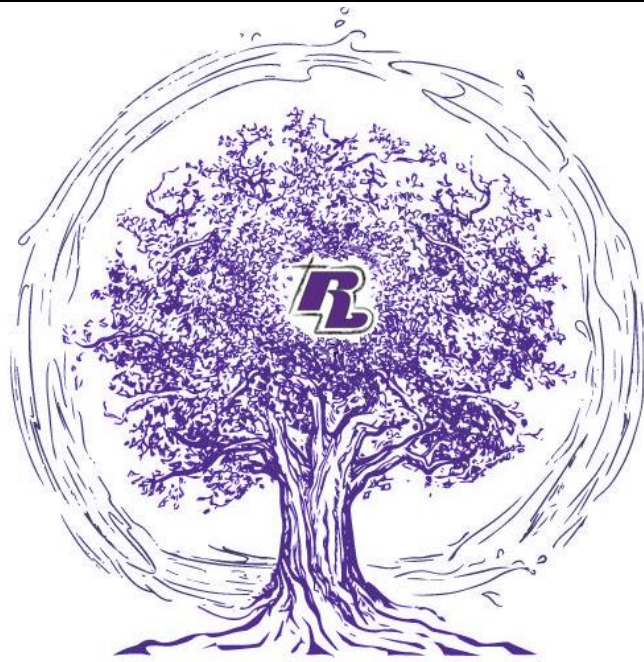


Parent Handbook

Rockford Lutheran School

2025-2026 – Upper Campus



Flourishing

Rooted in the Word, Growing for Generations

Home of the Crusaders

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

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

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

Proverbs 3:5-6

Trust in the Lord with all your heart and lean not on your own understanding;
in all your ways submit to him, and he will make your paths straight.

I. SCHOOL OVERVIEW

Statement of Beliefs

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

Our faith is defined in the concept of "Sola Gratia, Sola Fide, Sola Scriptura" — Grace Alone, Faith Alone, Scripture Alone, all as a gift from God through no effort or merit of our own. We seek to give glory to God in all that we do, recognizing that we, and everything we have, belong to God. It is our chief desire at Rockford Lutheran School to bring a clear witness to Christ, our savior, to our students, families, and community. We believe that Christ established his church on Earth, comprised of all believers, and that this church is comprised of many different peoples from every nation and culture that come to Him with different understandings and interpretations. We greet all of our brothers and sisters in Christ openly with love and humility, looking to God's word and the work of the Spirit to resolve issues of disagreement. Even so, we hold to and profess this Christian faith as presented in the Apostles Creed and as further expanded upon in our Statement of Faith, which can be found on our website under About\Who We Are\What We Believe. In summary:

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

We all are broken and sinful people who journey through a broken and sinful world. We daily need to be confronted by God's demands, especially when we act in ways that divide our oneness, diminish our diversity, and otherwise fall short of God's original vision and intent for our lives. We daily need to hear God's promise of abundant life given to us in Jesus Christ. When we falter in our efforts, we recognize our sin and seek God's forgiveness and grace. We thus approach each other with repentance, forgiveness, reconciliation, and renewal.

Mission Statement

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

Vision

To be known for our program's quality, with graduates who are sought after by colleges and universities as grounded, well-rounded, and highly prepared for the rigors of collegiate higher learning, and to be held by teachers as one of the top schools at which to serve in our region.

Rockford Lutheran embraces the following **Core Values**:

- Christ-Centered. Our faith and trust in God and His Grace serves as the foundation of our ministry and is reflected in our teaching, relationships, and service.
- Excellence. We strive for excellence in education and promote our God given potential.
- Service. We inspire students to serve others reflecting Christ in our lives.
- Harmony. Diversity brings strength to our Lutheran family. All people are valued and welcomed.

Educational Philosophy

Rockford Lutheran affirms that parents are the first and primary educators of their children. Rockford Lutheran understands and embraces "in loco parentis," recognizing that we are responsible for the children entrusted to our care. Through a spirit of understanding and cooperation, we hope to create an atmosphere in which teachers, students, and parents can join together with the total faith community to come alive, to grow, and to learn.

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

In order to allow each child to develop to their fullest, Rockford Lutheran offers numerous enrichment classes during the school day and many after-school clubs, activities, and sports. Students are encouraged to be involved in numerous activities. Rockford Lutheran uses personalized education to meet all students where they are and help them advance as much as possible. Programs such as Project Lead the Way help to instill 21st-century skills in all students.

Board of Directors

Rockford Lutheran School is a membership-based association registered as a not-for-profit Illinois Corporation. This association, titled the Lutheran High School Association of the Greater Rockford Area is composed of a collection of Lutheran churches across our region (see the website at About\Who We Are\Partner Churches for the full list). The primary function of the association is to elect members to the Board of Directors, which is responsible for the administration and operation of the school. Each Director voted into office serves a three-year term and can serve up to three such consecutive terms. The function of the Board of Directors is to establish the basic policies for the operation and management of Rockford Lutheran School and to oversee the Head of School.

Association Congregations

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

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

Accreditation

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

Admissions

The Rockford Lutheran School is dedicated to the purpose of offering an educational setting to all students in the area who are in harmony with our school's goals and objectives. Rockford Lutheran School admits students of any race, color, and national or ethnic origin. All students must supply a transcript from their previous school. Upon receipt, through consultation with the applicant and parents, it will be determined if Rockford Lutheran School is the school to best meet the student's particular needs.

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

Every student that applies for admission to Rockford Lutheran School goes through an assessment process. The principal may also review previous school records, IEPs or any other pertinent documents. If appropriate, further assessment may be needed. A parent meeting may also be required if concerns exist. RLS will do everything possible to serve students of varying academic abilities but reserves the right to deny enrollment based on academic or behavioral concerns.



II. ACADEMICS

Classroom Expectations

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

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

High School Graduation Requirements (1 credit = 1 semester)

- (8) credits of Religion (1 for each semester in attendance)
 - (8) credits of English
 - (6) Credits of Social Studies (including 1 credit each of Government and Economics, 2 credits of U.S. History and 2 credits of either Geography or World History)
 - (6) credits of Mathematics at the high school level or a minimum of Pre-Calculus (having completed Algebra I, Geometry and Algebra II). (If a student completes Pre-Calculus as a sophomore, 2 credits of additional Flex courses are required).
 - (6) credits of Science at the high school level or a minimum of 2 credits that include Biology, Chemistry and Physics. *Students are allowed to substitute some tech courses for higher sciences.
 - (2) credits of Fine Arts (Art, Music)
 - (4) credits of World Language (can be substituted due to specific educational needs)
 - (4) credits of Physical Education (including 1 semester of Health)
 - (4) credits of Flex classes
 - Additional courses in Science, Technology, Engineering, Fine Arts or Mathematics.
 - Dual credit courses (with administrative approval)
 - (4) credits of electives
- = Minimum total of 52

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

A transfer student must meet all the above requirements with the exception of Religion.

They must receive 1 credit of Religion for each semester at the school. High school students are encouraged to take a full load of at least seven courses per semester

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

Electives

Electives may be taken from any department as long as the prerequisites have been met. In addition to the regular curriculum credits given, credit requests for other activities (such as classes at a college, on-line courses, summer school, or community work experience) will be judged on an individual basis by the principal and Director of Guidance and Advising with the consent of the faculty. These courses do not replace RLS requirements, but allow for remediation and for courses not offered at RLS. Prior permission must be obtained from the Director of Guidance and Advising. 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.

Dual Credit Program at Rockford Lutheran

Rockford Lutheran's fully accredited Dual Credit program offers students the opportunity to earn both high school and college credit by taking college-level courses on our campus during the regular school day. These courses are taught by Rockford Lutheran faculty who hold master's degrees and are approved to deliver college-level instruction.

College credit is granted through our partnership with Concordia University, Nebraska, while students simultaneously fulfill graduation requirements at Rockford Lutheran. We currently offer 17 dual credit courses, totaling up to 55 college credit hours. Subjects include Calculus, College Algebra, Psychology, Anatomy and Physiology, Biology, Chemistry, and more. While transfer policies vary by institution, most students find that the credits earned transfer either as direct equivalents or as elective credit at the college or university of their choice.

Grading System

The grading system is as follows:

- | | | |
|-------------|------------|------------|
| • A+ 98-100 | • B 82-87 | • D+ 68-69 |
| • A 92-97 | • B- 80-81 | • D 62-67 |
| • A- 90 -91 | • C+ 78-79 | • D- 60-61 |
| • B+ 88-89 | • C- 72-77 | • F below |
| | • C- 70-71 | |
-
- | | |
|-----|---|
| • I | Incomplete – Grade will be issued after completion of requirements. |
| • P | Pass – Requirements met at minimal level. |

Honor Roll

Our High Honor Roll shall consist of students attaining a 4.0+ average for a semester, Honor Roll will include students at a 3.5-3.99, and students receiving a 3.00-3.49 average shall receive Honorable Mention. Eligible students must carry at least 5 classes, and have no Ds or Fs. 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).

Academic Recognition Program

Seniors

Cum Laude

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

Magna Cum Laude

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

Summa Cum Laude

All A's and 26 or more
Honors Credits

Freshman

Distinction

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

Sophomore

Distinction

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

Juniors:

Distinction

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

Class Scholastic Award

All As

Class Scholastic Award

All As

Class Scholastic Award

All As

6th Grade

Distinction

Based on 1 semester
No more than (2) Bs
No other grades below B

7th Grade

Distinction

Based on 3 semesters
(4) Honors credits
No more than (4) Bs
No other grades below B

8th Grade

Distinction

Based on 5 semesters
(6) Honors credits
No more than (6) Bs
No other grades below B

Class Scholastic Award

All As

Class Scholastic Award

All As

Class Scholastic Award

All As

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

Dropping Classes

Students may drop a class and replace it with another at any point up to ten school days into the semester. Students who drop a class after the 10-day point may not enter a replacement class without the permission of the administration and the teacher involved.

Students may also drop a class after the 10-day period pending parental permission.

The teacher will be informed in writing that a student is dropping his/her class and sign a drop pass showing that all materials are accounted for. Classes dropped after 20 days of the semester are included on the transcript and GPA as a 'Withdraw-F'.

Final Exam Exemption

Students in grades 7-12 may opt out of one high school level semester final exam if they have an "A" and 8 or fewer absences (for any reason other than school sponsored activities for that class during the semester). Three college visits may count as school sponsored activities. (Note: An excused absence for attendance purposes still counts towards exemption levels.) Teachers and administration have the right to not approve an exemption request. Seniors in the second semester may exempt every class that they have an "A" or "B" in and 8 or fewer absences (for any reason other than school sponsored activities for that class during the semester.)

Communication of Academic Progress

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

- Grade and attendance information is available online through the FACTS portal.
- Please contact the IT Director (815-877-9551) who will assist parents in establishing a password protected account that will enable parents to monitor student's progress.
- Weekly grade reports are available from our computerized grading program.
- Homework and class information is also available through Canvas. The use of this tool is particularly suitable when a student is absent or has forgotten an assignment. It is also convenient for parents to "double-check" to be certain that your student has completed all the appropriate work for each class. If the information has not been updated, please feel free to contact the teacher via phone message or e-mail.
- Please be sure to check Canvas each day that your student is absent. Even if they are not well enough to do any work that day, you will be able to make note of all the assignments.
- Phone contact and email with teachers is also encouraged when a concern is apparent. This is always to be the first step in resolving a personal or academic concern that deals with that one specific teacher. Please realize that many teachers only have a short period of time outside of the classroom each day. If your message for them to call is not received until after their preparation period, after school activities may require that a return call not be made until the following day. Information concerning each teacher's extension is available on our web site and included with information distributed to students at the beginning of the year, as well as parents at a Parent Night.
- If concerns are apparent in a number of different classes, a team meeting may be arranged which would involve all of your student's teachers. Contact the Director of Guidance and Advising to share your concern.

High School Course Failures

Courses failed must be made up in summer or online school. Exceptions are to be made at the discretion of the Director of Guidance and Advising or other school administration.

6th, 7th and 8th Grade Course Failures

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

High School Enrollment – Academic Probation

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

Educational Adjustment Program

For students with severe academic challenges, the staff and administration may determine that an adjustment of the requirements of a course is appropriate to allow for successful completion a student. After the adjusted requirements have been completed, the student will receive a grade of 'Pass', thus receiving credit for graduation.

Academic-College-Career Services

RLS offers numerous programs and services to assist in the college and career planning of each student. Many of these components are integrated into various areas of our course instruction, as students learn college/study skills, specific career exploration techniques and develop their specific God-given talents throughout their course of study. The Director of Guidance and Advising assists students with the specifics of academic planning, college testing, and career/college exploration strategies, and coordinates their efforts to make available to students vocational and college resources. Specific services to students include the following;

Testing: grades 6-8th MAP testing, 9-10th Pre-ACT, 11th PSAT, ASVAB, ACT

Individualized planning:

- Career Fairs
- College Visits
- Parent Nights for College/Career planning

Testing Accommodations

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

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

Academic/Student Records

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

Permanent records consist of basic identifying information (names and addresses of student, parents, telephone numbers, birth date and place, and gender), academic transcript (which will include grades, class rank, graduation date, grade level achieved, and college entrance examination), attendance record, accident and health reports, a record of release of permanent record information. Student permanent records and the information contained therein shall be maintained for a period of sixty (60) years after the student has transferred, graduated or permanently withdrawn from school.

Temporary records consist of any other verified information of clear relevance to the education of the student including; intelligence and aptitude test scores, psychological evaluation, teacher's anecdotal records, disciplinary information, special education files, and a record of the release of temporary record information. Temporary records shall be maintained no longer than five (5) years following graduation or withdrawal and thereafter destroyed.

Adult students or parents of minor students shall have the right to inspect their records. Any parent or adult student so desiring to inspect their records shall address a request to the administrator in writing. A copying cost of \$0.25 per page is requested.

Directory information that lists student names, addresses, and other identifying information is available to Rockford Lutheran families on the FACTS Family Portal. Parents/guardians may prohibit the release of such information of their child by indicating such on enrollment paperwork in the designated section.

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



III. ATTENDANCE

Reporting Absences

Punctual and daily 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.

Daily Absences: Should a student be absent, parents are required to call the school prior to 8:30 a.m. and report the absence on the attendance line recording. Dial the main telephone number 815-877-9551 and access the attendance line.

Extended Absences: Should be phoned in every day, unless previous arrangements have been made. In the event that the school is NOT contacted, the school will attempt to contact parents that morning. 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 unless waved by school administration.

Planned/Known Absences

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

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

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

Appointments / Mid-Day Departures

Parents should pick up students in the school office for appointments. It helps to have advanced notice prior to the student leaving for the appointment call ahead of time so the student can be in the office waiting. Any student leaving the campus for an appointment must check out in the front office and check back in at the office upon their return.

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

Sick: Should a student become ill and wish to leave, the student must report to the school nurse where parental permission may be obtained via a phone call.

