

# ILLINOIS LUTHERAN

EXCELLENCE IN CHRISTIAN EDUCATION



High School & Junior High  
Student Handbook  
2010-2011

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## Student Handbook

## **OUR MISSION**

Illinois Lutheran High School and Junior High provide quality, Christian education to students of the church and community, nurturing and reaching souls for time and eternity.

## **OUR VISION**

Illinois Lutheran High School is a partnership that brings together families, schools and churches; training and equipping students to positively impact their Church and community, through:

- Qualified, caring teachers
- Diversified curriculum
- Progressive facilities
- Strong co-curricular activities...

as one promoting strong Christian education, faith and values.

## **PHILOSOPHY**

Philosophy of education at Illinois Lutheran is based on Holy Scripture because it is the Word of God. The school's philosophy centers in Jesus Christ to whom all Scripture bears witness. The primary purpose is to provide the opportunity for students to mature in knowledge and faith in Christ so that they retain the gift of eternal life that is theirs in Him (John 17:2-3). Since faith in Christ finds expression in this life as well, it is the secondary purpose of the school to provide the opportunity for students to find identity, meaning, purpose, and power from their lives in Christ and to help them live out that view of life in unselfish Christian service in their world.

Illinois Lutheran provides a unique educational environment in which the fellowship of believers is encouraged by the Word in yielding their lives to Jesus Christ as Lord and Savior. The role of the student is to grow in the saving knowledge of his Lord Jesus and to develop his God-given gifts and abilities so that he may be equipped for his life of good works which God has already prepared for him to do (Ephesians 2:10). The role of the faculty is to minister to the student. Such a ministry requires spiritually mature and academically qualified faculty members who are continually open to the Word of the Holy Spirit.

In this Lutheran school all knowledge and learning are viewed as potential channels for God's power and grace. The curriculum of Illinois Lutheran is determined by the requirements of a complex and changing society, by the needs and aptitudes of the individual student, and by the spirit and substance of the Gospel of Christ. Students are given opportunities to develop not only individual talents, but also the skills and attitudes to make thoughtful Christian decisions and take positive Christian action as they carry out their individual callings in society as the people of God.

Finally, Illinois Lutheran endeavours to work with parents to train a child in the way he should go (Proverbs 22:6). Illinois Lutheran recognizes the parents having the primary responsibility for this task, and we wish to support their efforts and reinforce their teachings. Cooperation between home and school are essential to the success of our students.

## **OBJECTIVES**

Illinois Lutheran endeavors to maintain an educational environment so that each student through the Word and the Holy Spirit may know God and His seeking and forgiving love in Christ, respond in faith and love, and identify him/her as a child of God, a member of Christ's body.

- Accordingly, Illinois Lutheran encourages each student to
- ❖ appreciate and use the Means of Grace
  - ❖ become an active, innovative participant in the programs of the congregation

- ❖ witness to Christ by word and actions
- ❖ become a responsible citizen who is capable of independent Christian thinking
- ❖ become a responsible Christian citizen who is interested and involved in service to the community
- ❖ be sincerely concerned about the needs of others
- ❖ grow in self-understanding
- ❖ develop proper attitudes toward work and the willingness and ability to adjust as conditions change
- ❖ develop satisfactory competence in all academic areas
- ❖ develop work habits and skills necessary for performing creative and practical activities
- ❖ develop physical skills necessary for performing creative and practical activities
- ❖ develop creative ability and aesthetic appreciation
- ❖ continue in the quest for knowledge and development of mental abilities
- ❖ participate in God-pleasing leisure time activities
- ❖ relate responsibly to God's whole creation while living in the Christian hope

### **NON-DISCRIMINATION POLICY**

Illinois Lutheran School is an association of Christians committed to the principles of Holy Scripture as espoused by the Wisconsin Evangelical Lutheran Synod. As such, Illinois Lutheran School expects the faculty and staff to uphold and support those principles in their lives and careers. Illinois Lutheran Schools admits students of any race, gender, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race, color, national, or ethnic origin in administration of educational policies, calling of teachers, hiring of staff, admissions policies, scholarship or loan programs, or athletic and other school-administered programs.

