccer, tennis, golf, bowling, and academic team.

Athletics/Activities at the Junior High level include volleyball, basketball, track, soccer, cheerleading, and spirit squad for the girls; as well as football, basketball, track, wrestling, and soccer for the boys.

Objectives stressed are as follows:

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

Athletic Regulations:

1. In all cases, LHS will adhere to IHSA rules and regulations.
2. The rules and procedures governing student behavior at LHS will apply to all students participating in extracurricular activities. See the attached IHSA guideline sheet.
3. Students must be attending a minimum of 5 classes. If less than 5 classes were passed during the prior semester, the student is ineligible until the following semester has been successfully completed.
4. Students 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. The student will not be allowed to participate if the child does not provide a doctors/dentist note. Students missing school for medical reasons that do not require a doctor's appointment will be required to provide the Athletic Director or his/her appointee with a written note provided by the student's parent/guardian upon returning to school. Non-compliance with either of these requirements will mean that the student will not be allowed to participate in activities that day.
5. Students must be passing all classes in order to participate in an extracurricular activity of any kind.

A. The period for determining eligibility is the semester.

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

6. The appeals process for students who are not passing and wish to participate in extracurricular activities is as follows:

A committee comprised of the Principal, the Athletic Director, the coach or activity advisor involved, the teacher of the subject, and the student who is appealing, shall meet. This will take place after one week has passed since being declared in-eligible. This provides a week long period for the student to take personal action to correct the difficulty. Concerns addressed shall be:

- a. What is the cause of the failure?
- b. Is the activity a helpful and growing experience for the student?
- c. What is best for the student involved?
- d. Is the student involved making an effort.

Based upon these questions, the committee shall vote. If there is a 3/4 majority in favor of the waiver (i.e., 3 out of the 4 committee members), the student will be eligible.

All other grievances regarding extracurricular activities shall be addressed to the Principal, who shall handle them according to the normal procedures.

7. Eligibility reports will be used to check the academic status of activity participants each and every week school is in session. Each student participating in extracurricular activities must be evaluated weekly for eligibility according to the quality of work the student has done on a cumulative basis during each semester. In short, if the student were to transfer from LHS that day to another high school, would the grade in that class be recorded as a passing grade? If yes, the student is eligible. If not, the student is not eligible, and in the case of a sport, is not to suit up. If a student is absent during the week, and such absence creates a situation of ineligibility because of missed work, the eligibility of the student will be determined by their status the previous week, until they have completed their make-up work accumulated due to absence. They are allowed a minimum of one

day to make up homework for each day of an excused absence. For example, if the student is absent Wednesday and Thursday due to illness, and they were eligible the previous week, they would remain eligible until Sunday. At that time it will be determined whether or not they would remain eligible for that week. The normal process would then resume the following Thursday.

8. Parents/guardians shall be notified of any eligibility problems or discontinuation of participation by the coach/advisor. Students not keeping their current, cumulative grade in all subjects at a passing level will not be allowed to participate in a sport or other activity until passing grades are established in all classes.

a. Notification of eligibility problems and/or discontinuation of participation is the responsibility of the activity advisor or coach of that sport.

b. Notification shall be made by Friday following determination of eligibility.

c. Ineligibility shall run from Monday through the following Sunday.

9. Conference regulations govern the maximum number of games or quarter per night an athlete may participate in a sport.

10. All students participating in athletics must have a sports physical exam from a licensed health care practitioner before he/she starts practice.

11. Insubordination on the part of the athlete may lead to disciplinary action or suspension at the discretion of the coach.

12. Willful absence from practice may result in disciplinary action at the discretion of the coach. Coaches need to be notified if an athlete is to be excused from practice or a game either by parent or the LHS office.

13. Students who are not enrolled in a full class schedule must be in school for all of their assigned courses to participate in any extra-curricular activity. Absenteeism for "special reasons" on days of athletic contests must be ruled on by the Athletic Director or his/her appointee prior to missing school. A student over 15 minutes tardy for their first period of the school day is considered an absence. 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.