Make-Up Work

A student has a minimum of a one-day make-up privilege for each day of an excused absence. If a student is absent just on the day of a test, he/she should expect to take the test on the day he/she returns to school. Homework may be made up after excused absences only. Although tests may be made up after both excused and unexcused absences, penalties may be applied to the latter at the discretion of the teacher and administrator. *Students who are deemed to be chronically absent may have make-up privileges revoked, with assignments being due whether the student is absent or not.*

Tardiness

Definition: A student is considered tardy if not present in the classroom at the official start of the class. Late arrivals disrupt instruction and affect both the student and the learning environment.

Excused Tardy: A tardy may be excused with legitimate, objective, third-party documentation.

Tardy Policy: On a student's second marked tardy, a student will be assigned an after school conduct intervention (detention). On the 7th tardy, students will be assigned an in school conduct intervention.

Chronic Absenteeism and Truancy

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

School Privileges: Students with chronic absentee/tardy issues (regardless of excused/unexcused) may have school privileges revoked until they can demonstrate adequate improvement to earn the privileges back. Loss of school privileges include, but are not limited to, parking on campus, class trips, early dismissal/ late arrival, school dances, extracurricular activities, etc.

Long term absences: If a student is absent (excused) with no evidence of school work being done for more than 15 days in any one semester, he/she may lose credit for that semester.

Default Withdraw: Students who do not attend school for more than 10 days without school authorization will be determined to have withdrawn from Rockford Lutheran School.

Arrival/Departure Expectations

Arrival Procedures: Students arriving early (between 6:30am-7:30am) should enter through the main office entrance. Starting at 7:30am, Junior High students should enter through the north door (Door H), student drivers through the west door (Door C), and other students through the Wilson center entrance (Door A). Starting at 8:00am, arriving students and guests must enter through the school office entrance (Door B).

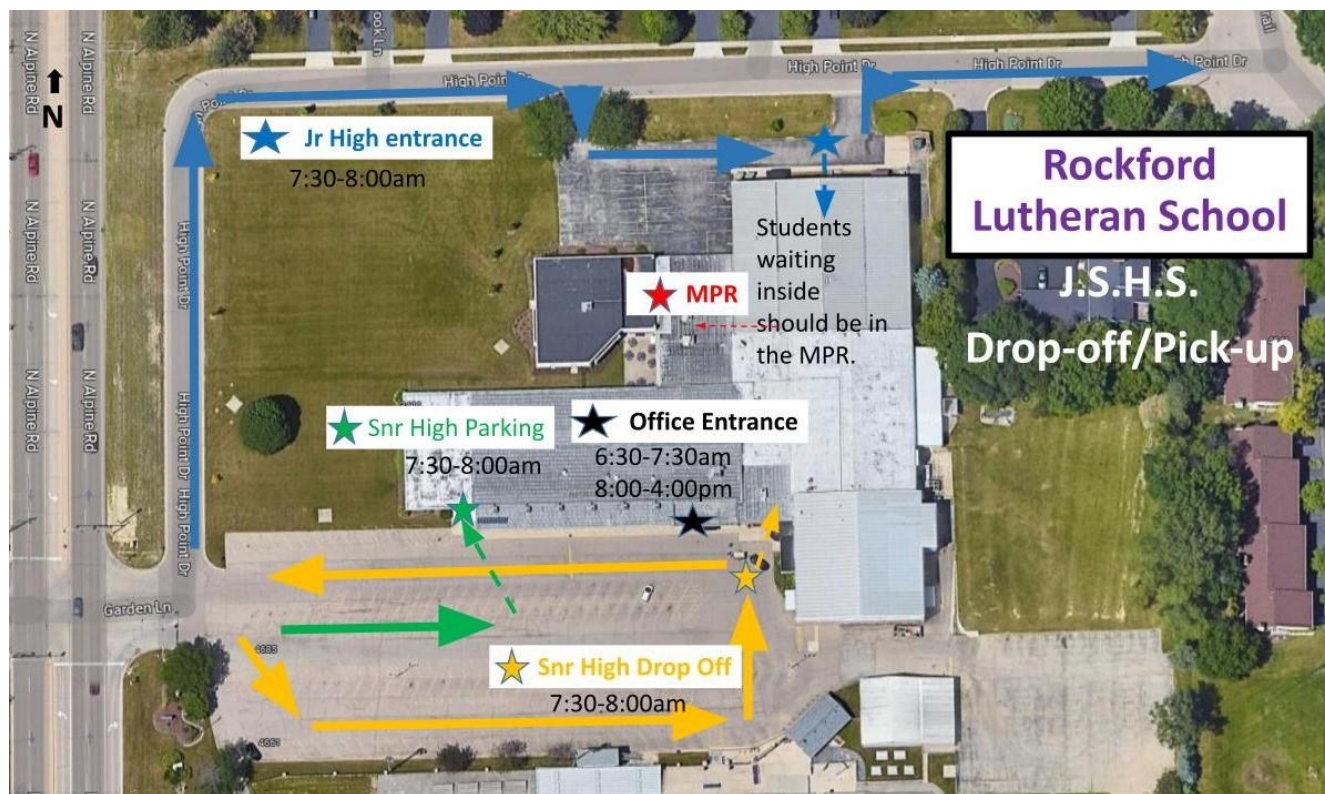
All students in the building before 8:00am should gather in the MPR unless receiving extra help from a teacher or attending a school activity. At 8:00am, students are welcome to start heading to classrooms.

Departure Procedures: Students who are not involved in extra-curricular activities are asked to be picked up by 3:30pm. Students who must remain beyond that time frame should wait in the MPR unless they are a part of a school-sponsored activity. Parents should enter the main school office entrance to pick up their students after hours.

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

Drop-Off + Pick-Up Patterns

Families are asked follow school drop off and pick up patterns.



Safety is the number one priority and guides all decisions regarding drop-off and pick-up. In Illinois, it is illegal to use a handheld cell phone while driving in a school zone. This includes talking on the phone and texting. For the safety of RL Staff and students, please refrain from use of a handheld cell phone when dropping off or picking up your student(s).

Early Dismissal/Late Arrival (Juniors and Seniors only)

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

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

- Students should only to be on campus during the time parameters set by this request. Students will be allowed to arrive on campus 10 minutes prior to their late arrival, and must leave campus within 10 minutes of an early dismissal. Students needing to be on campus other than the allotted 10-minute timeframe should wait in the school office or at a location approved by school administration. Failure to comply with these guidelines will lead to the loss of this privilege.
- Any student who has been suspended is no longer eligible for late arrival/early dismissal for the remainder of the semester unless administration overrides this.
- All full time students will pay full tuition regardless of the duration of their class day.
- Class schedule changes will not be made for the purpose of arranging these privileges.



IV. DRESS CODE

Student Dress Code

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

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

Shirts (Males and Females option)

- **Collared Polo-style or oxford shirts** of any solid color may be worn.
- Small manufacturing logos up to 1 inch may be visible on the left shoulder area (only). Shirts may not have images/words across them unless it is a RLS spirit shirt worn on approved days.
- **Buttons must be fastened** except for the top two buttons.
- **Undershirts** are to be solid white, black, or grey without visible designs seen through the shirt. Undershirts and undergarments may not show.
- **Athleisure garments** (clothing suitable for casual wear or exercise) are not a part of the RLS dress code.
- **RLS logo shirts are preferred** and may be the required standard next year.

Pants/Shorts (Males and Females Option)

- **Cotton blend Flat-front, pleated-front, or jogger styles** pants must be worn in solid navy, black, or khaki color.
- **Patch pockets** (pockets stitched to the outside of the pant) are not permitted anywhere on the garment.
- Cargo style, Jean, Athletic, Sweat, and Spandex pants and shorts are not allowed.
- Pants and shorts must **fit loosely and not contain rips or holes**.
- Shorts must **extend to mid-thigh**.

Skirts (Females-only option)

- **A-line or pleated skirts** that are in solid navy, black, or khaki color; and skirts in **Clear Blue Plaid** (from Lands' End) may be worn.
- Plain, **solid-colored tights or leggings** may be worn under a skirt. Not allowed: sweat pants, fish nets, pajama-bottoms, thigh highs, excessively loose fitting pants..
- Skirts must **extend to mid-thigh**. Skirts may not be unzipped/unbuttoned/rolled-up.

Outerwear (Males and Females option)

For dress code purposes, the following garments are always considered outerwear: hoodies, pullover sweaters, crewneck sweatshirts, cardigans, fleece, and sweater vests

- **Official RLS sweatshirts and class sweatshirts, and single solid color** pullover sweaters, hooded sweatshirt, cardigans, fleece, sweatshirts, and sweater vests may be worn any day
- Collared shirts must always be worn under outerwear.
- **Hoods** are not to be worn in school at any time.

Spirit Fridays

- School branded **RLS spirit shirts** and class T-shirts may also be worn on Fridays.
- **Only Seniors may wear unaltered sweatshirts from the college** they wish to attend given it clearly displays the name/acronym of the school.
- The standard dress code remains in affect regarding pants/shorts/skirts.

Specific Issues

- **Footwear** must be worn at all times. Shoes should be closed-toed and closed-heeled, have a clean and well-groomed look, and any shoe laces must be tied.
Not allowed: slides, high heels, cleats, “croc” and other foam-based shoes, over-sized shoes, shoes with “fluffy” parts, large winter boots, etc.
- **Hairstyles** should exemplify professionalism and Christian modesty. Hair should not be covering the eyes.
- **No dying or bleaching of hair beyond natural hair color.**
- **Facial hair** is allowed but must be kept neat and trim.
- No **visible body piercing** beyond ear piercing and nose studs.
(ie. No lip rings, septum rings, or ear gauges, etc.)
- **No headwear is allowed.** This includes: hats, *athletic* headbands, bandanas, durags, sunglasses, headphones, etc.
- **Belts** are encouraged with school pants or shorts. (Belts may not have lettering or be made of chain, metal, scarves, etc.) Pants/shorts must be worn at waist level. Undergarments must remain covered at all times.
- **Writing or coloring** on clothing/shoes with pens or pencils is not permitted.
- **Tight fitting or oversized clothing** is not allowed.
- Students wearing **long untucked shirts** on special dress days need to have shorts protruding below the shirt so that they can be seen.
- The dress code is in affect at all times when in the building **during school hours** even if the student has late arrival or early dismissal.
- For a school sponsored **off-campus activity** (ie. field trips, etc), the school dress code is in effect unless otherwise specifically stated by the trip sponsor.
- Students **attending school events** (ie. games/plays, etc) **as spectators** are exempt from wearing standardized dress, but are still expected to dress in Christian modesty.
- School administration reserves the right to deny anything that is deemed distracting or divisive.

Physical Education Uniforms

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

Land's End School Codes & Contact Information

JSHS School Code: #900075235 / Elementary School Code #900122813

Website: www.landsend.com/school Phone: 1-800-963-4816

Consequences for Dress Code Violations

See Expected Standard of Conduct. Repeated dress code violations are considered Level 2.



V. MEDICAL

School Nurse

Rockford Lutheran School employs a school nurse who is 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.

Illnesses

When your student becomes ill at school he needs to report to the school nurse's office for attendance purposes and then the parent will be notified. If the school nurse is not in the building, the student reports to the main office. In order to be dismissed from school, a parent must be in contact with the school nurse or office staff. Any student having a temperature of 100 degrees or more or who is vomiting will be sent home.

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

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

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

State Mandated

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

Health Exam

- A student must have a physical health examination within one year prior to entering: Pre-school, Kindergarten, Sixth grade (6th), and Ninth grade (9th) and any student entering from out-of-state, regardless of grade level
- *New students* to the district, regardless of age or grade, must show proof of exam and immunizations within 30 days of enrollment
- *Out-of-state health exam forms* will be accepted from students transferring from another state if they contain all of the same health information as the State of Illinois' Certificate of Child Health Examination Form (verify with the school nurse)
- A licensed medical provider (chiropractic not accepted) shall conduct the health examination and record it on the State of Illinois' Certificate of Child Health Examination Form. The medical provider must have credentials of MD, DO, APN/NP, or PA.

Immunizations

State law requires all students to be current on all immunizations and to have a record of all immunizations received on file in the school office. Students must show proof of basic immunizations and required boosters for: Diphtheria, Tetanus, Pertussis, Polio, Red Measles, Mumps, Rubella, Haemophilus Influenza Type B (preschool only), Varicella (preschool thru 9th grades) and Hepatitis B (preschool and 5th – 12th grades).

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

Dental Examination

Students in kindergarten, 2nd, and 6th grade are required to have an oral health exam prior to May 15th of the school year. Examinations must be performed by a licensed dentist, and he/she must sign the Proof of School Dental Examination Form. School dental examinations must have been completed within the 18 months prior to the May 15th deadline. Failure to submit proof of exam may result in a hold of the student's report card.

Eye Examination

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

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

Athletic Physicals

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

Screenings

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

Medication Administration

All medications must be dispensed and kept in the health office. Daily medications administered at school require the completion of the Rockford Lutheran School Association Authorization for Administration of Medication form. This form needs to be completed annually. Medication will be administered after signed form is reviewed.

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

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

Self-medications: ONLY a student that requires an EPI-PEN or an inhaler or one who is diabetic is allowed to carry and administer their own medications. Please contact the school health clerk so the procedure and technique may be reviewed and the medication sheet filled out. Diabetics are expected to administer their medications in the Health Office.

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

Injuries and Emergencies

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

The School Nurse and other school personnel who will be administering undesignated naloxone (NARCAN) complete a training curriculum annually on recognizing and responding to opioid overdose, as required by Section 22-30 of the School Code and 23 III. Admin Code Section 1.540, and are certified in CPR and the use of an external defibrillator. Upon any administration of any naloxone (NARCAN), we will the individual's parent, guardian, or emergency contact.

Medical Insurance

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

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

Other Health Issues

Students with allergies, diabetes, and etc. need to inform the school nurse at the beginning of the school year of special needs. A student may possess and use a topical sunscreen product while on school property or at a school-sponsored event or activity without a physician's note or prescription if the product is approved by the United States Food and Drug Administration.

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



VI. FINANCIAL

Tuition

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

Tuition Payments

Tuition payments are paid automatically through FACTS portal accounts or through the Business Office at the Upper Campus. Tuition can be paid via several installment options. This can be set up during enrollment/reenrollment through FACTS. Parents must select a payment schedule at the time of registration. On the ten-month plan, payments begin August 1 and end May 1. Credit cards are accepted for tuition and fee payments through the FACTS portal. A 2.95% convenience fee will be charged on all credit card transactions related to tuition and fee payments.

Payment Problems

- If financial problems arise during the year, speak to the Billing Office. Any payments past due are subject to a \$40 late fee.
- If an account becomes delinquent for more than 30 days (or generally 60 or more past due) the student will receive a Notice of Pending Dismissal. Please note that in this serious scenario a second month's payment will also be potentially past due.
- If the past due amount for a delinquent account is not paid in full within 5 days from the Notice of Pending Dismissal, the student will be withdrawn from school. The billed tuition and fees remains due for the current semester according to school policy and the accepted enrollment agreement.
- FACTS will continue to be available for payments and will attempt to collect owed amounts until the delinquent account becomes 90-days past due. After an account becomes more than 90-days delinquent it may be turned over to an official collection agency for further handling.
- 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. All tuition and fees must be satisfied prior to graduation. No grades or transcripts will be issued until all monies are paid. Student enrollment fees and prior account balances must be paid in full prior to the first day of the new school year.
- The student may not be allowed to attend school until obligations have been met. Report cards will be held for accounts that are over 30 days past due or lunch and extended care accounts that have a negative balance.
- Checks returned by the bank as Non-Sufficient Funds or from closed accounts will be required to be paid by cash, money order, or cashier's check. If a second check is returned, all future payments will be required to be made by cash, money order or cashier's check. FACTS will assess a \$25 fee for returned payments.

Board Financial Policies

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

- If a student is dismissed for failure to comply with the discipline/academic standards of the school, NO refund shall be granted.
- All fees are NON-REFUNDABLE.
- The school shall withhold transcripts, grades and other enrollment documents until tuition, fees and assessments are paid in full.
- A child shall not be permitted to enroll for subsequent school years until all prior tuition, fees and assessments are paid in full.
- Once tuition accounts become over 60 days in arrears, students will be denied admittance.
- Tuition does not cover the entire cost to educate a student. Students and parents are encouraged to participate in volunteer activities.



VII. PRE-SCHOOL INFORMATION (not in this handbook)



VIII. GENERAL INFORMATION

Appointments with Faculty

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

Asbestos

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

Booster Club

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

Closed Campus

Rockford Lutheran School maintains a closed campus policy. Upon arrival, students are not allowed to leave the school building or school grounds without permission from the office and/or school administration. Parents are asked that balloons, flowers, or other related items not be delivered to school. Please do not ask the office to deliver personal messages while your students are in class as these activities place a time burden on the office staff and they are disruptions to the educational process.

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

Dance Behavior

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

- If any student leaves the scene of a dance, he/she will not be allowed back in.
- If there is a discipline problem involving a violation of a school rule, and the offender is:
 - a RLS student, the parents (or proper authorities) will be called and the appropriate procedures under the rules of the discipline guidelines will apply.
 - a guest, the offender will be asked to leave and/or the parents of the RLS student will be contacted or the proper authorities will be called.
- If a student is suspected of having taken drugs or drinking before attending the dance, parents will be called and asked to escort their student home, and the appropriate rules under the discipline guidelines will apply. RLS reserves the right to administer breathalyzer or other types of testing as a requirement for admission to the dance.
- If applicable, a band is not allowed to have extra guests attend the dance, unless previous arrangements have been made. They also must abide by appropriate regulations.

Dance Passes

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

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

Emergency Notifications

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

Gender Identification

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

Hall Passes

Students who are in the hallways other than the normal passing period are expected to have a teacher issued hall pass.

Hallway Signs

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

Hours of Operation

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

ID Badges

Students are issued a student ID and are required to wear this on a lanyard visibly on their neck throughout the normal school day except PE classes. Students who do not bring their school ID will be asked to have a parent bring it to school before attending classes or will need to purchase a new ID and their account will be charged for the cost. Temporary passes will not be issued to current students.

Legal Adult Status

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

Lockers and Backpacks

Student lockers are assigned only for the use of the student receiving the locker. Students must purchase a school lock and use only that lock. Students should not share lockers or combinations, and should keep the locker locked at all times. Students are responsible for damage and all contents of their assigned lockers. There may be a re-painting fee for any damage to the paint caused by either writing on or taping materials to the locker. Students should leave any bags/backpacks in their locker during the school day. Musical instruments should be placed in the band/music room.

Lockers remain the property of the school and may be searched by the administration. Locker decoration may be on the outside of the locker, but school administration reserves the right to remove any decoration on the outside of the locker.

Lost and Found

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

Lunch Program

- A hot lunch program (Subway) is available in the school cafeteria. Students are able to bring their lunch and have access to microwaves and vending machines.
- Students are not permitted to leave school for lunch, or have lunch delivered in (ie. Door Dash, etc.), but parents and family members may drop off food in the school office.
- Vending machines should only be used at lunch, before or after school.
- Students are expected to eat in designated lunch areas and leave their eating area clean.
- All food and beverages are to be consumed in the lunchroom, not brought back into the school classrooms.
- Closed lunches are to be kept in student lockers and carried to the lunch area.
- Students may bring *sealable* / re-usable *water* containers for drinking into the classrooms. This includes an individual style bottle of water.

Not at School

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

Junior High students may not use WIRELESS earbuds or headphones during school hours. They may use WIRED earbuds for academic purposes with teacher direction.

Senior High students may not wear headphones during school hours unless used in the classroom under teacher direction.

Public Display of Affection

Respect for oneself and for others makes kissing, embracing, and other types of public display of intimate behavior inappropriate for school and school activities.

Publicity Use of Photos

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

Recommendations

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

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

School Safety Drills

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

- **Hold** – students will be kept in their rooms until a hallway issue is resolved. Classes may still be held.
- **Secure** – students will not be permitted outside but must remain inside the locked school buildings. Classes may still be held.
- **Lockdown** – students will all enter classrooms, teachers will lock their classroom doors, and all will remain quiet and follow teacher's instructions.
- **Evacuate (Fire)**– students will evacuate the building and move away from the school as directed by school personnel.
- **Shelter (Tornado)** – students will go to the basement per teacher instructions.

School Telephones

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

Security Cameras

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

Social Media

Rockford Lutheran School wants you to stay connected.

School Website = www.rockfordlutheran.org

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

School Instagram: @rockfordlutheralschool,

Student Instagram: @sader.nation

Spiritual Life

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

RLS has weekly chapel services. Students should enter quietly in an orderly manner. All students are expected to participate in our worship services. Under the guidance of clergy or RLS teachers, our chapel services conform to Lutheran doctrine.

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

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

Staff Communications

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

Student Living Requirement

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

Student Searches

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

Textbooks

RLS uses a combination of paper text books and eBooks. In most cases, textbooks are issued to students. Students will be charged for books that are damaged or not returned. eBooks are typically downloaded in the classroom at the beginning of the semester and are the property of the student.

Vehicles

Students are permitted to drive their automobiles to school. Automobiles driven to school are to be parked upon arrival at school and not used again until departure at the end of the day. Students are expected to keep their vehicles locked while parked at school. RLS is not responsible for lost or stolen items in vehicles. All vehicles must be parked in the south or east lot between the yellow lines (where marked) and in the assigned areas. There will be no parking permitted on the grass, along the sidewalk, or in specifically designated areas, such as: handicapped (unless you have a permit), visitors, or the loading zone.

For safety's sake, student drivers are required to register their cars with the school office. A *parking permit* must be obtained before the end of the second week of school. All permits must be visibly displayed in the corner (driver's side) of the front windshield. The cost of the permit is included in tuition.

It is important to note that *parking at school is a privilege, not a right*, and the school reserves the right to suspend that privilege to any student in the interest of safety or behavior concerns. Failure to observe parking regulations may result in the vehicle being towed at the owner's expense. Reckless driving will result in a parent contact and loss of parking privileges. All drivers are prohibited from texting and using handheld devices while driving in school zones. High school students are to park in the main parking lot west of the gyms.

Visitors

All visitors must report to the school office before proceeding to any part of the campus and secure a Guest Pass. Visitors should expect to be able to produce a valid I.D. if requested. Students who desire to bring a visitor to school (i.e. lunch time) should request permission ONE DAY IN ADVANCE from the School Office. Visitors are expected to conduct themselves according to the regulations of our school. Visitors must wear a guest pass or school provided identification.

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

WIFI

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

Yearbook

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



IX. ATHLETICS

Philosophy

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

The athletic program *reflects our fundamental belief* emphasized in our school is that Jesus Christ is Lord. 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. Athletes 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 athletic program encourages a *commitment to excellence* which helps the student to deal with the competitive society we live in. It does this by the process of setting a goal and focusing in on the sub goals necessary to achieve the final goal. Winning is a byproduct of reaching the goals stated above and is not an end in itself.

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

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

http://www.ihsa.org/documents/forms/current/elq_rules_lg.pdf

Objectives stressed are as follows:

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

Sports Physical Examination

The IHSA and the Rockford Lutheran Jr./Sr. High School Athletic Dept. requires all student-athletes to provide a current sports physical examination prior to practicing the first day of the season. This examination must be completed by a licensed physician after June 1 of each year. The sports physical is only valid for 395 days. ***Student-athletes will not be allowed to start practice without a current physical examination form on file with the athletic dept.*** The physician and the parent must fully complete both sides of the form and sign it prior to giving it to the athletic office. All incoming freshman and sixth graders must obtain the required school entrance physical examination. This required physical examination can also be used as the sports physical examination.

Eligibility

Classes

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

Students who pass less than five classes in a given semester are ineligible for the next semester per IHSA ruling. Credit recovery classes may be used to meet the required 5 classes.

Registration

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

Grades

Weekly eligibility reports will be used to determine the academic status each and every week school is in session. A 4-point system is used. Fs = 2 pts. Ds = 1 pt.

A student is *ineligible* if he/she has 4 or more points. The ineligible student will have to sit out each week *until they are determined to meet eligibility requirements. The student will have to sit out the following Monday-Sunday if they are deemed ineligible.* Students will be notified on Thursday if they might be ineligible. Final eligibility will be determined at 9 AM each Friday.

Parents/guardians shall be notified of any eligibility problems or discontinuation of participation. *Notification shall be made on Friday following determination of eligibility.*

Drama Eligibility*

RLS students in Drama will have an alternate eligibility structure. Still using the 4-point system, students must be eligible to be cast in production. During the production, students declared ineligible are not allowed to continue practicing. Students with 3 weeks of ineligibility may have their roles recast at the director's discretion. Tech week is considered a non-eligibility check week with all students allowed to practice.

Attendance

Athletes must be in attendance for a full day of classes to participate in any athletic activity (practice or contest) that day. *If a student leaves or misses school for 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.* Any classes missed need to be verified by the parent or third party note. Absenteeism on the day before a weekend or non-school day activity, as well as special weather or emergency situations, will be addressed on an individual basis by the Athletic Director or his/her appointee.

If a student is absent during the week, and such absence creates a situation of ineligibility because of missed work, the eligibility of the student will be determined by their status the previous week, until they have completed their make-up work accumulated due to absence. Students are allowed a minimum of one day to make up homework for each day of an excused absence.

Substances

We believe our bodies are the temples of God and should be respected accordingly. Therefore, smoking, vaping, drinking, and drug use by activity participants will not be tolerated in *or out* of season. Students' choices on campus and at school-sponsored activities therefore are held to a higher standard.

If students in the interscholastic program is using or in possession of tobacco or vaping products during their high school career, the following policy applies in addition to regular school policy:

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

2nd offense - Athlete removed from the activity/team for the remainder of the season.

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

1st offense

- Option A – Immediate removal from interscholastic activity/team. No future participation in *any* interscholastic activity for the student unless Option B is completed.
- Option B – Removed 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. Athletes must also complete a substance abuse assessment by a school-approved qualified agency and/or participate in the recommended program.

2nd offense

- Athlete removed from the activity/team for the remainder of the season.
- No future participation in *any* interscholastic activity for the student.
- Behavior is also subject to regular school policy, which may include Out of School Conduct Intervention or Expulsion.

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

Specific Sport Rules

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

Student Admission to Home Games

Student ID cards may be required to be shown for free admission to home athletic events.

Transportation to Games

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

Sportsmanship

Being that the athletic/activity program of Rockford Lutheran School is an integral part of our school, it is necessary that *participation in this program, both by athletes and spectators, reflects the Christian attitudes and values of our institution.* We know that, while the results on the scoreboard may not have always been what we would have liked, our school is here to facilitate student growth and much maturity and development is encouraged through these activities. We also know that *these activities provide a great opportunity for fellowship with parents, and to witness to others what our school, and our Lord, is all about.* 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.

The following are examples of expected RLS Sportsmanship:

RLS 'SADER SPORTSMANSHIP:

Participants

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

Spectators

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

Example of Acceptable Behavior...

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

Examples of Unacceptable Behavior...

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



X. EXTRA-CURRICULAR

Opportunities

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

Clubs

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

National Honor Society

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

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

Criteria

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

Scholarship:

- Predetermined by GPA

Character:

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

Leadership:

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

Service:

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

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

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

Crusader Honor Society

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

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

Spanish Honor Society

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

National French Honor Society

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

Drama

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

1. Attend classes for the entire school day prior to attending rehearsals and performances. Special circumstances will be up to the discretion of School Administration.
2. Meet the academic eligible guidelines for drama. Students will be checked twice a production; once at time of casting, and 4 weeks from the first production night. Failure to be eligible at this time prevents casting or acting in the production until a student resumes full eligibility status.
3. Follow the instructions and guidance of the drama directors and leadership

Music

Rockford Lutheran School offers year-round opportunities to perform in concert and in competition—individually, in ensembles, and in large groups. Students can be involved in: Chapel Music Team, Choir, Pep Band, and Orchestra. RLS students must be involved in a Rockford Lutheran School group in order to participate in IHSA music contests.

Student Council

The Student Council represents the student's voice at Rockford Lutheran School. It is not regarded as a legislative body that makes rules for the student body or organizations in the school, but is primarily a service organization which can and should do much to serve the student body, the faculty, and the school. It serves as a central coordinating group to student ideas and opinions help create an atmosphere and environment conducive to Christian living, assists in the solution of school problems, develops and maintains school spirit, cooperates with faculty, fosters Christian fellowship within the student body, and gives leadership in all phases of school life, grades 9-12.

Academic/Art Contests

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

SPARK

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



XI. TECHNOLOGY

Communication Devices

Electronic devices on campus are intended to be used for educational purposes. These include phones, Chromebooks and any other form of portable communication/music device. Use needs to be consistent with the policies stated in the RLS Parent Handbook. These policies apply to all activity in the school during normal school hours regardless of late arrival or early dismissal. Violation of these policies may result in confiscation of the device until the end of that period or school day. Continued violations will be handled as outlined in Expected Student Conduct.

Cell Phones specifically

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

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

Phones should be in silent mode. **Students who bring their phones to class are required to drop the phone off in a specific phone holder upon entering the classroom and pick them up when exiting the classroom. This includes study halls.**

Grade 6-7 students are permitted to bring their phones to school, but cell phones are to be kept in their lockers during school hours. Phones should be in silent mode. Students are allowed to use the office phone to contact their parents if needed. Students may use their phones to pay for lunch, but the phone must then be returned to the student's locker.

Apple watches and similar devices are allowed at school but the privilege may be lost for violations of the cell phone policy. These may not be worn during testing situations.

Cell phone and other devices should use their own data as these will be blocked from using the school Wifi in order to keep Wifi bandwidth for educational use.

Families who need to get in touch with their student in an emergency situation should contact the school office (815-877-9551) Parents who text their child during the day should not expect an immediate response.

Proper Use Information

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

Electronic Communication

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

Chromebook Related

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

Data Storage

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

Device Search

School administration has the right to search electronic devices if there is reasonable suspicion of wrongdoing. Rockford Lutheran School...

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



XII. CONDUCT AND DISCIPLINE

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

Discipline and Character

The ultimate goal of our discipline plan is to help our students become respectful and positive, responsible, and self-disciplined. With Christ as our model, we strive for a positive, non-disruptive environment in which all persons, their rights, and their belongings are respected. An important key for building responsibility in children is allowing them to experience logical and natural consequences while developing skills for problem solving. We recognize that it is important that discipline builds each student's positive self-concept. Rockford Lutheran School has elevated expectations for appropriate behavior of its students. We believe that discipline is learned, and character is developed. We believe that discipline is only effective when it is a central part of a student's learning experience.

Therefore, we include the teaching of appropriate behaviors, character traits and social skills as part of the curriculum. Key beliefs of our discipline program include:

- Discipline and character are *key to successful human relationships* and the relationships between the teacher and the student is the most critical component of discipline. Therefore, teachers spend time getting to know their students so that positive relationships can be established.
- Discipline should be a *positive learning experience* rather than a negative punishing one. Therefore, a balance of natural and logical consequences and empathy should replace punishment. The principle of using reinforcement of positive behaviors to decrease negative behaviors drives our school-wide and classroom expectations, consequences, and procedures. Students build self-control through discipline. Structure and limits provide security for children.
- Students are *guided and expected to solve their problems, or the ones they create*, without creating problems for anyone else. Children are allowed to make mistakes in a safe environment when the cost of learning about the real world is small. Students are given opportunities to make decisions and live with the consequences.
- Discipline is *the responsibility of every student, parent, and educator* since it is both a cooperative and individual effort. The ideal for which we strive is that discipline is best achieved through love, good example, and open communication. However, when disciplinary actions and consequences are necessary, they are conducted in a firm, fair, caring, and consistent manner. [School problems will be managed by school personnel. Criminal activity will be referred to the proper authorities.]

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

Honor Code

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

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

Guidelines Used

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

- Good classroom management is the responsibility of the classroom teacher.
- Support for teachers and students include the Dean of Students, the Counselor, the Asst. Principal, the Director of Guidance and Advising, and the Principal.
- Emphasis should be placed on positive values, strong relationships, and restoration rather than on punishment when possible.
- Respect for the personal dignity of the student should be evident.
- Language which is sarcastic or calculated to bring ridicule on the pupil, his/or her parents/guardians, or background shall not be used.
- Religious exercises or class assignments shall not be used as punitive measures.
- Any extreme or unusual form of punishment or any touching of a child in a manner that is considered punitive is not permitted. *Exception: Reasonable physical contact with a student may be applied in situations of a direct threat upon an employee of the school or when defensive action is necessary by the employee to prevent physical harm to a student and/or employee.
- Conferences and written communication between the home and school regarding infractions will be logged and kept on file (FACTS).

School Wide Expectations

Students are *expected to maintain appropriate behavior* while at school. Since the behavior of students in school wide settings can affect the overall climate of the school and have an impact on classroom behavior, expectations for conduct in areas such as hallways, restrooms, cafeteria, and chapel are taught, modeled, and practiced. We believe that all students can strive for, work towards, and attain good conduct. The school wide plan revolves around three principles that students and staff try to model each day.

1. *Be Respectful*, 2) *Be Responsible*, 3) *Be Safe*.

What this looks like in school (classrooms, cafeteria and gym) and at school activities (home and away games, field trips and events)	
Being <i>Respectful</i> means that I...	• use kind words, actions & manners with everyone • follow ALL adult directions and respond appropriately • respect others, their space, privacy & property • do not bully, tease or harass others • use appropriate volume when communicating • am inclusive • strive to understand other's points of view and backgrounds • follow school and classroom expectations • act appropriately in the Chapel setting • use school materials and equipment appropriately
Being <i>Responsible</i> means that I...	• arrive on time to school and to all classes • be prepared for classes with proper materials • take care of personal & school property • am not in the hallways during class without a pass • take care of personal needs and respect self • adhere to the RLS Dress Code at all times • own my mistakes and learn from them • pick up after myself and keep areas clean • leave inappropriate items at home • use study hall time wisely • keep my volume in all settings appropriate • participate actively and appropriately in classes, Chapel and Assemblies
Being <i>Safe</i> means that I...	• use school materials & equipment appropriately • refrain from engaging in physical altercations • refrain from using anything that can harm my body (tobacco, vaping, drugs, alcohol) • enter and exit the building orderly • drive carefully in the parking lot • refrain from running in the building • report unsafe conditions & behavior to teachers/administration • keep restrooms clean and sanitary

Consequence Charts for Inappropriate Behavior

Level 1: First offenses at this level are managed by the teacher using classroom management strategies. All incidents will be recorded in FACTS by the teacher to ensure a record and determination of repetition. Any Level 1 behavioral issue that becomes repetitive, despite teacher interventions, moves to Level 2.

Violation	Offense	Pattern	Abuse
Dress Code not met	• Sent to the office to change into appropriate attire • Recorded in FACTS.	First offense + • Conference with admin; • After School Conduct Intervention issued, • Parents contacted	Treated as Level 2 offense
Violation	1 st Offense	2 nd -6 th Offense	7 th Offense
Tardies	• Warning given, • Recorded in FACTS • Parents notified through FACTS	First offense+ • After School Conduct Intervention issued • Student conference with Admin	• ISS • Parent Conference with the school admin.
Violation	1 st Offense	2 nd Offense	3 rd Offense
Academic Infraction (homework)	• Managed at the teacher level • After School Conduct Intervention issued • May redo the work for no more than half credit. • Teacher records in FACTS. • Parents notified	First offense + • Parents meet with school admin • No opportunity to make up work and forfeiture of any final exam exemptions for any class that semester.	Second offense+ • Parents meet with school admin regarding continued enrollment. • A third violation in the same class may cause a student to receive a failing grade for the semester or be dropped from the class.

Violation	Offense	Pattern	Abuse
Cell phone policy violation	• Phone confiscated for period/day • Recorded in FACTS	• Conference with School Admin • Parents Contacted • Phone turned in office during school hours for set duration	• Treated as Level 2 offense
Additional Level 1 occurrences can also include (list is not exhaustive) • Disrespectful behavior towards other students • Disrespectful behavior towards teachers/staff • Hallway/After school misconduct • Skipped After School Conduct Intervention • Inappropriate language • Unprepared for class – <i>includes not bringing (charged) Chromebook to classes</i> • <i>No Visible ID</i>	• Managed at the teacher level. • Recorded in FACTS	• Conference with School Admin. • Parents notified • Potential After School Conduct Intervention issued	• School Admin Conference with student and parents. • Potential removal from extra-curricular activities and treated as a Level 2 offense

Please note:

*Rockford Lutheran School reserves the **right to discipline students for off-campus conduct** if the conduct can detrimentally affect the school's reputation, is of serious nature, or is illegal.*

Level 2: Major violations and chronic repetition of Level 1 violations			
Violation	1st offense	2nd offense	3rd offense +
Academic Infraction (quizzes/tests)	- Referred to Director of Guidance and Advising - Parents Notified - Failing grade on assessment	- In School Conduct Intervention <i>Academic contract</i>	- Potential loss of class or enrollment <i>Refer to contract</i>
- Harassment (including bullying & cyberbullying) - Defiance/Insubordination to teachers/staff - Computer equipment violations - Truancy (class absence without parental or admin permission) - Falsification of identification (permits, passes, excuses/phone) - Trespassing on school property	- Student meet with the School Admin - Parents notified; - Recorded in FACTS. - Potential ISS	First offense+ - In/Out of School Conduct Intervention; - Meeting with school admin and parents - Behavior Contract	Third offense+ - Out of School Conduct Intervention of 1-5 days; - Meeting with the Principal and/or Head of School

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

Clarifications on Disciplinary Terminology

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

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

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

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

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

Students are encouraged to report any incident of harassment/bullying to faculty or any administrative staff.

If behavior comes in the form of a threat, school officials will implement a threat assessment. This assessment is part of the Salem Keizer threat assessment system. This is a best practice developed by the US Secret Service and the US Department of Education. This involves inquiry of multiple sources through an interview process with a collaborative team approach to evaluate the validity of a threat.

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

Fighting

Fighting is defined to be direct and intentional physical aggression towards another student. These are typically categorized by fists and prolonged physical action.

This can be differentiated from acts of jostling/shoving, verbal arguing, and short reactionary responses. These are subjectively handled by School Admin based on the situation.

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." Student victims of such acts have the right to press charges with appropriate local authorities. This action would be in addition to the role of the school in administering the appropriate policies. Rockford Lutheran School will comply in accordance with the Illinois State Board of Education Firearms, Drugs, Battery and Student Information Reporting System under Section G (a) battery against school personnel, and Section G (b) firearms and drugs.

Conduct Intervention

Conduct Interventions are meant to be a deterrent to inappropriate behavior. The scale of each is determined by the level of infraction. If behavior becomes chronic and repetitive, consequences may be escalated as determined by school administration.

After School Conduct Intervention - ASCI

This is a required extra period of attendance for a student typically after school hours. These will be held in a specific classroom set aside (Monday through Thursday) and supervised by teachers and/or school administrators. Students will not be excused for work and/or extra-curricular activities. Any absences from a After School Conduct Intervention must be pre-approved by an administrator, and include contact with the parents. Skipping After School Conduct Intervention results in an additional discipline.

All students must be on time and serve the entire duration (3:20 – 4:00)

1. Students will have a slip to check in with the Supervisor. Parents are notified of the Intervention through FACTS.
2. Students must serve their After School Conduct Intervention the day it was served OR the following school day. Because there is no After School Conduct Interventions on Fridays, any assigned on Thursday would be served on Thursday or the following Monday. Assigned interventions given on a Friday, After School Conduct Intervention is to be served the following Monday or Tuesday.
3. Any changes in this schedule must be approved by a school administrator.
4. No talking is allowed, no music may be played and no phones are allowed - students must be in their seats at all times doing schoolwork and phones are held by the supervising teacher.

The In School and Out of School Conduct Intervention process includes the following actions after consultation with the student about the incident, notification will be provided to the parents or guardian which includes:

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

In School Conduct Intervention - ISCI

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

Out-of-School Conduct Intervention - OSCI

This Conduct Intervention is used only when the student is seriously interrupting the education of other students and when In-School Conduct Intervention failed to change the student's behavior. It may also be necessary to impose this level of Conduct Intervention because of the serious nature of an offense. A Conduct Intervention of longer than five (5) school days must be approved by the Head of School.

In the case of all Out-of-School Conduct Interventions, the student may not return to campus during the Conduct Intervention time without the expressed consent of a school administrator as to the time, place, and purpose of that return. A student may request that teachers provide assignments and credit for those assignments given during the time of the Conduct Intervention.

Expulsion

An expulsion is the removal of a student from enrollment at RLS.

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

Possession or Use of a Controlled Substance

A student is subject to removal from class, Out of School Conduct Interventions, Expulsion, or referred for prosecution if he/she:

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

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

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

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

Random Drug Testing

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

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

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

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

A student with an *initial positive result* will be suspended out-of-school pending the official lab results. The school administration will inform the student and contact parents for a conference. A *confirmed positive result* will lead to enactment of policy as per the Expected Student Conduct for possession or use of a controlled substance and appropriate consequences per that policy will be administered for the violation.

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

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

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

Only RLS administrators and relevant personnel will formally be aware of who has been drug tested. All-school announcements will not occur and procedures will be as unobtrusive as possible. There will be no records maintained in the permanent record file of the student.

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

Academic Responsibility Policy

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

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

- “*Helping*” with homework is defined as one student explaining to another how to think through a question and the other student working through it themselves. Help is good; however, at no time should a student be in physical or digital possession of another person’s work, copying another person’s work with or without their permission, or share work contrary to teacher instructions.
- “*Working together*” is understood as discussion followed by each student doing the work for which they are responsible. There should never be any conversation, verbal or digital between students regarding assessment questions of the same or different teachers.

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

Original Work

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

It is considered an academic infraction (but not limited to), when a student:

- is in possession of another student’s assignments, notes, or books for dishonest purposes, as determined by teacher discretion.
- gives or receives answers to assignments from another person.
- shares questions or problems on tests or quizzes.
- turns in material written by another without giving credit.
- communicates in any way during tests or quizzes.
- Uses AI in an inappropriate manner to complete their work
- has unauthorized material or information in view.
- uses items without permission, such as calculators, phones, notes (cheat sheets), etc.
- uses apps or websites which “do the work for the student” without teacher permission.

Artificial Intelligence Policy

This policy aims to guide the responsible, ethical, and safe use of Artificial Intelligence (AI) technologies in our school. AI should be employed to support and enrich the learning experience, promote student and staff well-being, and enhance administrative functions while aligning with our educational goals and values.

Philosophy: AI *should augment human intelligence, not replace it*, ensuring that all AI use begins and ends with human insight. AI should be used to *support learning and not to undermine* the integrity of student work.

Permitted Use

- AI can be used as a tool for research, to generate ideas, and to assist with learning, provided it is done transparently and with proper attribution.
- Teachers may allow AI to be used as a personal tutor or study aid to prepare students for assessments. Use should include clear guidelines on how it can be used.

Steps students can take to ensure they are using AI tools ethically

- Understanding the specific class policies for AI tools, including when and how they can be used for coursework or assessments.
- Demonstrate academic integrity by properly citing any AI tools used in their work.
- Being aware of the limitations of AI and fact-checking AI-generated information with reliable sources.
- Respecting privacy and data security by not entering confidential information into unauthorized AI tools.
- Reporting any misuse of AI tools to the appropriate authorities or school officials.
- Reviewing and adhering to the school's academic honesty policies, which may include guidelines on the use of AI for research and assignments.
- Being critical consumers of AI, using the tools as aids rather than replacements for their own work and decision-making.
- Ensuring their use of AI tools aligns with respect, inclusivity, and academic integrity.

Prohibited Use

- Entering personal, sensitive, or confidential data into any AI system without proper authorization is strictly prohibited.
- Using AI to complete assignments or assessments where it is not allowed or to plagiarize work is forbidden.

Potential Consequences for Ignoring the Policy

- Facing penalties such as a reduction in grade, failure of the assignment or assessment, or even failure of the course.
- Disciplinary action includes revocation of credit for the assignment and other sanctions as described for plagiarism.
- Steps per Student Conduct section as listed in Parent Handbook.

Appeal

Students have the right to appeal, through the Head of School, to the Board of Directors on matters in which they feel due process was not granted. If the violation of the school disciplinary rules is of such a nature or is so extensive as to require expulsion, the following procedure shall be used as to guarantee the student due process.

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

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

Compliance

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

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

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

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

The Head of School will appoint at least one administrator to ensure these policies are followed or by what procedure a discrimination concern can be raised for resolution.



XIII. PARENT CONDUCT EXPECTATIONS

Parents' Rights

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

Work Together with School Staff

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

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

Be Focused on Education

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

Offer Substance Support

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

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

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

Appropriate Communication for Addressing Concerns

Effective communication is a crucial element of a successful educational experience. In spite of our best efforts, there may still be problems that develop related to a student's educational program. When concerns arise, we need to communicate them in a Christian and professional manner. In keeping with the guidance with Matthew 18:15-16 (*"If a believer does something wrong, go, confront him when the two of you are alone. If he listens to you, you have won back that believer. But if he does not listen, take one or two others with you so that every accusation may be verified by two or three witnesses."*) the following guidelines have been established to help all of us resolve various challenging concerns.

Conflict Resolution Steps

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

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

Step 3: When resolution cannot be reached with the faculty member, a request for an additional conference to include the appropriate level Principal should be sought.

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

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

Points of Emphasis:

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





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