### **ENROLLMENT POLICY**

When a prospective family inquires about our school and its programs, a handbook and information packet will be provided. After the prospective family has read the handbook and materials, an interview will be set up with the principal. During the interview or subsequent interviews, necessary background information will be obtained by the principal (transcripts, medical records, case studies, and the like). The principal will call the child's school to speak with principal, counselors, and staff as deemed necessary. During the interview process, encouragement will be given to attend a worship service at each of our congregations.

After the application is filled out and returned with the registration fee, the principal will make a final decision on enrollment. His decision will be based upon information gathered during the interview and transferred information. The principal will report his decision to the board of Directors for ratification. Parents of all applicants must agree to attend a mandatory informational class that gives an overview of our school and church's biblical teachings, and a presentation of our school's religion curriculum. Parents of incoming students are invited to attend a Bible information class at either congregation.

If the application is denied, a full refund of fees will be given. If application is accepted but student does not attend, the application is non-refundable. Any appeals for a refund must be made to the board.

## ACADEMIC INTERVENTION

At Illinois Lutheran, each student is encouraged to use his/her God-given talents and abilities in his/her classroom work. However, from time to time some students need extra help in developing the skills and attitudes necessary for the success in the classroom. It is at that point that we feel it necessary to step in with extra assistance.

Academic Intervention is designed to help students who need that extra help. Students who are failing in a given subject area, or who are having difficulties in several classes may be placed in a special after-school support class. These classes will meet Monday through Thursday from 3:25 to 4:05 PM. An Illinois Lutheran faculty member will supervise these classes. Students will remain in the class until they reach a passing grade in the class or until satisfactory progress has been reached. Students will remain in the class for a minimum of one week. Students may be placed into the class by the faculty for one of the following reasons:

1. A failing grade average in a given class
2. Repeated failure to hand in assignments on time
3. Repeated lack of effort
4. A recognized need for extra help
5. A parental request for additional help agreed to by faculty

Before the student is placed into Academic Intervention, parents will be notified in writing three days prior to placement. Parents will receive written progress reports on a weekly basis while the child is in the class.

Academic Intervention should not be confused with Academic Probation or eligibility. Students in A.I. can maintain their eligibility, attend practices, and participate in games if they were eligible at the last grading period. This program is intended to help students keep up and remain eligible. It is not intended to punish or remove privileges.

## ACADEMIC PROBATION

It is God's will for each of us that we use all the gifts with which He has blessed us to the best of our abilities (Matt. 25:14-30). One of our most precious gifts is our intellect. The Lord has blessed the students of Illinois Lutheran in varying degrees with regard to intellect. The academic probation policy applies to those students who chronically refuse to use their intellectual gifts as they should. When a student is considered to be falling far short in using his intellectual gifts, that student will be placed on academic probation. Academic probation will be administered in the following manner.

**Level I.** The student loses all privileges during study halls, such as library use or use of computers, etc. Parents will be notified in writing.

**Level II.** The student loses all privileges during study halls and is declared ineligible for co-curricular activities. Parents and student will meet with the principal and class advisor.

**Level III.** The student loses all privileges during study halls and is declared ineligible. Parents and student will meet with the principal and the ILS Board of Directors. Upon review the board may suspend or expel the student.

When a student is placed on probation he shall be at the level indicated for up to 30 days following notification. At the end of each 30-day period while on probation, the student drops down one level, remains at the same level or goes up one level of probation depending upon academic performance.

Academic probation is not the same as ineligibility. A student may be ineligible without being on academic probation, or a student may be on level one academic probation and still be eligible. Academic probation may carry over into the following school year.

## **APPROPRIATE COMMUNICATION FOR ADDRESSING CONCERNS**

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

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

Step 2: If concerns remain, parents are encouraged to request a conference with the student's teacher. Please contact the office at 708-672-3262, and the faculty member will respond within a 24-hour period. The conference should include the parent(s), teacher, and student. Discussions should be open and honest, and conducted in a professional manner. There may be times when it would not be appropriate for the student to be present during parts of the conference. When resolution is reached, follow-up contacts should be scheduled to ensure the concern has been successfully addressed. If resolution cannot be reached, please continue to step 3.

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

### **Addressing Concerns to the Board**

When issues or concerns about the operation or policies of the school arise, we ask that you follow these steps.

Step 1- Contact the administrator with your concerns.

Step 2- If the issue cannot be resolved, contact the board chairman and discuss the issue.

Step 3- Petition the Board. This should be done in writing ten days prior to a regularly scheduled meeting of the board. You may then appear before the board with your request.

## **ASBESTOS**

As required by the laws of the land, please be advised that the buildings, which house Illinois Lutheran, were verified for inspection for the presence of asbestos on April 2005, by Ideal and Associates of Bloomington, Illinois. A copy of the management report is available in the principal's office. The 6-month and 3-year re-inspections and any "response action" will be carried out as the laws of the land require.

## **ATTENDANCE POLICY**

One of the many blessings that God has given to us is the gift of time. As a faithful steward of this gift, students should attend school regularly and arrive at their classes punctually. Students are expected to attend school regularly unless they are sick. Students should stay home in cases of legitimate illness. Parents are discouraged from keeping their children away from school for reasons other than illness.

**Perfect attendance:**

Students with perfect attendance should be recognized and rewarded; therefore, Illinois Lutheran students with perfect attendance (no absences, no tardies) for a class will be excused from the final exam.

**Absences:**

A student is considered absent from a class if more than 5 minutes of that class period are missed. **Any student missing more than 12 periods in a semester loses credit for a high school course. Any student missing more than 12 periods in a semester must make up those hours for a junior high course.** The administration may be appealed to for special consideration during extent illness or other special situations.

**Excused Absences:**

Excused absences normally include illness, doctor and dental examinations, funerals or emergencies. Planned absences and family vacations should be cleared with the administration before the event occurs so that make up work or other arrangements can be made in advance. **Family permission does not guarantee excused absences.** Excused absences will count toward the 12 total absences for the semester, which will result in lost credit for high school students or make up time for junior high students for that particular course. Students are required to make arrangements to make up all work missed during the absence.

In the event of illness or an emergency arising during the school day, a student should proceed immediately to the office for assistance and permission to leave the school. It must be recognized that the school is responsible for the student's whereabouts from the time he/she enters school until he/she departs and, unless otherwise notified, the school assumes the student is attending classes as scheduled.

**Parents must follow the following two procedures when dealing with absences:**

- (1) Parents should notify the school office before 9 a.m. by telephone (708-672-3262) that the student will be absent.
- (2) Parents must send a signed, written explanation on the first day the student returns to school. Forms may be found on the school website (ILHS.org) The written excuse should include student name, date(s) missing, and parent signature. This should be given to the school secretary. Failure to turn in a written excuse within 2 school days for any absences will result in unexcused absences.

**Unexcused absences:**

Unexcused absences are absences from school that are not accepted by the administration as legitimate reasons for missing school. Unexcused absences include but are not limited to truancy, shopping, hair appointments, work, staying home to do homework, oversleeping, etc. even though they may be sanctioned by the parent. Unexcused absences will count toward the 12 total absences for the semester, which will result in lost credit for high school students or make up time for junior high students for that particular course. Students are required to make arrangements to make up all work missed during the absence. Students will receive an after school detention for each unexcused absence.

**Tardy Policy:**

Students late up to 5 minutes for any class during the school day are considered tardy for that period. **Students who are late at the beginning of the school day must report first to the office for an admit slip and then immediately to class and excuse themselves to the teacher.**

An after school detention is assigned whenever a student accumulates 4 tardies in a semester. (A detention will be given for the 4<sup>th</sup>, 8<sup>th</sup>, 12<sup>th</sup>, etc. tardy.)

## **BOOKS**

Textbooks are rented from Illionis Lutheran. Books found containing answers and/or unnecessary markings, damaged beyond normal use or lost must be replaced at cost by the student. Books are subject to teacher inspection. All students are required to have their own Christian Worship Hymnal for daily chapel. All students are required to have their own NIV Bibles for use in the religion courses or any other course as instructed by the teacher.

## **BUILDING AND GROUNDS**

It is expected that all cooperate in the care of our school grounds, building and equipment. There are many opportunities for everyone to help preserve our fine facility. Keeping desk tops clean, keeping the parking areas and sidewalks free from debris, depositing waste in the proper containers and handling equipment as carefully as possible are but a few examples. However, opening and closing windows, adjusting fans, and turning lights on or off are solely the responsibility of the teachers.

A bulletin board is located in the main hallway for announcements and reminders pertaining to classes, clubs and athletics. Students should check this board regularly. Students may also post announcements on this board upon approval of a faculty advisor.

## **CELL PHONES**

Cell phones may be used only in the office area, after speaking to one of the office personnel. Cell phones must be kept in student lockers during school hours and turned off.

1<sup>st</sup> violation – The cell phone will be confiscated, a note will be sent home, signed by parents and returned.

2<sup>nd</sup> violation – The cell phone will be confiscated, a second note is sent home, and the payment of a \$10 fine must be made before it is returned. Subsequent violation result in further fines and disciplinary actions.

## **CHAPEL**

Christian worship is an inherent part of the life of the student and his/her family. Devotional life begins at home. It is further carried on through regular worship at church, which in turn is supplemented by daily devotions at school. During each school day a devotion will be conducted.

Each student should have a hymnal available daily for worship purposes. The Illinois Lutheran family of students and faculty strives not just for a worshipful atmosphere, but for worshipful hearts as well. This reveals itself in reverent attitudes, participation and attention.

## **CHILD ABUSE REPORTING OBLIGATIONS**

In accordance with Illinois statutory law and school policies, school staff are mandated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, emotional abuse, emotional deprivation, physical neglect, inadequate supervision or sexual abuse or exploitation. In this very serious and legally narrow area, the school will not contact the parents in advance of making a report to legal authorities, which would be the procedure followed in most other legal matters. The clear intent, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will not take this responsibility lightly and will make such reports in the best interests of the affected child. Once reasonable suspicion has been established, staff members have no legal alternative except to make the report to the proper authorities for their investigation and review.

## **CHRISTIAN COUNSELING**

In the event that Christian counseling is requested by a parent or student they will first be referred to their home congregation's pastor. In the event that additional counseling is needed information, on various services are available from the school office.

## **CLASS OFFICERS**

High school class elections will be held in the fall. Officers are elected by a majority vote. Offices include president, vice-president, and secretary. Nominations for officers will be reviewed by the faculty. Class officers conduct class meetings and plan class activities.

## **DISCIPLINE POLICY**

Christians admonish those who sin in order to lead them to repentance and a life which glorifies their Lord. Our disciplinary program seeks to carry out this same purpose. The law and the gospel are the means through which we carry out our discipline. When inappropriate behavior is identified, efforts are made to bring the student to an awareness of his/her sin and to repentance for that sin. When, with God's help, this is achieved, the student is once again assured of God's love and forgiveness.

The student will bear appropriate consequences of his/her behavior. Varying degrees of disciplinary action may be taken depending on the nature and severity of the misconduct. We reserve the right to contact parents, the pastor, or civil authorities and, if necessary, to discontinue the student's attendance depending upon the nature of the severity of the offense.

Disciplinary action may include but not be limited to the following.

**Parent Contact:** Illinois Lutheran seeks to teach students that they are responsible for their own behavior. Parents, however, are ultimately responsible for the conduct of their children and will be contacted whenever deemed necessary.

**Detentions:** Detentions will be broken into 2 categories, Classroom Detentions and School Detentions.

**Classroom Detentions:** Classroom detentions will be given for infractions occurring during a given class period. Classroom detentions are ½ hour detentions that will be served at a time set by the teacher in whose class the infractions occurred. This will give the teacher and student opportunity to discuss the infraction and develop together a solution for the infraction.

**School Detentions:** Regular detentions are served from 3:30 - 4:30 PM on a day specified after the student has been notified. These are given out for more severe offenses. