

Parent Handbook
Rockford Lutheran School
2026-2027
Elementary Campus



Home of the Crusaders

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This 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.

Rockford Lutheran School (RL) 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.

Core Values

Rockford Lutheran embraces the following values:

Foundational Value: Steadfastly Christ-Centered: At the heart of all we do is Jesus Christ and His gospel. Rooted in Christ's love, Scripture, and prayer, we seek to honor Him in every classroom, activity, and decision—nurturing students to know, follow, and serve Him faithfully.

"And whatever you do, in word or deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through him." Colossians 3:17

Purposeful Formation: We cultivate well-rounded students whose minds, bodies, and spirits are formed in Christ—balancing rigorous academics, spiritual growth, and character development to prepare them for faithful, purposeful lives.

"We continually ask God to fill you with the knowledge of his will through all the wisdom and understanding that the Spirit gives, so that you may live a life worthy of the Lord and please him in every way: bearing fruit in every good work, growing in the knowledge of God."
Colossians 1:9b-10

Nurturing Community: We build a Christ-centered community of belonging where every individual is known, valued, and supported through relationships of trust, compassion, and respect.

"Be completely humble and gentle; be patient, bearing with one another in love. Make every effort to keep the unity of the Spirit through the bond of peace." Ephesians 4:2-3

Servant Hearts: We model and inspire servant leadership, teaching students to use their God-given gifts to love and serve others in all their callings.

"Each of you should use whatever gift you have received to serve others, as faithful stewards of God's grace in its various forms." 1 Peter 4:10

Faithful Witness: We encourage students to live with integrity and boldly share the love of Christ through their words, actions, and daily walk of faith.

"Sing to the Lord, praise his name; proclaim his salvation day after day. Declare his glory among the nations, his marvelous deeds among all peoples." Psalm 96:2-3

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 (Belvidere)
- Christ Our Savior Lutheran Church (Roscoe)
- Christ the Rock Lutheran Church\
- Concordia Lutheran Church
- GPS Faith Community
- Grace Lutheran Church
- Immanuel Lutheran Church (Belvidere)
- Immanuel Lutheran Church (Freeport)
- Lutheran Church of the Good Shepherd
- Mt. Olive Lutheran Church
- Our Savior's Lutheran Church
- Redeemer Lutheran Church
- St. Andrew Lutheran Church (Rockton)
- 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

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.

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. RL 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

Academic Subjects

Rockford Lutheran Preschool through 5th grade students are taught following core academic subjects:

- English Language Arts (ELA)
- Mathematics
- Religion
- Science
- Social Studies

Enrichment classes include (*Preschool):

- Art
- Library*
- Music*
- Physical Education*
- Spanish
- STEM (Science Technology Engineering Mathematics)

3rd through 5th grade students also have the opportunity to play an instrument for Band or Orchestra.

Grading Scales

Preschool through 2nd grade and enrichment teachers do not assign letter grades. Instead, the progress toward mastery of skills is reported using the scale below.

Preschool through 2nd Grade & Enrichments*

A	Advanced	<i>Your child is working above grade level with mastery of the skill.</i>
P	Proficient	<i>Your child is working at grade level and shows mastery of the skill.</i>
E	Emerging	<i>Your child is starting to show progress toward mastery of this skill, but has not mastered the skill yet.</i>
B	Beginning	<i>Your child needs extra time/support to help them master this skill.</i>

*3rd through 5th grade students receive a letter grade in STEM (Science, Technology Engineering Mathematics) according to the scale below.

3rd through 5th Grade

A+	100%	C+	78 – 79%
A	92 – 99%	C	72 – 77%
A-	90 – 91%	C-	70 – 71%
B+	88 – 89%	D+	68 – 69%
B	82 – 87%	D	62 – 67%
B-	80 – 81%	D-	60 – 61%
		F	59% and below

Honor Roll

Students in 3rd through 5th grade achieve Honor Roll by earning the following grades in the core subjects (ELA, Mathematics, Religion, Science, Social Studies):

A Honor Roll	<i>Student earned all As</i>
B Honor Roll	<i>Student earned all As and Bs</i>

Homework

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

Parents can help students build good patterns of homework by being a:

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

Late/Missing Work

Teachers give exact due dates for each assignment. Each teacher is responsible for classroom policies and procedures regarding late and missing work, so these policies may vary between classrooms. These policies will be communicated with students and families. Any questions about late or missing work should be directed to the appropriate teacher.

Promotion & Retention

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

The Illinois State Board of Education recognizes that regular school attendance is crucial for a student's academic achievement. Consistent attendance allows students to engage with instruction, benefit from classroom learning, and ultimately perform better. Therefore, attendance can also be a key factor in promotion decisions.

Parents will be informed about the possibility of retention by the end of the third quarter. A final retention decision will be made in a timely manner following careful consideration by the parent, teacher, and administration.

Standardized Testing

The MAP (Measure of Academic Progress) is administered to all students in grades K–5 three times a year: fall, winter and spring. The MAP test scores and Fountas and Pinnell Benchmark Assessments (K through 2nd grade) are used to pre-assess students each fall and to measure short-term skill development. A permanent record of the scores is placed in each student's cumulative record folder. Parents will receive a printed explanation of their child's scores. If you have a question about your child's test score or academic progress, please contact your child's teacher. Testing in subject areas indicates student progress and is an important means of communication between home and school. Parents are asked to review their student's tests when they are sent home.

Academic/Student Records

In compliance with the Federal Family Right and Educational Privacy Act, all records maintained by the school 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.

Parents of minor students shall have the right to inspect their records. Any parent so desiring to inspect their student's 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 may prohibit the release of such information of their child by indicating such on enrollment/re-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, it is the parent's responsibility to contact the school by 8:00 am and give the reason. The Rockford Lutheran Elementary telephone number is (815) 226-4947. In the event that the school is NOT contacted, the school will attempt to contact a parent that morning.

Extended Absences

Should be phoned in every day, unless previous communication has taken place. 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 parent knows in advance that their student must miss school, a parent needs to contact the School Office, and the student or parent 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.

Appointments/Mid-day Departures

The School Office and teacher should be notified in advance if a student will need to leave during the day so the student can be ready and waiting by the School Office. No student will be allowed to leave school grounds during school hours without a written request, email, or phone call from his/her parent to the School Office.

Parents (or an Emergency Contact listed in FACTS) must pick up and sign out students in the School Office for appointments. Parents also need to check students back in at the School Office upon their return. This process is designed to protect the child.

It is important that students are in class. Parents are encouraged to keep early dismissals to a minimum. If a student has more than 5 early dismissals in a semester, the principal will communicate with parents and request a reduction or elimination of early dismissals.

Make-Up Work

When calling the School Office to notify of an absence, parents should request any make up work and advise the Office Manager as to whether the work is to be picked up in the School Office or sent home with a sibling or neighbor. A student has a minimum of a one-day make-

up privilege for each day of an excused absence (i.e. If a student misses 3 days, then he/she will have 3 days to make up the work). Homework may be made up after excused absences only.

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. Any exception to this is at the discretion of the teacher.

Tardies

Definition

A student is considered tardy if not present in the classroom at 8:00 am.

Students are given entrance to the building at 7:45 am which allows them plenty of time to put coats and backpacks away and get to class before 8:00 am.

Classroom management and instruction begins immediately at 8:00 am. Students who are late disrupt the educational process for the child, the teacher and the entire class. Late students may miss directions, announcements, instruction, activities and more. Taking time to bring the tardy student to level with the class can take away from crucial class time. The student may also be embarrassed by entering class late. With this in mind, students are expected to be in their classrooms and seated by 8:00 a.m.

It is the responsibility of the parent and the student to be at school by the beginning of each school day. The student and parent should be ready to leave home in a timely fashion so that additional traffic or other situations do not cause tardiness.

Excused Tardies

A tardy may be excused with legitimate, objective documentation or other circumstances approved by the principal. Examples may include documented medical appointments, inclement weather, road closures due to accidents, or other emergency situations. The principal reserves the right to determine whether a tardy is excused.

Unexcused Tardies

Chronic unexcused tardiness disrupts learning and causes students to miss valuable instructional time. To encourage consistent, on-time arrival, the following procedures apply to all K–5 students:

- **3 tardies:** The teacher will contact the parent to discuss the importance of arriving on time and identify any barriers.
- **6 or more tardies:** The school will send a written notice to the Parent reminding the family of the school's attendance expectations and explaining the next steps should tardiness continue.
- **Excessive tardiness (15 or more tardies in one semester):** The principal will request a meeting with the Parent to develop an improvement plan. The principal may require additional interventions and will review the student's continued enrollment if sufficient improvement is not demonstrated.
- **Tardy counts** will reset at the beginning of the first and third quarters.

Chronic Absences & Truancy

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

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, class field trips, participation in sports, school dances, extracurricular activities, etc.

Default Withdraw

Students who do not attend school for more than 10 days without communication to the school will be determined to have withdrawn from Rockford Lutheran School.

Arrival & Departure Expectations

Arrival Procedures

Students arriving early (between 6:30 am - 7:30 am) should enter through the Main Entrance and check in to Extended Care. Starting at 7:30 am, parents and students should wait outside the Preschool Entrance (Pre-K) and the Main Entrance (K-5th) until the doors open at 7:45 am.

The time before school is important for teachers to prepare for the day's activities. Students and parents who arrive after 7:30 am will not be given access to the building before 7:45 am when the Main Entrance doors are unlocked.

Once students begin to enter the classrooms at 7:45 am it is important for teachers to be able to supervise students. If parents need to speak with a teacher, they may be asked to make an appointment at a later time. Parents are requested to respect teachers' need to supervise the students and begin their day promptly at 8:00 am and, therefore, asked to be out of the hallways prior to that time.

Departure Procedures

Students who are not going to Extended Care or are involved in any after school activities are asked to follow the following departure procedures:

Half day Pre-K students are dismissed at 11:30 am.

Full day Pre-K students are dismissed at 2:40 pm.

Kindergarten and 1st grade students are dismissed at 2:55 pm.

2nd through 5th grade students are dismissed at 3:00 pm.

All full day students who remain at 3:10 pm will be walked to Extended Care unless they are part of an after-school activity. After 3:10 pm, parents must enter the Main Entrance to pick

up their students from Extended Care. See Extended Care section of this handbook for more details.

Drop-off & Pick-up

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).

To achieve the highest level of safety, please keep these points in mind:

- **Never get out of your car in the car line.** Always park if you need to get out of your car.
- Parking on campus should only be done in marked spots. Never park somewhere that is not specifically marked as a spot.
- Parents are responsible for communicating car line and drop off/pick up procedures with all others who might assist students in this manner.

Drop-off

- **Parents of all Pre-K and kindergarten students must park and walk in their child.**
 - Pre-K parents should park between the preschool and elementary buildings.
 - K parents should park to the west of the elementary building.
- If parents of 1st through 5th grade want to walk in their child, then they should park to the west of the elementary building.
- There is only one car line which is the only place to drop off your student(s). No students should be dropped off in any other place. All K-5th students must enter the school through the Main Entrance (black awning).
- When dropping off, please have your child ready to get out. It should not take no more than 20 seconds after you stop for the car door to open. If you need that much time to make sure your child is ready for the day, then please park and walk them in.

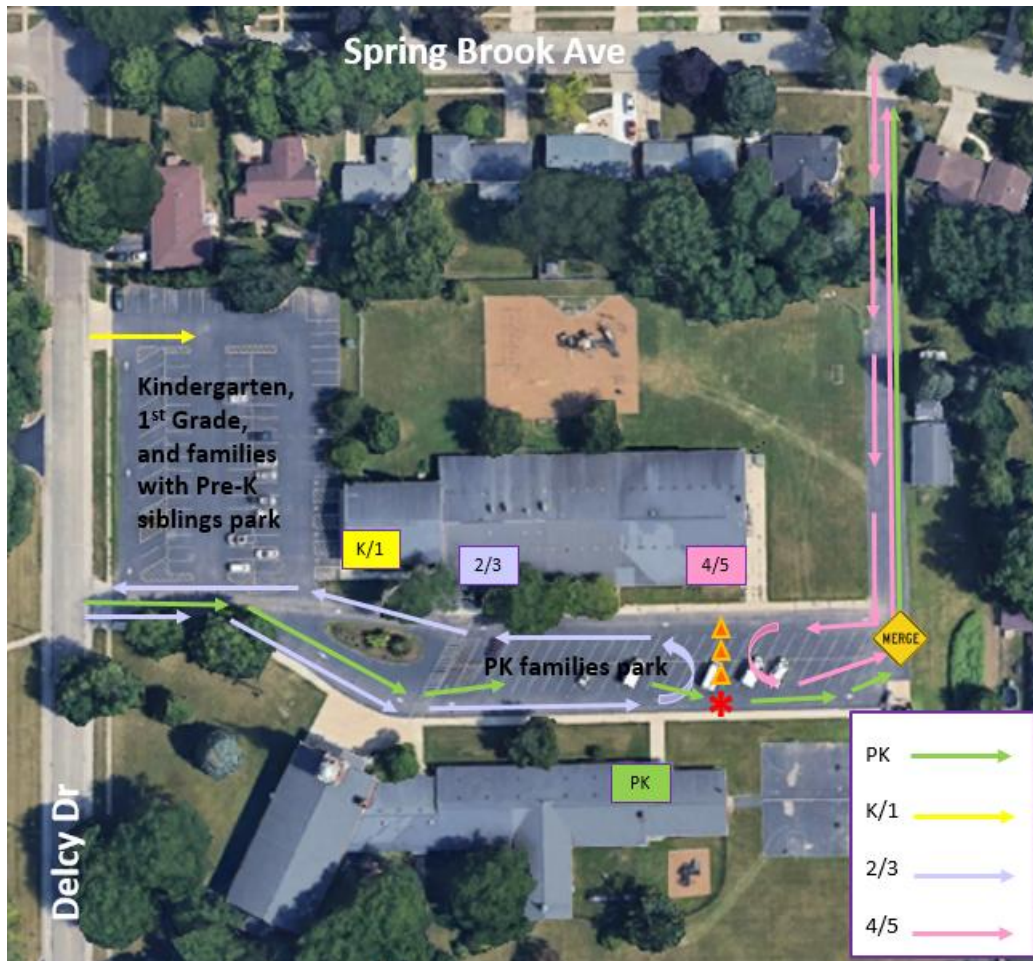
Pick-up

- Students may only be picked up by parents and persons listed on students' Emergency Contact list in FACTS. People may be added or removed from this list by contacting the School Office. Only people on the list may pick up a student from school or from after-care.

Any change in drop-off, pick-up and car line procedures will be communicated with parents whenever necessary.

Families are asked follow school drop off and pick up patterns. See the following map.

Pick-Up and Drop-Off Patterns



Drop-Off Pattern

All cars in the should enter from Delcy Dr and follow the purple line or enter from Spring Brook and join the purple line (cones will not be present) to drop off at the Main Entrance.

Pick-Up Pattern

- *Pre-K only families:* Enter SW entrance from Delcy Dr (green line). Continue east and park. Pick up students at the Pre-K door. To exit, drive through the cone opening (*) and join pink line to exit onto Spring Brook Ave.
- *Kindergarten, 1st grade, and families with Pre-K siblings:* Enter NW entrance from Delcy Dr (yellow line). Parents must park and walk to the door at the SW corner of the gym.
- *2nd and 3rd grades:* Enter SW entrance from Delcy Dr (purple line). Continue east and U-turn at the cones. Pick up child at Main Entrance and exit parking back onto Delcy Dr.
- *4th and 5th grades:* Enter NE entrance from Spring Brook Ave (pink line). Continue south, pick up child. U-turn at the cones and exit back onto Spring Brook Ave.



IV. DRESS CODE

Dress Code

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

The goal of our dress code is to exemplify Christian modesty, display pride in our identity as RL, focus attention on classroom instruction, and minimize socio-economic distinctions.

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

The following “standardized dress” code is in effect at the elementary campus for all students.

UNIFORM TOPS

- Any solid color polo or Oxford shirt.
- A 1" logo may be worn on a solid color polo or Oxford shirt.
- A solid color long-sleeve or short-sleeve shirt may be worn under the polo or Oxford shirt. This shirt may contain a 1" logo.
- Ties may be worn with an Oxford shirt and may be solid-colored or patterned, but should not contain any characters or writing.
- Tops must fit appropriately so that the stomach area or upper torso is never exposed.

SWEATERS & SWEATSHIRTS

- A solid-color sweatshirt or sweater may be worn over a polo or Oxford shirt. This garment may contain a 1" logo.
- A spirit wear sweatshirt may be worn over the polo or Oxford shirt.
- On Fridays, spirit wear tops may be worn in place of the polo or Oxford shirt.
- Hoods may not be worn in school.

SHORTS, SKIRTS, JUMPERS & DRESSES

- Shorts, skirts, and jumpers must extend to mid-thigh. Skirts may not be unzipped, unbuttoned, or rolled up.
- No undergarments are to be visible above the pants or skirt waistline or below the pants or skirt hem.
- Shorts may be tan (khaki), navy, or black. Skirts and jumpers may be these colors or Clear Blue Plaid (Lands' End®) or RR Plaid.
- Shorts or skirts may have inside pockets, but no pockets stitched on the outside.
- Polo dresses of any solid color may be worn, but must fit the length requirement. A 1" logo may be present on the polo dress.
- Tights/leggings may be worn under shorts or skirts. These can have colors or patterns, but should be free of holes.

PANTS

- Pants may be tan (khaki), navy, or black. No denim.
- Pants shall have no pockets stitched on the outside.
- Pants must fit loosely and cannot have any rips, holes, or frays.
- Jeans, athletic pants, sweatpants, cargo pants, and spandex pants/shorts are not allowed.

SHOES

- Closed-toe shoes that are secured behind the heel must be worn at all times. Slides, slippers (including UGG Tasman), sandals (including Crocs), and flip flops are not permitted.
- Athletic shoes are required for Physical Education class. These can be kept at school.

HEAD

- Hair should be kept neat and away from the eyes.
- No bleaching or unnatural coloring of hair is allowed.
- Hats, caps, any headwear, sweatbands, or sunglasses (unless specified by a doctor) cannot be worn during school hours. Exceptions will be made for spirit days.

OTHER

- Makeup is not to be worn.
- Press-on nails are not allowed as they are a distraction to the learning environment.
- Jewelry should be modest and safe. Spiked, excessively long, or heavy chains are not permitted. No dangling earrings.
- Students will be asked to remove any jewelry or items that are a distraction to the class.
- No tattoos or body piercings other than the ear are allowed.
- No clothing shall have writing on it.
- Standardized dress may be purchased anywhere as long as it meets the above standards. They can also be ordered through Lands' End: 900122813
www.landsend.com/school 1-800-469-2222

SPIRIT FRIDAYS & JEANS FOR JESUS

- Students can wear spirit wear tops with uniform bottoms every Friday. If you need to order spirit wear, please click the link below: <https://rockfordlutherancpto.square.site/>
- Students can wear jeans on Fridays for a small contribution to the Jeans for Jesus jar. Each quarter, students' donations will go to benefit a different charity or service organization. Jeans must fit loosely and cannot have any rips, holes, or frays.

Dress Code Violations

- Warning and sent to the office to change into appropriate attire if needed. A copy of the Dress Code will be sent home. Recorded in discipline file as 1st Warning.
- Sent to the office to change into appropriate attire. The student will have a conference with the principal, and parents will be called. Recorded in discipline file as 2nd Warning.
- Sent to the office to change into appropriate attire. The student will have a conference with the principal, a detention will be issued, and parents will be called. Recorded in discipline file as 3rd Warning.

- Beyond # 3- Parents are called to pick up the student and take them home to get into Dress Code, and any after-school activities are suspended for 1 week (isolated lunch if no activities).

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.

The Nurse Office will be open from 7:45 am - 3:00 pm Monday through Friday. At times, the School Nurse may be located in the School Office.

Illness

If your student becomes ill at school, he/she will be sent to the School Nurse who will evaluate the student's condition. Based on the nurse's findings, the parent may be called to come to pick up the student.

Students will be sent to the School Office when the School Nurse is not in the building. Please feel free to contact the School Nurse at 815-226-4947, ext. 275 with any questions of concerns.

Absences Due to Illness

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

- Fever: Fever is defined as a temperature over 100 degrees. ***Students may not return to school until he/she has been fever-free for 24 hours*** without the aid of a fever reducer such as Tylenol or Advil.
- Diarrhea: Diarrhea is defined as 4-5 loose stools within a 24-hour period. ***Students may not return to school until 24 hours after the last episode.***
- Vomiting: Students may return to school 24 hours after the last episode ***and*** only after they are able to tolerate food.
- Pink Eye (Conjunctivitis): Student must be treated with prescription antibiotic drops for a full 24 hours before returning to school.
- Acute Infections: This could include but is not limited to any infectious disease that can be transmitted to others such as: **upper respiratory infections, strep throat, scarlet fever, chicken pox, etc.** Any infection requiring an antibiotic will require that the student be excluded from school until they are fever free ***and*** on the antibiotic for a full 24 hours.
- Persistent Cough: A persistent cough can be draining to a child; resulting in fatigue, disruption in the classroom, and further spreading of germs. In this case, the student may need to stay home until the condition improves.

- Skin Conditions: Any undiagnosed sore that cannot be covered or untreated skin eruptions will require a doctor's written clearance before the student may return to school.
- Chicken Pox: Students may not return to school until they are fever free for a full 24 hours and all of the lesions are dry and crusted.
- Shingles: Students with shingles may attend school as long as the lesions are completely covered. If the lesions cannot be covered, the student is excluded from school until they are dry and crusted.
- Hand, Foot, and Mouth Disease: Students with Hand, Foot, and Mouth Disease may not return to school until they are fever free, have no uncontrolled drooling with mouth sores, and feel well enough to participate in class.
- Head Lice: Students may return to school once the first treatment is complete and the School Nurse has verified that the student is nit (egg) free.

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

Injuries and Emergencies

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

The School Nurse and several other school personnel are certified in First Aid, CPR, and the use of an automated external defibrillator (AED).

State Mandates

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

Health Examination

- Students entering kindergarten, 6th and 9th grades are required to have a physical examination completed within one year prior to the start of the school year.
- New students (regardless of age or grade) have 30 days from the first day of school to submit a valid physical exam.
- 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 doctor will have this form in his/her office). The medical provider must have credentials of MD, DO, APN/NP, or PA.
- Out-of-state health exam forms will be accepted for students transferring to Illinois schools for the first time, provided they meet certain criteria. The exam must have been completed within one year prior to the student's entry, and it must cover all the

required elements specified in the Illinois Certificate of Child Health Examination form (verify with the School Nurse).

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, Measles, Mumps, Rubella, Hemophilus Influenza Type B (Hib) (preschool only), Varicella (kindergarten through 9th) and Hepatitis B.

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, 6th, and 9th grades are required to have an oral health exam within 18 months 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 which needs to be provided to the school before May 15th of the school year. 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 in an Illinois school for the first time are required to have an eye examination. Eye examinations must be completed within one year prior to the first day of the school year. Examinations must be performed by a licensed optometrist or medical doctor who performs eye examinations, and he/she shall complete and sign the Eye Examination Report form. The exam must be submitted to the school by October 15th of the school year. Failure to submit proof of exam may result in a hold of the student's report card.

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 stored and dispensed in the Nurse Office.

Daily Prescription Medication

Daily prescription medications administered at school require a written prescription by a physician. The prescription is to be completed on an "Authorization for Administration of Medication" form which can be obtained from the School Nurse or your physician's office. The completed form must be signed by both the physician and the parent and needs to be completed annually. **All medication given at school *must* be brought in the original container/packaging.**

Short-term Prescription or Over-the-Counter Medication*

From time to time, students may require short-term medication at school. This could either be antibiotics or over-the-counter (O.T.C.) medications. Over-the-counter medication must be in the original container with ingredients listed and student's name affixed to the container. Parents are required to drop off the medication in the Nurse Office where they can complete a "Short Term Medication Request" form. **All medication given at school *must* be brought in the original container/packaging.**

At the end of the school year or when a 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

Discretionary medication such as Tylenol, Advil or Tums (or generic substitutes) may be administered at school with permission from a parent. This permission is granted on the Student Health Information form completed at the time of enrollment.

Allergies

It is important that we understand your student's allergies, especially if they are severe allergies that warrant the presence of an Epi-pen. In the case of severe allergies, information from the student's doctor may be requested/required and an allergy plan will be established.

It is required that the School Nurse and teacher are aware of allergies, especially food allergies.

Food Allergy Policy

Food allergies can be life threatening. Even exposure to trace amounts of allergens in certain foods can cause a life-threatening reaction. Our goal is to ensure that every student in our school is safe. The risk of accidental exposure to 21 foods in schools can be reduced as we work together to minimize risks and provide a safe educational environment for all students, including those with food allergies.

In our classrooms...

All grade-level and enrichment classrooms will be considered "nut-safe."

1. All products brought into classrooms for snack time/parties/birthday treats must NOT CONTAIN PEANUTS/TREE NUTS. **Items that contain disclaimers such as "may contain" or "manufactured in a facility with" are also NOT permissible.** Items must be pre-packaged and contain an official ingredient list. No homemade treats. Ingredient labels need to be verified by the School Nurse before distribution in the classroom.
2. Labels must be read and approved by the School Nurse every time a treat is distributed in a classroom.
3. Any food ordered-in from a restaurant MUST be cleared in advance by the School Nurse.
4. Ingredient labels for all food supplies used for in-classroom projects/science experiments/art projects must be inspected to confirm that they do not contain

peanuts/tree nuts (or other allergens specific to identified students with food allergies in that classroom).

5. The distribution of treats in the classroom should be limited to special events such as birthdays and holidays. **All items must be checked and approved by the School Nurse.** The use of non-food items as educational tools and classrooms incentives is encouraged. See below for the Birthday and Classroom Celebration Treat Policy.
6. A list of students with food allergies will be distributed to teachers at the beginning of each school year by the School Nurse. All RL staff will be educated on food allergies, the symptoms of an allergic reaction, and what to do in an emergency.
7. All students with known food allergies will have an “Emergency Action Plan” updated yearly and on file in the Nurse Office. Copies of the emergency action plans will be distributed to RL staff and will be available in the lunchroom. This action plan is to be signed by both parent and the student’s health care provider. Emergency medications will be kept in an easily accessible location in the Nurse Office (The School Nurse will monitor expiration dates).
8. If the parent of a student with a food allergy is not attending a field trip, the student will be assigned to a RL staff member who has been trained to implement the student’s Emergency Action Plan.

In our lunchroom...

An allergy table will be provided for students with food allergies. A student’s parent will determine whether or not a student with food allergies needs to sit at the table.

1. Food may not be shared with friends or other students to maintain fairness, avoid hurt feelings, and ensure safety regarding food allergies and other dietary restrictions.
2. Proper cleaning of tables will be completed in between each lunch period.
3. RL staff and students will be encouraged to wash their hands prior returning to the classroom.
4. Lunchroom RL staff and volunteers will be educated on the students with food allergies and instructed about food allergies, the signs and symptoms of an allergic reaction, and emergency procedures. A list of students with food allergies will be posted.
5. Additional precautions/procedures will be implemented as needed on an individual student basis.

Healthy Snack Policy

Healthy daily snacks help feed our brains throughout the day and promote smart food choices in the future. Every student is given a time where they can enjoy an energy boost in the morning. Students who stay after school for Extended Care are also given an opportunity to enjoy a snack after school.

In order to promote a healthy school environment our Healthy Snack Policy requires students to bring in a healthy snack for both morning snack and Extended Care if they stay. **Snacks will not be available for purchase during school or Extended Care.**

ALL snacks must be completely PEANUT AND TREE NUT FREE, and CANNOT BE MANUFACTURED IN A FACILITY THAT PROCESSES PEANUTS OR TREE NUTS

Acceptable healthy snacks include:

- Applesauce/fruit pouches
- Cheese sticks or cubes
- Fresh fruit
- Fresh veggies
- Meat sticks
- Raisins or Craisins®
- Yogurt (drinkable or tubes)

Please refrain from sending items that require a utensil.

Please refrain from sending:

- Pretzels*
- Chips*
- Cookies*
- Crackers*
- Goldfish®
- Trail mix*
- Granola bars*
- Jell-O® cups
- Fruit cups

**Several are made in facilities that also process peanuts/tree nuts*

Birthday & Celebration Treats

At Rockford Lutheran School, we love to celebrate birthdays and special classroom occasions in a fun and safe way. To ensure the well-being of all students, especially those with food allergies, we ask that families follow the guidelines below when sending in treats:

Parent-provided pizza parties ARE NOT PERMITTED during the school day.

ALL treats must be completely PEANUT AND TREE NUT FREE, and CANNOT BE MANUFACTURED IN A FACILITY THAT PROCESSES PEANUTS OR TREE NUTS

All food items must be store-bought. No homemade items.

All treats must be reviewed and approved by the School Nurse before being shared in the classroom.

Acceptable treats include:

- Healthy snacks *See Acceptable Healthy Snacks list
- Store-bought ice cream cups
- Store-bought nut-free cookies or cupcakes made in a nut-free facility

PLEASE READ LABELS CAREFULLY BEFORE PURCHASE

Container MUST state that the baked good was made in a nut-free facility.

Non-Food Treat Options:

Non-food items are a great alternative and encourage inclusivity for all students.

Ideas include:

- Stickers
- Pencils, rulers, or erasers
- Folders or bookmarks
- Mini puzzles or mini books
- Gel pens or other fun school supplies

Outside Food Brought to School

To support a safe, inclusive, and allergy-aware environment, the following guidelines apply to any outside food brought to school for students:

Individual Meals

- Parents may bring outside food (e.g., Chick-fil-A, Jimmy John's) for their own child only.
- Food may not be shared with friends or other students to avoid hurt feelings and to maintain fairness and safety regarding allergies.
- Parents are encouraged to keep outside meals to a minimum and reserve them for special occasions.

Parent-Provided Pizza Parties

Parent-provided pizza parties are not permitted during the school day.

This policy is intended to:

- Minimize disruptions to the instructional day.
- Help protect students with food allergies by avoiding outside food sources that cannot reliably guarantee allergen safety.
- Avoid additional logistical responsibilities for teachers and staff that may interfere with classroom routines and instructional time.

We appreciate families' understanding and cooperation in helping us maintain a safe, organized, and productive learning environment for all students.

Recess & Physical Education

If a student meets the health guidelines for attending school, he or she is expected to participate in recess and physical education class unless there is a written excuse from the physician.

Special Medical Needs

Parents of any student with special needs should contact the School Nurse prior to the start of the school year to discuss the student's needs. This may include but is not limited to students with diabetes, ADD, ADHD, asthma, seizure disorders, vision or hearing deficits, life threatening allergies, or other disabilities. **It is required that the School Nurse and teacher are aware of allergies, especially food allergies.**

Medical Cannabis-infused Products

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 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.

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.



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 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 Billing 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 parent 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 remain 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. PRESCHOOL INFORMATION

Early Childhood Philosophy

The RL preschool is guided by our overall school philosophy. In addition, we believe that preschool should help students develop socially/emotionally, academically, and physically. Much of this learning will take place through guided play. The goal of preschool is to prepare students to excel in kindergarten.

Preschool Readiness Visit

For students entering preschool, an informal Preschool Readiness Visit may be scheduled and completed by the Director of Enrollment, principal, or teacher. The Preschool Readiness Visit provides an opportunity for our staff to become acquainted with your child in a relaxed, age-appropriate setting. During the visit, we will observe your child's language, physical, and social-emotional development, including communication skills, ability to follow directions, self-control, independence, cooperation with others, and readiness to participate in classroom activities. This visit helps us better understand your child's strengths and ensure we can provide a positive and successful start to preschool.

As the visits are quick glimpses into a child's readiness for preschool, all students are accepted on a probationary basis. This probationary period lasts for 30 attendance days. If the teacher has concerns that significantly affect the classroom environment and learning for all students, the teacher will consult with the principal. If necessary, the principal will request a meeting with the parents and the teacher to discuss the situation.

Late Arrival

If your child is not in the classroom by 8:00 a.m. and the class has already begun the schoolwide prayers and pledges, please wait quietly in the hallway with your child until they have concluded. Please do not interrupt this important part of our morning routine, as it helps students begin the day with focus and purpose. Once the prayers and pledges have ended, please have your child enter the classroom.

Change of Clothing

It is important that each child have a complete change of clothing to be stored at school. This extra clothing is not just for bathroom accidents. Children paint, play in water, get in mud and may get their clothing wet or dirty in many ways.

Please be sure your child has underwear, pants, socks, shirt, and, if possible, a change of shoes.

At the change of seasons and as your child grows, it will be important to switch out clothing appropriate to the weather as well as their growth.

In the event, a child does not have a change of clothes at school, a change of clothes will be provided on loan for the student. This change of clothes must be returned the following day. If

clothing is loaned 2 times, and the parent fails to return the loaned clothing, a phone call will be made to the parent to bring a change of clothes.

Bathroom Policies and Procedures

*IMPORTANT: Children must be able to toilet independently in order to enroll at Rockford Lutheran Elementary School. **Pull-ups or any type of training pants are not permitted.***

Being able to toilet independently includes:

- The child recognizing when he/she needs to use the bathroom and is able to share this need with an adult.
- Taking care of all normal actions involved in using the restroom. This means entering the bathroom, pulling down pants, urinating, releasing a bowel movement, cleaning properly, re-clothing, washing hands and exiting the restroom.
- Students must also be able to change their own clothes, should they have a bathroom accident.

It is understandable that some children have bathroom accidents as they make the transition to school. RL seeks to make every attempt to have the student continue in school without interruption, however, we are not equipped to assist students who have an excessive amount of bathroom accidents. Excessive amount of accidents is defined as:

- 4 or more in the first 10 school days of attendance;
- 6 or more in the first 4 weeks of school;
- 4 or more in any 4 weeks after the first 4 weeks of the school year.

If it is determined that a student has excessive bathroom accidents and cannot toilet independently, the student will be removed from school for a minimum of two weeks so that the parent can further work with the child to toilet independently. The child's enrollment in the school can be reserved by the continuation of tuition payments. The child can return to school at a time agreed upon by the parent, teacher, and administration.

RL staff will assist with bathroom use according to the outlined parameters below.

RL staff...

- May be present in multi-stall restrooms with students in order to provide direction. RL staff may call into stalls, but should not be in a stall with a student. Whenever RL staff is in such a restroom with students, the door must remain open. In a single person restroom, the RL staff may look in but should not be in the restroom with the student. If the RL staff must enter a single person restroom with a student, the door must remain open.
- May provide step-by-step directions for students struggling in the bathroom. Teachers may provide assistance in re-clothing, including the connecting of buttons, snaps, etc.
- May assist by providing toilet paper or wipes to students as they clean themselves.

- Will respect the privacy of a student's body and will not touch the student in private areas unless extreme conditions call for assistance, in which case the parents will be notified. For example, a student dealing with a catastrophic bowel movement needs assistance in cleaning themselves. The RL personnel may assist the student and will notify the parent immediately of the situation.

If a student has an accident, the following steps will be taken:

- Student will be taken to a bathroom to change clothes. The door will not be closed entirely. Clean clothes will be provided to the child. A place to sit to change will be provided.
- RL staff may provide step-by-step directions for the child as they change clothes.
- RL staff will help secure the soiled clothes.
- A student changing clothes will be re-evaluated if unable to complete the change in 15 minutes. During the time the student is changing, RL staff will check the child's progress at least every three minutes. If the student is not finished changing after 15 minutes, RL staff can:
 1. Contact the parents to come and pick up the child immediately,
 2. Assist with final steps such as socks, shoes, buttons, etc.,
 3. Allow the student more time if significant progress has been made and RL staff is confident that the child can complete the process if given more time.
- The teacher will notify parents every time that a student has a bathroom accident. This can be done through direct contact via a phone call, text or personal interaction when the parent picks up the child.

Bad Days

Rockford Lutheran RL staff will do everything possible to work with our youngest students, with the goal of growth and happiness. We recognize that preschool students can just have a bad day. Often times, this can be caused by lack of a good night's sleep, an oncoming illness (meaning the child does not feel well, yet is unable to verbally express it), or overstimulation.

If your child is struggling to participate or behave appropriately during the day, the following steps will be taken:

1. The child will leave the room with an aide or the teacher to take a brief walk to try and re-direct his/her behavior.
2. If after returning to class, the child is still unable to participate or behave appropriately, he or she will be brought to the School Nurse may call home to consult with the parent.
3. If there is no fever, the child will return to class and be given one last opportunity to participate/not disrupt the learning environment.

4. If the child is still unable to function in the classroom setting, the teacher or principal may contact the parent/guardian to pick up the child for the day. Calling home will be a last resort. This is not a punishment, but rather a way to help a child re-set and return the next day to start again on a positive note.

Biting

Young children sometimes bite because they are frustrated, angry or excited. The following steps will be taken when a child has bitten:

- The teacher will discuss the situation with the child and let him/her know that biting hurts.
- An Incident Report will be written and a phone call will be made to the parents.
- If a child bites twice in one day, parent will be called to pick up their child for the day.
- After several occurrences, the principal will request a meeting with the parents.

The following steps will be taken when a child has been bitten:

- The teacher or School Nurse will assess the child and wash the area with soap and water.
- An Incident Report will be written and a phone call will be made to the parents.
- If the skin has been broken, a recommendation will be made to see the pediatrician.

Hitting and Kicking

Young children sometimes hit or kick out of frustration or anger. We seek to help children deal with these emotions; however, hitting and/or kicking an adult or a classmate is never acceptable.

The following steps will be taken if a child hits and/or kicks several times in a day:

- *First occurrence:* The teacher or teacher aide will provide a gentle reminder that hitting and kicking hurt and that hands and feet should be kept to oneself. Staff will support the child in using words (e.g., "Stop, I don't like when you do that."). The child may also be guided to a brief calm-down break (1–2 minutes) as needed to regulate their body and return to learning.
- *Second occurrence:* The teacher will remove the child from the group to a designated calm area for a short break and will remove a privilege (e.g., center time, free play, recess, or other current activity) for approximately 10 minutes so the child can connect the behavior with the consequence. The teacher will contact the parent the same day to share concerns and the strategies being used in class.
- *Third occurrence:* The teacher or teacher aide will inform the child that this is the third time they have hurt a friend and that they will go to the principal. The principal will contact the parent for the child to be picked up for the remainder of the day. A required in-person conference with the teacher and principal will take place before the child may return to class. Together, a behavior support plan will be developed to help the child be successful moving forward.

The following steps will be taken when a child has been hit:

- The teacher or School Nurse will assess the child and the contacted area.
- If any physical mark is present from the hit, parents will be contacted.
- A picture may be taken of the physical mark. This picture will be used to show parents of the child who is hit or the parents of the child who did the hitting.

Students hurting others will not be tolerated.

If a child's behavior escalates to serious physical aggression—such as hitting or kicking that results in injury, shows targeted aggression, or becomes uncontrollable—and compromises the safety of others, the principal will contact the parents immediately to request that the child be picked up. Depending on the severity of the behavior and the surrounding circumstances, the child may be required to stay home for a period of time. In cases of extreme or repeated behavior, dismissal from Rockford Lutheran may be considered.



VIII. GENERAL INFORMATION

Appointments with Teachers

If parents or guardians would like to meet with a teacher to discuss academic or behavioral concerns, please schedule an appointment in advance. These conversations should take place in private and are not appropriate during morning arrival or afternoon dismissal, as teachers are responsible for supervising students and will not be able to give you their full attention.

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.

Change of Address or Phone Number

It is essential to keep your contact information up-to-date to ensure timely and effective communication. Accurate phone numbers, email addresses, and emergency contacts allow the school to reach you quickly in the event of illness, injury, schedule changes, or urgent situations. Updated information also ensures you receive important announcements, school updates, and classroom communications that support your child's success and safety.

Please inform the School Office immediately if you have a change of address, telephone number and/or email. If you choose, parents are also able to go on to the FACTS Family Portal at any time to update information.

Chapel

All students Pre-K3 through 5th grade attend weekly chapel. Chapel is held on Wednesdays at 8:15 for 1st through 5th grade and at 9:00 for Pre-K and kindergarten. The first Wednesday of each month at 8:15 is "All Elementary Chapel" where all students Pre-K3 through 5th grade attend chapel together. Chapel includes singing, prayer and worship, and a short message. Chapels are led by Rockford Lutheran employees and area pastors. Parents, grandparents, and guests are welcome and must check in and get a visitor pass at the School Office before proceeding to Chapel. Kindergarten through 5th grade students are transported by bus to the upper campus four times a year for All School Chapel.

Class Placement

Toward the end of the school year, grade level teachers work together to place students in classes for the following academic year based on a variety of criteria, such as:

- Academic level
- Student personalities
- Unique student needs
- Gender
- Diversity

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

Parents may make requests *in writing* to the principal for placement with a specific teacher if they feel there is a strong academic reason which will promote student success. Requests should not be made based on social reasons as friendships are not criteria for class placement. All requests will be thoughtfully considered; however, a request is not a guarantee for placement.

Class placement will be announced prior to the first day of school.

Closed Campus

Rockford Lutheran School maintains a closed campus. Upon arrival, students are not allowed to leave the school building or school grounds without permission from the School 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 School Office to deliver personal messages while your students are in class as these activities place a time burden on the office RL 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.

Communication with Parents

Rockford Lutheran recognizes that a child's education is a shared responsibility between the school and the family. We believe that students thrive when parents and educators work together as partners throughout the student's academic journey. In collaboration with families, Rockford Lutheran is committed to developing practices that support meaningful parent involvement and address the unique needs of each student. One of the most important pathways to student success is clear, consistent, and two-way communication between home and school.

Teachers and administration are committed to keeping families informed and involved through a variety of communication methods:

Weekly and Ongoing Communication

- **Purple Folders:** Sent home every Friday, these folders include classroom updates and important information from teaching staff. Please check your child's folder regularly.
- **Elementary Newsletter:** A weekly electronic newsletter is emailed to families with important dates, upcoming events, classroom activities, parenting tips, and other school news.
- **Emails and Digital Tools:** Teachers and administration communicate via email, text, or Seesaw to send classroom or school updates. Each teacher will share through which tools they prefer to be contacted.
- **School Website & FACTS:** Visit www.rockfordlutheran.org for access to the school calendar, events, and FACTS Family Portal. Parents of students in grades 3–5 are encouraged to use FACTS to monitor grades, assignments, and attendance.

Academic Progress and Conferences

- **Progress Reports and Conferences:** Rockford Lutheran promotes strong two-way communication about student progress. Formal parent-teacher conferences are scheduled during the school year. However, parents are welcome to request a conference anytime they have questions or concerns. Teachers will also initiate conferences if academic or behavioral needs arise.

CPTO (Christian Parent-Teacher Organization)

- Parents are invited to take an active role in the Christian Parent-Teacher Organization (CPTO). The CPTO is a not-for-profit group that represents the shared interests of parents and teachers in the education of students at Rockford Lutheran Elementary School. Through various committees, the CPTO oversees a series fundraising events and activities each year, plus several special events and enrichment programs for our students. Funds generated are returned to the school in the form of direct support for activities, decorations and school spirit, grants to the school for needed items, and grants to teachers to enhance their teaching and classroom environments.
- The CPTO group meets monthly to discuss upcoming events. Meetings are announced via email and occur at the Elementary Campus. For more information, go to <https://rockfordlutherancpto.square.site/events>.

Custody of Minors

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

Distribution of Invitations

Teachers and RL staff will not distribute or facilitate the distribution of invitations for birthday parties or other private events at school, even when invitations include the entire class or grade. Parents are encouraged to share invitations directly with other parents and should not place invitations in students' backpacks. Parent contact information is available through the FACTS Family Portal. Please contact the School Office with any questions or for assistance accessing the portal.

Dogs and Pets

For safety reasons, no dogs or other pets are allowed (outside of vehicles) on the RL campus when students are present unless prior approval is granted by the administration. Certified service or therapy animals may be preapproved by administration on a case-by-case basis.

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.

Extended Care Program

Rockford Lutheran Academy is pleased to support families by offering safe, supervised care for students before and after school through our Extended Care program. While not academic in focus, this program provides a nurturing environment where students can engage in enjoyable activities and interact with peers in a safe setting.

Cost

The hourly rate for Extended Care is determined annually. A minimum charge of 30 minutes is applied each time a student signs into the program, with subsequent billing in 30-minute increments. Charges are processed through FACTS.

Morning Program

Hours: 6:30 am – 7:45 am

The morning session takes place in the school gym. Extended Care staff will not admit anyone to the program after 7:30 am. At 7:45 am, students are walked to their classrooms to begin the school day.

Afternoon Program

Hours: 3:00 pm – 6:00 pm

The afternoon session begins in the cafeteria, where students enjoy a snack brought from home. Throughout the afternoon, students may use various facilities, including the gym, cafeteria, and playground, depending on the day and schedule.

Sign-In and Sign-Out Procedures

- **Morning Drop-Off:** Students arriving between 6:30 and 7:30 AM go directly to the desk and are signed in by Extended Care staff. Parents do not need to enter the building to sign in their child in the morning.
- **Afternoon Check-In:**
 - Students who remain not picked up at 3:10 will be walked to the cafeteria by a teacher and signed into the program,
- **Afternoon Pick-Up:**

Parents or authorized adults must come into the building to sign out students. An Extended Care staff will be stationed in the lobby to unlock the exterior door, call for the student via radio, and oversee the sign-out process. Only individuals listed on the student's approved pick-up list may sign out a child from Extended Care.

Field Trips

Educational field trips are an important part of the student experience at Rockford Lutheran and are thoughtfully planned to enrich classroom learning. Some teachers also regularly use community resources to provide hands-on learning opportunities that support academic units and foster student engagement.

Each grade level participates in a minimum of two educational field trips per year. A signed parent permission form is required for all field trips. Some trips may require parent

chaperones, while others may not, depending on the staffing and supervision provided at the destination.

Off-campus events that support school programming may also occur and require permission but are not considered field trips.

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, RL 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. RL will use the pronouns which match a student’s official birth certificate.

Gum

Chewing gum is not permitted at school or during any school-sponsored activity unless specifically authorized by a teacher or the school office for an educational purpose or medical need. Gum can create distractions, damage school property, and increase cleaning and maintenance costs. Students who bring or chew gum at school may be asked to dispose of it immediately and may be subject to appropriate disciplinary consequences.

Hours of Operation

The normal elementary school day officially begins at 8:00 am and ends at 3:00 pm. The School Office is typically open from 7:30 am to 3:30 pm during the school year.

Items from Home

So that students can focus on their education, personal items from home should not be brought to school. No cell phones, iPods, or other electronic items are allowed in classrooms. No toy guns or weapons of any kind are allowed at school. The teacher may occasionally ask the child to bring a special item and/or special books to share in class; but after the special toy or book has been shared, your child will be asked to put it away in his or her cubby to avoid lost items and conflicts with other children. The school is not responsible for personal items brought from home.

Lost and Found

Any articles left at school will be put in a “Lost and Found” (located near the Nurse Office in the elementary building and straight ahead inside the entrance to the Preschool). Periodically throughout the year, lost and found items will be donated to charities if they are not claimed.

Lunch Program

The Elementary Campus is blessed with a lunchroom space and hot lunch program. Students eating hot lunch will carefully go through the lunch line and be served by RL staff. RL abides by Illinois State Health Standards and has regular inspections of the kitchen facility. For health reasons no one is allowed in the kitchen other than kitchen RL staff. **No microwaves**

are available for student use, so students who bring a lunch will not be able to heat any foods. The delivery of food to students via delivery services (from the vendor or through organizations like Grubhub) during the school day is not acceptable.

Messages to Students

Messages will be taken and passed on to students as needed. If you need to reach your student because of an emergency, please call the School Office at (815) 226-4947.

Outside Recess

RL provides at least one break a day for students in the form of a recess. Normally during recess, students will play on the school playground and/or on the green spaces to the east and west of the playground. If the playground is wet and unsuitable for use, recess play might be limited to “black top only” which means students will play in the parking lot on the east end of the campus. Precautions will be taken to make sure that vehicles do not enter this area during recess and that students are safe.

At times, it is appropriate to have indoor recess. The following conditions will result in indoor recess:

- Temperature and/or wind chill is below 20 degrees Fahrenheit (20°F).
- Temperature and/or heat index is above 100 degrees Fahrenheit (100°F).
- Precipitation is currently falling or there is lightning in the area.
- The playground or black top area is considered unsafe or unsuitable for student use at the time.

It is the Parent’s responsibility to send the student to school with appropriate outdoor clothing.

Physical Intervention

At Rockford Lutheran, student safety is our highest priority. While physical intervention is always a last resort, it may be necessary to use reasonable physical intervention to prevent harm. RL strictly prohibits all types of corporal punishment.

If a student is in immediate danger—such as attempting to harm themselves or others—staff may use physical intervention without delay to protect the student or others.

When there is no immediate danger, staff should first use calm, clear verbal directions to guide the student to safety. If the student does not respond, staff may state a clear consequence or incentive, giving the student another chance to comply. If the student still refuses, and the situation requires it, staff should inform the student that physical intervention will be used. For example: *“You need to return to the classroom safely, or I will carry you back to the classroom or office.”* If necessary, physical intervention may then be used as stated.

Any use of physical intervention must be documented. A parent or guardian will be contacted as soon as possible and always before the end of the school day.

Pizza Parties

Parent-provided pizza parties are not permitted during the school day.

This policy is intended to:

- Minimize disruptions to the instructional day.
- Help protect students with food allergies by avoiding outside food sources that cannot reliably guarantee allergen safety.
- Avoid additional logistical responsibilities for teachers and staff that may interfere with classroom routines and instructional time.
- Parents are encouraged to keep outside meals to a minimum and reserve them for special occasions.

We appreciate families' understanding and cooperation in helping us maintain a safe, organized, and productive learning environment for all students.

Prayer and Pledges

Each morning, all grade levels begin their day with prayer and pledges. 5th grade students open the day over the intercom with the Pledge of Allegiance and the Pledge to the Christian Flag. They then share self-written prayers and end by leading the whole school through The Lord's Prayer.

Pledge of Allegiance

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

Pledge to the Christian Flag

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

The Lord's Prayer

*Our Father who art in heaven, hallowed be Thy name,
Thy kingdom come, Thy will be done on earth as it is in heaven.
Give us this day our daily bread; and forgive us our trespasses as we forgive those who
trespass against us; and lead us not into temptation, but deliver us from evil.
For Thine is the kingdom and the power and the glory forever and ever. Amen.*

Public Display of Affection

Respect for oneself and for others makes kissing, embracing, and other types of public display of affection 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.

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 RL staff. Students and RL staff will be using the “I Love U Guys” Foundation’s Standard Response Protocol for crisis response and post-crisis reunification.

- **Hold** – Students will be kept in their rooms until a hallway issue is resolved. Classes will continue business as usual.
- **Secure** – Students will not be permitted outside and must remain inside the locked school building. Classes will continue business as usual.
- **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.

Searches

Lockers, desks, cubbies, and other school-provided spaces remain the property of the school and are not private. These areas may be searched or inspected at any time. Searches may be based on reasonable suspicion of a rule violation or criminal activity, or may occur as part of routine or random inspections. Maintenance staff may also access these areas as needed for repairs or upkeep.

All searches, inspections, and maintenance activities may be conducted without prior notice and without the student present. These actions require the authorization and direction of the principal. Searches, excluding maintenance inspections, must be conducted in the presence of at least two staff members.

When a search is conducted based on reasonable suspicion, the student will be informed as soon as practical of the reason for the search and its outcome. Searches of individuals or their personal belongings must also be based on reasonable suspicion and may only occur with the principal’s authorization and in the presence of at least one other staff member.

Security Cameras

RL 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, RL reserves the right to use the recorded footage in dealing with student behavior.

Smoke-free Campus

No smoking or use of tobacco, marijuana, or nicotine products is allowed on school premises at any time—indoors or outdoors. This includes, but is not limited to, cigarettes, cigars, pipes, e-cigarettes, vapes, hookahs, chewing tobacco, and any similar devices or substances, regardless of their form (combustible, smokeless, or vaporized). This policy applies to all

students, staff, parents, and visitors at all times, including during school events and after-school activities.

Social Media

Rockford Lutheran School wants you to stay connected.

- School Website www.rockfordlutheran.org
- CPTO <https://rockfordlutherancpto.square.site/>
- Facebook Account <https://www.facebook.com/rockfordlutherschool>
- School Instagram @rockfordlutherschool

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.

RL 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 RL 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.

Student Living Requirement

A student enrolled at 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.

Telephone Use

At times students may need to contact their parents and may do so using the phone in the School Office. We limit phone use to needs, not wants. Calling a parent to ask them to bring a needed item is acceptable. Calling a parent to arrange afterschool plans because a student wants to go home with someone else is not.

Textbooks

RL 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.

Visitors

Rockford Lutheran welcomes parents, guardians, and other visitors to participate in school activities, support our students, and engage with our campus community. To ensure the safety and success of our students, all visitors are expected to follow the guidelines below. These apply during normal school hours (8:00 AM–3:00 PM) on regular school days and apply to all visitors, including volunteers and Pre-K parents. Guidelines may be adjusted at the school's discretion for special circumstances.

Definition of a Visitor

A visitor is any individual who is not a currently enrolled Rockford Lutheran student or employed staff member.

General Requirements

- All visitors must enter through the main school entrance (under the black canopy near the school offices) and report to the School Office immediately upon arrival.
- Visitors must sign in, may be asked to present a valid photo ID, and will be issued a visitor pass or lanyard, which must be worn visibly at all times while on campus.
- Visitors must sign out and return their pass upon leaving.
- Pre-K parents must also follow these check-in procedures when entering the preschool building.
- All visitors must comply with school policies and are expected to conduct themselves respectfully while on campus.

Student Interaction and Access

Only individuals listed on the approved by the parent may interact with or visit students. In shared custody situations, each parent may submit a separate list, and visits must align with pick-up responsibilities. Visitors may not accompany students back to the classroom after lunch, chapel, or an assembly. Visitors are not permitted on the playground during recess.

Classroom Visits

Classroom visits during the school day must be arranged in advance with the teacher and are limited to 30 minutes. Visits are not permitted during testing (classroom or standardized assessments).

Student Lunch Guests

Students wishing to have a visitor join them for lunch must obtain approval from the School Office at least one day in advance. Lunch visitors are expected to leave campus promptly after lunch concludes.

Admissions Visits

Families of prospective students may visit or shadow with a current RL student. All such visits must be coordinated in advance with the Admissions Office.

Volunteers

Any volunteer working directly with students in an environment not explicitly supervised by an RL employee must complete and pass a background check.

Deliveries

Forgotten items may be dropped off at the office. Staff will ensure delivery to the student as needed. Thank you for your cooperation in helping us maintain a secure and respectful environment for all students, staff, and visitors.

Yearbook

The elementary school publishes a yearbook. Students may order a copy at the time of registration or from the School Office. Deadline to purchase information will be included in the school newsletter.



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 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 RL 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 RL 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.

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.

Elementary Sports

Each year, the Elementary School aims to offer the following sports programs. However, whether a program runs depends on two factors: the availability of volunteer coaches and a minimum number of interested student participants. If either is not met, the sport will not be offered that year.

Fall

- Co-Ed Soccer (3rd through 5th grades)
- Cheerleading (3rd through 5th grades)
- Girl Volleyball (4th and 5th grades)

Winter

- Basketball (4th and 5th grade Boys and Girl teams) *Art Sadtler League
- Cheerleading (3rd through 5th grades)

Spring

- Track and Field (4th and 5th grades)

Our coaches are dedicated volunteers who strive to create a positive and enriching experience for all student-athletes. As part of their role, coaches are responsible for all coaching decisions, including playing time.

Eligibility Criteria

Every student who desires to play on a Rockford Lutheran elementary team is welcome to play, provided they meet the following eligibility criteria:

Pre-Participation Physical Examination

Rockford Lutheran requires all student-athletes to provide an IESA Pre-Participation Physical Evaluation form (<https://www.iesa.org/documents/general/IESA-PhysicalCard.pdf>) 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 Nurse Office.*** The physician and the parent must fully complete the form and sign it.

Academic Eligibility

Student athletes must be passing all subjects to be eligible to play on RL teams.

- A student athlete who is failing two or more subjects will be ineligible for one week.
- Eligibility will be checked each Thursday. Ineligibility will run Monday through the following Sunday.
- The principal will check eligibility with the classroom teachers.
- The principal will notify each coach, athlete, and parents if any athlete is ineligible.
- Any student who is ineligible for three consecutive weeks may be dismissed from the team to concentrate on his/her studies.

Attendance

Students must be in attendance for the entire school day in order to participate in athletics (practice or competition) that evening. The only exception to this may be made by the principal. The principal may allow a student who has missed part of the school day to participate if such absence is not associated with illness (i.e. missing some school for an orthodontist appointment).

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 principal.

Sportsmanship

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

Please review the following guidelines concerning participation at school events:

Participants

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

Spectators

- Show respect for opposing players, coaches, spectators, and support groups.
- Respect the integrity and judgment of game officials and accept their decisions graciously.
- Show respect for coaches 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 fans to demonstrate Christian sportsmanship.

Examples 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.
- 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.

Injuries

If a student is injured during a practice or competition, a doctor's note may be required for that student to return to play. Any head injury will result in strict adherence to proper concussion protocols. Those protocols are available through the coach or school.

Transportation to Games

Transportation to all elementary games is to be provided by a parent or their designee.



X. EXTRA-CURRICULAR

After-School Clubs

After-school clubs vary by season and year, depending on student interest and faculty availability. Parent volunteers are always welcome to help support these after-school activities.

- RL elementary clubs may include: Caring Crusaders (1st – 5th) Sprinkling JOY throughout our elementary school!
 - Inspired by the Book “Have You Filled a Bucket Today?” by Carol McCloud
 - Our goal is to spread love inside our school and learn how to fill everyone’s buckets from fellow classmates, teachers, staff and family.
- Fitness Fun (K – 2nd) Get fit and have fun with a variety of cardio-based and conditioning workouts individually and in pairs.
- Forensics Club (2nd – 5th) Pick a topic, research it, write a speech, enter into a competition! This club is designed to guide students through the needed steps and practice on the way to participating in competition. Much of the research, work and rehearsing is done independently at home.
- Gardening Club Gardening Club invites students to dig in and discover the joy of growing plants while learning about nature, responsibility, and teamwork.
- Lego Club (1st – 5th) Build! Create! Discover! It’s amazing what you can make with Legos. We provide sets and challenge students to build different things! Each student gets to keep one creation.
- Science Club (1st – 3rd) Fun experiments galore. Put learning into action with a new hands-on “lab” every week.
- Student Council Elementary Student Council empowers young leaders to represent their classmates, build school spirit, and make a positive impact through service and school-wide initiatives.
- Young Rembrandts (1st – 5th) Young Rembrandts drawing classes increase academic skills, fine motor skills, social skills, hand and eye coordination and confidence.

XI. TECHNOLOGY

Technology Use Guidelines

Rockford Lutheran provides iPads (Preschool through 2nd grade) and Chromebooks (3rd through 5th grade) to support learning and digital growth. Students are expected to use technology responsibly, respectfully, and only under teacher supervision.

Use Expectations for All Students

- Devices are learning tools and should only be used when directed by a teacher.
- Students must treat all devices with care—no food, drinks, rough handling, or careless use.
- Only school-approved websites, apps, and tools may be used.
- Devices stay at school unless a teacher gives permission to take them home.
- Students should never attempt to damage, disable, or change a device or its programs.
- Students may not take photos or videos of teachers, RL staff, or classmates—or share any media—without permission.
- The internet and school devices must never be used to access, share, or create inappropriate, unsafe, or illegal material.
- Using someone else's files, changing school data, or introducing viruses is not allowed.
- Teachers decide when technology can be used—just like with pencils or calculators.
- Access to school technology is a privilege and may be taken away if rules are not followed.
- Theft or vandalism of school devices will result in serious consequences and may involve law enforcement.

iPad Use (Kindergarten–2nd Grade)

- iPads are kept in classrooms and used during specific learning times.
- Students will learn to navigate basic apps and digital tools with teacher guidance.
- Screens should be handled gently and always used with two hands.

Chromebook Use (3rd–5th Grade)

- Chromebooks may be assigned individually and used across subjects.
- Students are expected to log in using their school account and keep passwords private.
- Typing skills, online safety, and digital citizenship are emphasized.

Safe and Focused Technology Use

To protect students online and support a safe digital environment, Rockford Lutheran uses content filtering tools to block access to inappropriate or harmful websites and content. In addition, teachers have access to classroom technology management tools that allow them to:

- Monitor and manage student internet use in real time
- Limit access to specific websites or apps as needed
- Keep students focused on learning activities
- Foster a positive, distraction-free learning environment

By filtering content, monitoring activity, and guiding appropriate use, we help students develop strong digital habits and stay safe while using technology to learn and grow.

Device Search

Teachers and administrators reserve the right to search student electronic devices (such as iPads or Chromebooks) if there is reasonable suspicion of misuse or wrongdoing. This includes concerns related to inappropriate content, prohibited or inappropriate communication, or if a student's well-being or safety may be compromised. Searches will be conducted respectfully and in accordance with school policies to ensure a safe, supportive, and responsible learning environment.

Cell Phones

We recognize that some students have cell phones and that parents may choose to communicate with their children through these devices. However, cell phones can be a distraction in both academic and social settings. Therefore, students are expected to have their phones turned off and stored in a bag or locker during the school day.

Cell phones should not be used during the Extended Care Program. If a student is found using a cell phone at any time during the school day or Extended Care, the phone will be taken away and must be picked up by a parent.

If there is a need to contact a student during the school day, parents should call the School Office at (815) 226-4947. Messages will be relayed as needed. Parents who text their child during the day should not expect a response.

Smartwatches

Smartwatches, like cell phones, can also serve as communication devices and create distractions during the school day. As such, students are not permitted to use smartwatches for texting, calling, or app usage during school hours.

Smartwatches must be silenced and should not be used for communication or notifications during the school day or Extended Care. Any misuse of a smartwatch will be treated in the same manner as a cell phone violation and may result in the device being confiscated and held for parent pickup.

This policy applies to all communication-enabled devices to support a focused and respectful learning environment.



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.”
(Proverbs 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.]

Guidelines Used

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

- Good classroom management is the responsibility of the classroom teacher.

- Each teacher has a set of rules to meet the needs of his/her individual classroom. Each year these are distributed within the first week of school. Parents share the responsibility for guiding their children toward responsible behavior.
 - Teachers have the right to alter their behavior expectations as necessary to ensure a safe environment. In such times the teacher is to clearly explain the change to students.
- 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, 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 core behavioral principles that students and RL staff try to model each day.

1. Be Respectful.

2. Be Responsible.

3. Be Safe.

The table below outlines what this looks like in school (classrooms, gym, hallways, restrooms, cafeteria, recess, Chapel) and at school activities (field trips, school events, home and away games).

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 others' 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 • Take care of personal needs and respect self • Adhere to the RL 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 • 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 • Refrain from running in the building • Report unsafe conditions & behavior to teachers/administration • Keep restrooms clean and sanitary

School-wide Discipline Guiding Principles

To maintain a safe, respectful, and orderly environment at Rockford Lutheran, RL staff follow these guiding principles:

Administrative Oversight

The building administrator is responsible for enforcing discipline throughout the school, including on school grounds, buses (school-owned, operated, or chartered), during school-sponsored events, and in situations off-campus that directly and immediately impact the safety, welfare, or discipline of students and staff.

Disciplinary Authority

In accordance with Rockford Lutheran Board policy, the principal has the authority to suspend any student whose behavior is detrimental to the best interests of the school or violates local, state, or federal law.

Communication with Parents

Teachers and administrators will inform parents of serious or repeated misconduct and involve them in the problem-solving process when appropriate. They may also guide families toward community resources for support in addressing persistent behavioral issues.

Handbook and Policy Awareness

Parents and students are expected to be familiar with the Student Handbook, including any updates or additions shared through the newsletters. Violations of handbook policies may result in consequences such as detention, suspension, or expulsion.

Failure to Comply

Failure of a student to comply with a given consequence will result in further disciplinary action, possibly being more severe in an attempt to help the student to see the error of the behavior.

Parent Support

RL expects full support from parents when dealing with discipline issues. If parents are not willing to cooperate with the school and its disciplinary actions, student enrollment may be jeopardized.

Anti-bullying Policy

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

Our school defines bullying as follows:

Bullying is unfair, one-sided, and is not Christ-like.

Bullying is when someone purposely hurts, frightens, threatens, or leaves someone out—and it happens repeatedly or over a period of time.

Important to note is that bullying behavior is **targeted** and **ongoing**. It is very dangerous to label meanness as bullying as it detracts from situations that truly include targeted and ongoing negative behavior. Unfortunately, meanness happens frequently as we are all sinners and young children are still learning how to be positive with each other in all situations. Being mean to another student is not acceptable and will be immediately addressed. We constantly strive to encourage kindness amongst all students.

Cyber-bullying

“Bullying” includes “cyber-bullying” and 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.

Examples of bullying include:

- Repeatedly hurting someone physically by hitting, kicking, tripping, pushing, touching inappropriately, etc.
- Repeatedly teasing someone in a hurtful way.
- Repeatedly using put-downs, such as insulting of someone’s race or gender.
- Starting and/or spreading rumors about someone.
- Repeatedly leaving someone out on purpose or trying to get other kids not to play with someone.
- Turning people against someone else.
- Repeatedly messing with, taking or damaging another person’s things.

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

- Closely supervise students in all areas of the schools and playgrounds.
- Watch for signs of bullying and stop it when it happens.
- Respond quickly and sensitively to bullying reports
- Listen to parents’ concerns about bullying.
- Look into all reported bullying incidents.
- Provide consequences for bullying as outlined in the Consequence Chart for Inappropriate Behavior in this handbook.
- Provide immediate consequences for retaliation against students who report bullying.

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

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

Bullying is contrary to State Law and this policy is 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 RL staff.

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.

Definitions

Loss of Privilege

Loss of privileges can look many different ways. Loss of particular privilege is at the discretion of the teacher or RL staff who is in the supervisory role at the time of the incident.

Classroom Privileges

- Missing free choice or center time
- Not being allowed to use classroom technology (iPad, Chromebook)
- Losing classroom job or helper role
- Sitting out of a class game or activity
- Limited access to special classroom materials (like art supplies or building toys)

Recess/Play Privileges

- Sitting out for part or all of recess
- Not participating in playground equipment or games
- Walking with the teacher instead of free play (for reflection or supervision)

Social/Group Privileges

- Temporary separation from a friend group or group work
- Assigned seat away from peers
- Working alone instead of in a group for collaborative activities
- Sitting separately during snack or lunch

Special Events & Extras

- Missing part of a class party or celebration
- Not attending a field trip (for ongoing or serious behaviors)
- Not earning participation in reward-based activities (e.g., pajama day, movie time)

Detention

Detention is an after-school consequence given to a student for not following school rules or expectations. During detention, the student stays after school for a half hour in a classroom supervised by a teacher. While in detention, students may be asked to reflect on their behavior, complete schoolwork, or have a conversation with a teacher or administrator to help make better choices moving forward.

When a student is given detention, the teacher (or supervising RL staff) will complete a form and give the form to the student. The parent will receive a phone call notifying them to watch for the form to be brought home. The form should be signed by a parent and returned to the principal. Detentions are to be served on the date listed on the detention form.

If a student receives...	Then...
4 detentions in a school year	Principal will contact Parent/Guardian to discuss the situation.
6 detentions in a school year	Principal, Parent(s)/Guardian(s) and student will meet to discuss the student's behavior before he/she can return to class.
8 detentions in a school year	Student will be suspended for one (1) day and placed on probation.
10 detentions in a school year	Student will be suspended for a minimum of three (3) days and a meeting will be had to determine a course of action and if the student can remain enrolled at Rockford Lutheran.

Suspension

Suspension is a disciplinary action in which a student is temporarily removed from school or school-related activities due to behavior that violates school rules or policies. Suspension is typically used for more serious or repeated misconduct when other interventions have not been successful. The goal is both to address the behavior and to ensure a safe, respectful learning environment for all students.

Suspensions may be imposed by the administrator or designee for a duration of one to ten days. While prior notice to parents is not required before a suspension is issued, every effort will be made to notify parents as soon as possible and to explain the reason for the suspension. A suspended student will not be released without parent or guardian notification, and an informal meeting will be held with the student.

Expulsion

Expulsion is the permanent removal of a student from enrollment at Rockford Lutheran School and is a serious disciplinary action administered solely by the Head of School. Expulsion may be recommended when a student commits a serious or repeated violation of school conduct expectations. The Head of School may expel a student for the remainder of the current semester and may extend the expulsion through the following semester.

Before an expulsion is finalized, consultation with the Head of School is required. A student may be suspended for up to 10 school days while awaiting a hearing on the expulsion recommendation. The student and their parent or legal guardian have the right to be present at the hearing.

A written statement of dismissal, including the reason(s) for expulsion, will be provided to the parents or guardians and placed in the student's file. The school will make reasonable efforts

to assist the family in identifying an alternative educational setting better suited to the student’s needs.

Re-admittance following expulsion is at the sole discretion of the Head of School. Conditions for re-enrollment—typically related to behavior and academic performance—may be established in writing. Failure to meet these conditions may result in further disciplinary action, including possible re-expulsion.

Shared Inappropriate Behavior

Any individual involved in inappropriate behavior—whether by directly committing the inappropriate behavior or by helping or encouraging it—may be subject to disciplinary action as outlined in this handbook. When two or more individuals act together to behavioral expectations, each person is held accountable for both their own actions and the actions of the others involved. All participants will face consequences appropriate to the nature of the violation.

Consequences

When a student at RL fails to follow any of the set rules of the school, he/she needs to be set right. Hopefully, students will recognize their wrongdoing and confess to their improper behavior. If a student does not recognize his/her improper behavior, it needs to be pointed out to them. Confession is the first step in being set right. Secondly, we expect students to repent for their wrongdoing. To repent means to have a change of heart. Actions and words of remorse demonstrate this change of heart. When repentance occurs, forgiveness follows. God has been gracious and merciful to us, forgiving us of our sins and sending his only Son, Jesus Christ to suffer, die, and rise in victory to wash away our sins. As we live in the Gospel of our Lord, we show this forgiveness to others.

However, we also recognize the need to have direct consequences for improper behavior. Our concern is for the student who has behaved improperly and for other students and staff that this behavior affects. To curb improper behavior, to help students learn from their mistakes, and to lead students to improved self-discipline, the following steps and consequences will be used:

Level 1 Behaviors that disrupt the learning environment. 1 st and 2 nd offenses at this level are managed by the teacher using classroom management strategies. All incidents will be documented in FACTS by the teacher to ensure a record and determination of repetition. Any Level 1 Behavior Concern that becomes repetitive, despite teacher interventions, moves to Level 2.			
Behavior Concern	1 st Offense	2 nd Offense	3 rd Offense
Dress Code	See page 14 of this handbook		
Tardies	See page 10 of this handbook		

Behavior Concern	1st Offense	2nd Offense	3rd Offense
General • Off-task behavior • Disrespect toward students • Disrespect toward teacher or staff • Defiance/Insubordination • Inappropriate language • Minor technology misuse	• Verbal reminder. • Reteach expectation. • Documentation of behavior in FACTS.	• Verbal reminder. • Reteach expectation. • Parent contact (email or phone call). • Loss of privilege. • Documentation of behavior in FACTS.	• Principal/Student meeting. • Parent contact (phone call). • Detention. • Documentation of behavior in FACTS.
Minor theft	• Reteach expectation. • Return of property to owner. • Documentation of behavior in FACTS.	• Return of property to owner. • Parent contact (email or phone call). • Loss of privilege. • Documentation of behavior in FACTS.	• Principal/Student meeting. • Return of property to owner. • Parent contact (phone call) • Detention. • Documentation of behavior in FACTS.
Minor property damage (i.e. books, cubbies, lockers, desks, tables, chairs, etc.)	• Reteach expectation. • Repair or minimize damage if possible. • Documentation of behavior in FACTS.	• Repair or minimize damage if possible. • Parent contact (email or phone call). • Loss of privilege. • Documentation of behavior in FACTS.	• Principal/Student meeting • Repair or minimize damage if possible. • Parent contact (phone call). • Detention. • Documentation of behavior in FACTS.

Level 2 Major violations and chronic repetition of Level 1 violations			
Behavior Concern	1st Offense	2nd Offense	3rd Offense +
Bullying	- Principal/Student Meeting - Parents called - Documentation of behavior in FACTS. - Possible 1-day suspension	- Principal/Student meeting - Parents called - Documentation of behavior in FACTS. - Principal/Student and Parent(s) Conference - Possible 1- to 3-day suspension - Possible Behavior Contract	- Principal/Student meeting - Parents called - Documentation of behavior in FACTS. - Possible 3- to 5-day suspension. - Possible expulsion.
Fighting* and Physical Aggression**	- Principal/Student Meeting - Parents called - Documentation of behavior in FACTS. - Possible 1-day suspension	- Principal/Student meeting - Parents called - Documentation of behavior in FACTS. - Principal/Student and Parent(s) Conference - Possible 1- to 3-day suspension - Possible Behavior Contract	- Principal/Student meeting - Parents called - Documentation of behavior in FACTS. - Possible 3- to 5-day suspension. - Possible expulsion.

*Fighting is defined to be direct and intentional physical aggression towards another student. Fighting is typically identified by intentional and repetitive use of 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 administration based on the circumstances surrounding the situation.

**Physical Aggression is defined as Intentionally hitting, kicking, pushing, shoving, pinching, biting, or otherwise making physical contact with another student or staff member in a manner intended to cause pain, injury, or distress.

Level 2 Major violations and chronic repetition of Level 1 violations			
Behavior Concern	1st Offense	2nd Offense	3rd Offense +
Technology Misuse - Repeat minor misuse - More serious technology misuse	- Principal/Student Meeting - Parents called - Documentation of behavior in FACTS. - Loss of technology use for a week	- Principal/Student meeting - Parents called - Documentation of behavior in FACTS. - Principal/Student and Parent(s) Conference - Loss of technology use for 2 month - Possible 1-day suspension	- Principal/Student meeting - Parents called - Documentation of behavior in FACTS. - Principal/Student and Parent(s) Conference - Loss of technology for remainder of the year - Possible 3- to 5-day suspension

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. 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 and/or use, being under the influence.	Suspension or possible expulsion.	Expulsion.
Includes smoking and vaping.	Suspension or possible expulsion.	Expulsion.
False alarm (fire, bomb, lock-down)	Suspension or possible expulsion.	Expulsion.
Theft or vandalism	Suspension or possible expulsion. Reimbursement.	Expulsion. Reimbursement.

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.

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 RL 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, 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 RL 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 citation.
- 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.
- 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 and failure of the assignment or assessment.
- 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 parent(s) of the rule violated and the decision to expel.

Appeal of the decision may be made by same to the Board of Directors. If a student leaves RL, 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 RL 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.

Partnership with School

As an essential member of the team working with their 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.
- Begin with the premise that since RL exists for the growth of students, decisions made by RL 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.
- Send their student to school properly dressed in school-approved dress code.
- Support the discipline policies as stated.
- Pay the tuition and fees due.
- Be focused on education by
 - Being a daily contributing member of the parent-school partnership.
 - Providing a place to study in my home that is quiet and free from interruptions.
 - Encouraging and supervising appropriate study time for my son/daughter.
 - Communicating directly with the teacher involved when any concern arises.
 - Carefully reading any letters, flyers, emails or other communications from the school.

Meetings with Teachers

Teachers value partnering with parents and welcome the opportunity to discuss student progress or concerns. Because teachers supervise students from 7:45 a.m. to 3:15 p.m., they are unable to have these discussions during drop-off or dismissal. Please schedule an appointment at a mutually convenient time.

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 for conflict resolution.

Conflict Resolution

Step 1: The first attempt to deal with a concern related to a classroom situation should be between the student and the teacher (Including enrichment teachers) or RL staff (including teacher aides, lunchroom aides, and recess aides). 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 or RL staff. Please contact the teacher or RL staff directly; the teacher or RL staff is asked to respond within a 24-hour period. The conference should include the parent(s), teacher or RL staff, 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.

Please understand that it is crucial to first talk to the person responsible for supervising the students when the incident occurred.

- If it was in the class, talk to the teacher.
- If it was at lunch, talk to the lunch aide.
- If it was at recess, talk to the recess aide.

Step 3: When resolution cannot be reached with the staff 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.

Additional Points of Emphasis

- Concerns which are voiced **anonymously** (through letters, phone calls, etc.) cannot be dealt with by RL teachers, 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 RL, shall subject their student to *potential* dismissal from enrollment at RL.
- **Disruptive, threatening or illegal behavior of a Parent** may result in the denial of campus access for the adult or ultimate dismissal of the student.