14. We believe our bodies are the temples of God and should be respected accordingly. Therefore, smoking, drinking, and drug use by activity participants will not be tolerated in or out of season. For use and possession of tobacco in any form:

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

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

Drug/Alcohol and/or other Substance Abuse:

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

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

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

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

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

15. 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?"

16. 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.

17. Students may only participate in one sport per season.

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

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

Proper Demonstration of Christian Sportsmanship

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

Please review the following guidelines concerning participation at school events:

Participants

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

Spectators:

1. Show respect for opposing players, coaches, spectators, and support groups.
2. Respect the integrity and judgment of game officials and accept their decisions graciously.
3. Show respect for members of the coaching staff and team.
4. Display modesty in victory and graciousness in defeat.
5. Recognize and show appreciation for outstanding plays by either team.

6. Use only cheers that are positive in support of their team.

7. Encourage coaches, players, and other fans to demonstrate Christian sportsmanship.

Acceptable Behavior...

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

Unacceptable Behavior...

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

XVII. Rules and Procedures

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

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

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

Arrival/Departure Expectations

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

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

Attendance Policy and Procedures

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

1. Absences will be excused for: (1) illness, (2) emergencies in the family, (3) death in the family, (4) dental, medical, or court appointments, (5) religious observances, (6) pre-arranged business or vacation times.
2. Should a student be absent, parents are requested to call the school prior to 8:30 a.m. and to submit a written excuse to the Attendance Office on the day the student returns. Extended absences should be phoned in every day, unless previous arrangements have been made.
3. Any student who has been absent due to illness/injury for 3 or more consecutive days needs to have a note from the doctor before being admitted back to school .
4. If a student must leave during school hours for an appointment, he/she must report to the Attendance Officer prior to his/her first class with a written note signed by a parent. Should a student become ill and wish to leave, the student must report to the nurse's office where parental permission may be obtained via a phone call. Lutheran High/Junior High School maintains a closed campus, and students are not to leave school without permission from the office.
5. Rockford Lutheran maintains a closed campus policy. Upon arrival, students are not allowed to leave the school building or school grounds without permission.
6. Parent permission to leave school for lunch will not be accepted. Leaving school would be a violation of our closed campus policy and a creation of a safety/travel hazard for the student involved.
7. A student has a minimum of a one-day make-up privilege for each day of an excused absence. If a student is absent on the day of a test, he/she must take the test on the day he/she returns to school.
8. If a student is absent more than 16 days in any one semester, he/she may lose credit for that semester. Administrative evaluation is required to determine continued attendance.
9. Any students arriving late for their first class and submitting a medical excuse will be considered excused. For those students without a medical excuse the following will apply:
 - A. Students who are tardy to their first hour but arrive before 8:00 a.m. should report directly to class. The third late arrival before 8:00 per semester will merit a detention.**
 - B. Students who are tardy and arrive after 8:00 a.m. must report to the office for an admit**

slip. Students arriving late to school from a doctor or dental appointment must bring a note indicating the time of the appointment. The third late non-medical arrival after 8:00 per semester will result in a detention.

C. Students who have the privilege of late arrival and are tardy to their first scheduled class will receive a detention for each time they are tardy.

10. Students tardy to periods 2-8 will receive, from their teacher, a detention for each tardy after the first. Teachers/administrators/office personnel will provide passes to students whom they have made tardy to subsequent periods.

11. 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.

12. In the case of prior planned absences, a written note from a parent must be submitted to the office at least three days in advance for any absence over three days. The note should then be initialed by each teacher, indicating awareness of the pending absence.

Early Dismissal/ Late Arrival

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

1. Students are only to be on campus during the time parameters set by this request. Students will be allowed to arrive on campus 10 minutes prior to their late arrival, and must leave campus within 10 minutes of an early dismissal. Students needing to be on campus other than the allotted 10 minute time frame must report to their assigned study hall or be under direct supervision of a teacher.
2. Student behavior and academic records must indicate they merit the privilege of arriving late/leaving early. The lack of appropriate academic progress indicates a need for additional study time, thus students will be required to attend an assigned study hall.
3. Students approved for late arrival who arrive tardy to their first class period of the day will lose their late arrival privilege.

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

Parent Information Regarding Medical Procedures

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

Absences

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

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

Health and Immunizations

The Lutheran School System shall ensure that every student is in compliance with the Illinois state law. The School Code of Illinois (Section 27-8.1), requires health examinations and immunizations *prior* to the entry of students into **Preschool, Kindergarten, Sixth, and Ninth grades**. Students new to the district, regardless of grade, must present a health exam that was completed within one year prior to entry into an Illinois school. New students have one month after enrollment to present the forms. The health portion of the physical examination must be completed and signed by the parent in order for the physical to be valid. Students will be considered non-compliant until all state requirements are met.

Dental

As of July 1, 2005 a new state law went into effect requiring all students in Kindergarten, second and sixth grades have an oral health examination performed by a licensed dentist. For the 2008-2009 school year the exam must be performed sometime after November 15, 2007, and before May 15, 2009. Following your child's exam please have your dentist fill out the form required by the state and return it to the health office no later than May 15 of each school year. Exam forms are available in the nurse's office.

Vision

As of January 1, 2008, the state of Illinois has required that all students entering Kindergarten or entering an Illinois school for the first time shall have an eye examination before October 15th of the school year.

Immunization Requirements For 6th thru 12th grades

Diphtheria, Pertussis, Tetanus: 3 or more of DTP/DtaP or Td with the last dose qualifying as a booster and received on or after the 4th birthday. Td booster required every 10 years thereafter.

Polio: 3 doses or more of Polio with the last dose qualifying as a booster and received on or after the 4th birthday.

Measles: 2 doses: the first dose received on or after the 1st birthday; second dose no less than 28 days later.

Mumps: 1 dose received on or after the 1st birthday.

Rubella: 1 dose received on or after the 1st birthday.

Hepatitis B: 3 doses received at proper intervals.

Chicken Pox: As of July 1, 2002 varicella immunization prior to entrance into kindergarten: 1 dose on or after the 1st birthday, or physician's statement verifying disease history, or laboratory evidence of varicella immunity,

If the state requirements are not met (by October 15th of the school year) the student will be considered non-compliant and excluded from attending school until all state requirements are met.

Illness

When your student becomes ill at school he needs to report to the nursing office then the parent will be notified. Students stopping in the bathroom first will not be issued a pass to return to class. If the nurse is not in the building, the student reports to the main office.

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.

Medication Administration

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

Daily Medications

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

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

Discretionary Medications

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

Self Medication

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

Short-term Medications

Short-term medications will be administered to students at school if written consent for administration of approved medication is signed by the parent and the medication is provided in the original packaging with the students name and dosing instructions attached.

Screenings

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

Miscellaneous

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

Other Health Issues

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

The following items represent descriptions and explanations of the more serious disciplinary infractions. This is provided to demonstrate the general guidelines used in determining appropriate disciplinary action for a situation. Please note that the administration reserves the right to deal with each individual circumstance as is necessary. While the demerit system is used for most situations, that does not imply the only means by which a student may be expelled. Other situations may warrant expulsion at the discretion of the administration. It is expected that students/parents will make necessary arrangements with their home school district to complete academic requirements following an expulsion. Suspensions are generally considered the equivalent of at least two demerits, and are considered unexcused absences. Also note that each suspension is followed by a probationary period of one semester. During this time, another suspension offense, or multiple demerit situations will require expulsion. Detentions, demerits, and suspensions may also be cause for refusal of future enrollment.

Bullying

Students are not allowed to taunt or bully other students. This is a form of harassment and can result in a demerit or a suspension. Any victim should report such issues to a teacher or administrator. Assistance is also available from the counselor or Director of Discipleship in dealing with such circumstances effectively. Frustration over such issues is not just cause for violent or physical reactions. Parents who are aware of such circumstances are expected to contact an administrator concerning the matter.

Cheating

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

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

- * is in possession of other student's assignments, notes or books for use for illicit purposes, as determined by teacher direction.
- * gives other students answers to assignments.
- * shares questions or problems on tests or quizzes.
- * turns in material written by another without giving credit.
- * works on assignments with other students unless permitted by the teacher to do so.
- * communicates in any way during tests or quizzes.
- * looks anywhere but one's own test, quiz or paper.
- * has unauthorized material or information in view.

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

- * All offenses will be handled by the teacher in the individual class and be communicated to the office with a detention.
- * The second offense in the same or any class will result in a demerit from office and parent

notification made.

* The third offense in the same or any class will be considered grounds for suspension or expulsion.

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

Computer Equipment Utilization Policies

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

Electronic Communication Devices

Electronic communication devices such as cell phones and pagers are not to be in use in school during school hours (from 7:30-3:15). A violation of this policy will result in confiscation and a detention. Items will only be returned to parents.

All devices are to be turned off, and kept out of sight. Any item detected in a classroom can be confiscated. The school is not responsible for theft.

All CD players, portable TV's, and other electronic entertainment devices are not to be in use during school hours (from 7:30-3:15). A violation of this policy will result in confiscation and a detention. Items will only be returned to parents.

All devices are to be kept concealed, or they will be confiscated. The school is not responsible for theft.

PDA's may be used in the classroom only with teacher permission. They are not to be accessible during tests. If not used in accordance with teacher direction, they may be confiscated and penalties for cheating may be assessed.

Extra-Curricular Events

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

Falsification of Identification

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

Fighting

Fighting will result in automatic suspension, parent conference, and possible student withdrawal or dismissal. If a weapon is involved (involved means threatening with or used), there will be an automatic withdrawal or expulsion. Other incidents of physical violence (punching, smacking, shoving, etc.) will also result in suspensions or multiple demerits. 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.

Games and Gambling

The use of playing cards, or other forms of gambling, pitching pennies, etc. is not to take place on school grounds. Materials will be confiscated, and detentions issued. In addition to being inappropriate distractions to the educational environment, they create unnecessary risks of theft. If they are needed for a particular purpose, please make arrangements with a teacher, and store the equipment in the office.

Harassment and Sexual Harassment

Harassment is unwelcome personal attention that is coercive or offensive to another person. It is a form of discrimination which can be verbal or physical. Sexual harassment consists of unwelcome sexual advances or other inappropriate verbal or physical conduct. This unacceptable contact is not appropriate at any time or place, but particularly so in a Christian school. Verifiable circumstances of this behavior may result in an immediate suspension or expulsion. Repeat offenses will result in expulsion. False reporting of such circumstances for the purpose of avenging another student will also be handled with similar punishments.

Major Misconduct

Willful destruction of school or personal property, possession or transmittance of any firearms, knives, explosive or other weapons or committing or attempting to commit any felony will result in a request for withdrawal or an expulsion. Remuneration for damages will be assessed. Toy guns will be dealt with in similar fashion. If their use is necessary for dramatic presentation purposes, permission must be received from the administration, and they are to be kept in the office when not in use. Squirt guns, or other materials of destruction will be confiscated, not to be returned, and appropriate punishments levied. These could include demerits, suspensions, and expulsions.

Stealing

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

Truancy

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

Use of Tobacco

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

Vandalism

If a student is guilty of vandalism or defacing of property, the parents will be contacted and remuneration for damages will be assessed. When vandalism occurs, there will be a parent contact, probation and/or withdrawal or expulsion. A reward is offered to students who assist in the identification of students involved in vandalism to the school.

Demerit system

1 or 2 demerits = After school detention for 60 minutes, the teacher calls home, and letter of notification is sent from the office.

3 demerits = After school detention for 60 minutes, and a conference is held between an administrator and parents.

4 demerits = 1 day in school suspension.

5 demerits = 3 day in school suspension or home suspension, at the discretion of the administration.

6 demerits = expulsion

Reasons for demerit

1. Any detention room rule broken
2. Inappropriate language (swearing)
3. Possession of any form of tobacco.
4. Skipping a class or study hall.
5. Being outside the school building during school hours without administrative permission or supervision.
6. Blatant disrespect of a teacher.
7. Other circumstances may warrant demerits at the discretion of the administration.

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.

Detentions - General Procedure

The detention room will be a specific classroom set aside (Monday through Thursday) to serve detentions given by teachers. Detentions will be supervised by teachers. A violation of detention room rule results in a demerit. Rules include:

1. All students must be on time.
2. No talking is allowed.
3. Students must be in their seats at all times, reading or doing homework.
4. Any detention given Thursday or Friday is to be served Monday. All other detentions are to be served the day after the detention is given. Any changes in this schedule must be approved by the administrator. (Students may also serve their detention the day it is given if they so choose).

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

Every three detentions will equal one demerit. Twelve infractions, which equal four demerits, require a one-day in-school suspension. The punishment served would be whatever is appropriate to the number of demerits accumulated. The detention hour would not be served additionally. Please note that it is not the third detention alone that requires the demerit, but the accumulation of the three. This procedure is to make clear to students that the frequent repetition of even minor offenses will not be tolerated.

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

During in-school suspensions, the student

1. will be assigned to the office for the length of his/her regular school day;
2. will work on assigned class work and remain academically productive for that day;
3. will be given adequate time for lunch at a time and place designated by the administration;
4. may be allowed, if all academic work is completed for that day, to volunteer to assist the custodial staff in light clean-up duties.
5. are not allowed to attend any school related extra-curricular activity.

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

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

Substance Abuse Policy

Preface:

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. Recognizing that our mission is to **"...equip God's people for works of service", and to, "encourage growth in the ...social, physical and spiritual lives of its students..."** we take seriously our role is helping each student acquire the skills and attitudes necessary to live a Christ-like life. Numerous scriptural guidelines are relevant to our policies on drug and alcohol use (Romans 13:13, Galatians 5:21 and I Peter 4:3), discouraging certain behaviors. Yet, we also know that forgiveness is granted to all who repent. We seek to keep those directives in mind as we address each student who demonstrates a difficulty in this area of their life. In addition, we also recognize that use or possession of alcohol by anyone under the age of 21 is a violation of Illinois law, and that we need to cooperate with authorities in addressing issues related to alcohol and drug use.

We Believe:

The following serve as statements of belief concerning substance abuse in our youth today:

1. The use of alcohol and other drugs continues to be a most serious problem for youth today.
2. These substance abuse problems and issues related to them, frequently develop into behaviors that are destructive to the student and/or those around him/her.
3. Use of drugs and alcohol at an early age frequently leads to illness of chemical dependency, and life habits that can involve chronic behavior/medical problems.
4. Students often need education, assistance and support because of their own substance abuse, or that of those around them. Our school seeks to assist parents in offering this education and support system, recognizing that students frequently require the assistance of other professions providers to deal with these complex issues.

Our Goal:

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

school, and to promote an alcohol and drug free lifestyle for our students.

In order to accomplish this, the following components are critical:

1. Parental cooperation. Our school is a cooperative ministry between home and congregation. Parent cooperation in helping to enforce school, as well as Illinois statutes is a vital component of this process.
2. Educational programming. Our school has also committed itself to enhanced drug/alcohol educational programs at both the junior and senior high levels.
3. Alternative activities. Our school plans other events to encourage alternative activities, and focus on encouragement of a clean, Christ-like lifestyle.
4. Random drug testing of students in grades 8-12.

Our purpose is to find avenues from which we can help each student who is involved with substance abuse to get the assistance necessary to avoid further involvement. We furthermore seek instead to establish healthy life habits that will make it more likely that they will be able to maintain a long-term God-pleasing lifestyle.

Rationale – Why test students?

1. The continuing theme and focus is to give our students a strong reason to say “no.”
2. The issue is prevention. There is no desire to catch a student.
3. Basic philosophical position --- we are doing this because we CARE.
4. Top priority --- our schools must be safe and drug-free. Number one expectation of parents, community and staff. Improved academic achievement will follow.
5. Strong support of student drug testing before the program was implemented --- coaches, sponsors, teaching staff, parents, community, and administration.
6. Unless prescribed by a physician, there is no acceptable level of use of any alcohol, tobacco or other drug by any student.
7. Why random? Affordability is an issue. There will be no additional costs to parents.
8. For those testing positive, the established school policies will apply.

Parent Requested Testing

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

Communication with Students and Parents

Information concerning the program will be communicated through:

1. School interviews.
2. Athletic and Student/Parent Handbooks.
3. Orientation meetings and general student/parent information meetings.

Testing Procedures

1. The LJ/SHS Administrators will coordinate and oversee the program.
2. The registration form that parents sign for each school year will include an indication that the student’s name will be entered in the testing pool. Parental approval on the registration form is a requirement for student enrollment. (For the initial year of 2002/03 parental approval will be required at fall registration).

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

Statement of Consent

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

I, _____("student") voluntarily consent to participation in the random drug screening instituted by Lutheran Jr. and Sr. High School ("school") for the _____ academic year ("school year"). I wish to be enrolled at school and consent to the inclusion of my student identification number in the student screening pool, to be drawn at random throughout the school year. I understand that a verified positive urine drug screen result is a violation of my school's policies and may subject me to re-screening on each screening day for the remainder of the school year. I understand that if I am selected for screening on a day I am in attendance at school, but fail to report for screening, I will be considered to have tested positive. I understand that in the event I have a screen verified positive at any time during the school year, the school will inform my parent(s) and/or legal guardian and me that school policy has been violated and appropriate consequences will be implemented by the school.

Positive test

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

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

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

Confidentiality

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

Masking

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

Our Policies:

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

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

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

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

- A. A 2 day in-school suspension
- B. School attendance limitation to 7:40-3:15 (no extra curricular activities) for a period of 14 calendar days provided they also are evaluated by an acceptable medical facility, and agree to participate in the appropriate educational/recovery program. (Students participating in interscholastic activities will be allowed to begin attending practices after

7 days, but will miss competitions for a period of 14 days).

- C. Assessment by and participation in an approved educational/recovery program. Lack of completion may require the remainder of the penalty to be served. (In addition to the above requirements, a student athlete would also be subject to the penalties included in the athletic policy guidelines (removal from interscholastic activity, pending specific qualifications. See Section XVI. *Extra-Curricular Activities* for details).

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

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

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

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

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

Our Programs:

The following components will continue to be enhanced as part of our cooperative educational program to promote a healthy and God-pleasing lifestyle:

1. Comprehensive drug educational instruction for all students in grades 8 and 10. This instruction is incorporated as a regular component of the Health education program. This instruction includes extensive instruction on the hazards of drug/alcohol use, as well as means of gaining assistance in dealing with substance abuse difficulties.

2. Extensive integration of substance abuse issues with faith issues in all religion classes, with a particular emphasis in grades 7 and 10. As a component of our understanding of our bodies being the temple of the Holy Spirit, we seek to help each student understand the proper care for this gift from God. We also seek to provide a means of helping students avoid these struggles in our world through a personal relationship with Jesus Christ.

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

Classroom Rules

1. All students must be in the classroom with their appropriate materials by the time the bell stops ringing.

2. All students will be in their assigned seats at all times, unless permission is granted by the teacher to be elsewhere. The student assigned to each seat is responsible for its condition.

3. No food or drink is allowed in the classrooms.

4. After the bell has rung, students are to talk only with the permission of the teacher.

5. Students are at all times to respect the person and property of their fellow classmates, as well as that of the teacher. Any behavior which is out of character in relationship to appropriate Christian conduct will be dealt with swiftly and appropriately.

Hallway Rules

Students are expected to:

1. Move quickly and quietly to their proper destination.
2. Avoid unnecessary physical contact with others.
3. Stay out of the hallway during classes, unless carrying a pass.
4. Respect the person and property of others.

Cafeteria Rules

Students are expected to:

1. Clean up after themselves.
2. Avoid unnecessary movement around the cafeteria.
3. Not throw anything.
4. Avoid excessive noise.
5. Be helpful when asked to assist.
6. Remain in the assigned areas of the building until the end of the lunch period.

Study Hall Rules

Students are expected to:

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

Disciplinary Reference Chart

Violation	First Offense	Second Offense
Weapons at school	Expulsion	N/A
Drug Distribution	Expulsion	N/A
Drug Possession, Use or Influence	Expulsion, or suspension with treatment program	Expulsion
Gang Apparel or Activity	Suspension or Expulsion	Expulsion
Fighting	Suspension or Expulsion	Expulsion
Physical Violence (punching, etc)	Suspension or Multiple Demerits	Expulsion
Insubordinate to a Teacher	Suspension or Multiple Demerits	Expulsion
Theft	Suspension and Reimbursement	Expulsion
Sexual or Racial Harassment	Suspension or Expulsion	Expulsion
Smoking	Suspension	Expulsion
Possession of Tobacco	Demerit	Suspension
Vandalism	Remuneration and Suspension or Expulsion	Expulsion
Falsification of Identification	Suspension	Expulsion
Truancy (skipping multiple periods)	Suspension	Expulsion

Truancy (Skipping one period)	Demerit	Suspension
Inappropriate language	Demerit	Demerit or Multiple Demerit
Being Outside the Building Without Permission	Demerit	Demerit or Multiple Demerit
Possession of Electronic Communication Device	Suspension and Confiscation	Expulsion
False Alarm, Fire, etc.	Suspension or Expulsion	Expulsion

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

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

School Dances

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

LJHS/LHS Standardized Dress

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

The following “standardized dress” regulations will be in effect at Rockford Lutheran Junior and Senior High School for all students. All clothing must be of the approved color and style. Items may be purchased through Lands’ End, Educational Outfitters or Dennis Uniform. Students must wear standardized dress at all times between 7:30 and 3:05 when in the building, even if the student has late arrival or early dismissal.

- Students must wear standardized dress when representing the school at an event unless the teacher/advisor requests alternate dress.
- Students attending athletic events, school plays, and such activities as spectators are exempt from wearing standardized dress, but they are still expected to dress in Christian modesty.
- **Shirts/Tops:**
- Plain (white, lt. blue) oxford-style button down shirts
- Loose fitting polo-type shirts (white, lt. blue, navy, black). (Phase out Red by end of 2012/2013)
- Oxford and polo shirts may be either short sleeve or long sleeve. Turtlenecks and mock turtlenecks may be worn under an approved shirt or sweater.

- There can be no visible logos or graphics on the shirts worn under the polo, oxford, or sweater.
- Shirts with buttons can have no more than 2 buttons unbuttoned.
- Spirit/Lutheran wear:
 - Collared polo shirts with Lutheran on the pocket area can be worn at anytime. These may be polo shirts for school organizations and athletics as well as the Rockford Lutheran Booster Club.
 - Lutheran/IHSA or LSA sanctioned events/Team playoff T-Shirts (either long or short sleeve) or sweatshirts, including official spirit wear, can only be worn on Friday, our official Spirit Day.
 - Athletic Team jerseys can only be worn on Friday, with administrative approval
 - Sweatshirts that can be worn daily include those purchased from the Boosters, RLHS, and those of a Class. This does not include IHSA/LSA/playoff apparel. Unmarked black or navy sweatshirts are permitted .
 - Coats and jackets are not allowed to be worn during school hours
- Exposing the stomach area or upper torso of the body is not allowed. Shirts/tops that are too short to be tucked in and/or stay tucked in are not acceptable. If the midriff is exposed when the arms are raised shoulder-high, the shirt is too short and therefore is not acceptable.

- **Athletes:**
- Students that are asked to wear shirts and ties on game days, those shirts must be either the white or lt. blue oxford with the tie tied to the neck in a neat manner. Standardized slacks must also be worn on those days.

- **Slacks:**
- Flat-front or pleated-front loose-fitting cotton twill slacks (no jeans) in black, navy, or khaki. No cargo pants/shorts.
- All pants must be worn at the waist.
- Waist size must be within two inches of body measurements.

- **Shorts:**
- Walking shorts in navy, khaki, or black.
- All shorts must be no shorter than 2” above the knee.

- **Sweaters:**
- V-Neck in navy or black. Cardinal will be phased out by the end of 2012/13.
- Crewneck pullover in navy or black. Cardinal will be phased out by the end of 2012/13.
- Cardigan Sweater in navy or black
- Must have an approved dress code shirt or turtleneck worn under sweaters.

- **Shoes:**
- Low-heeled shoes (loafers, dress shoes, deck shoes, athletic shoes, or hiking-style boots) or closed toe sandals must be worn.
- No flip-flops, soccer sliders or bedroom slippers.
- Patterned socks, stockings and tights are allowed, however, no “fish-net” type apparel is acceptable.

- **Polar Fleece:**
- Plain fleece pullover shirts or vests in navy or black can be worn. No logos (including Columbia, North Face, Nike, etc.

- **Skirts:**
- “A” line or pleated skirts in khaki, navy, black or clear blue plaid (Plaid QCU) may be purchased from Land’s End. “RR plaid” may be purchased from Dennis Uniform or Educational Outfitters.
- All skirts must be no shorter than 2” above the knee.
- No items worn under skirts may be visible below the hemline.
- Only the Crusader navy pants purchased through Spirit Club may be worn under the skirt.

- **Jewelry:**
- Piercing jewelry may only be worn in the ears and nose (nose studs only). Neck chains, pendants, rings, and

wrist bracelets may be worn as long as they do not distract from the learning environment.

- Spiked or heavy chains may not be worn. Visible tattoos are not allowed.
- **Condition:**
- All clothing should be clean and in good repair (no holes, rips, frayed edges, etc.).
- **Hair:**
- Should be clean, neatly trimmed, and in one of the four natural colors (black, brown, blonde, red).
- No extreme hair styles/cuts, e.g. mohawk, spikes, etc.
- **Other:**
- Hats, caps, sweatbands, bandanas, and sunglasses may not be worn in the school building during school hours.

As noted above, Lands' End, Dennis Uniforms and Educational Outfitters are sources for the approved plaid skirts.

School Codes & Contact Information:

Land's End: #9000-7523-5	www.landsend.com/school	# 1-800-469-2222
Educational Outfitters: #IL0342	www.educationalfitters.com	#1-888-362-5684
Dennis: #GAAJV	www.dennisuniform.com	#1-800-998-7110

Parking and Driving Violations

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

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

chronic violators of parking guidelines who have received multiple warnings. Towing costs are \$170.00.

Lockers

Lockers are for individual student use only. You must purchase a school lock and use only that lock. Students are not to share lockers unless instructed to do so.

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

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

Appropriate Communication for Addressing Concerns

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

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

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

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

We are confident that your concerns will be addressed and your student's needs will be met by following this procedure. We appreciate your cooperation and understanding.

Information concerning messages/deliveries:

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

XVIII. Probation

Probation is designed to give the student another opportunity to show that he/she is able to and wishes to live with the rules of the school. If during this period of time he/she violates the probation, he/she will be asked to withdraw. Probation automatically follows a suspension.

XIX. Due Process in Expulsion

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

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

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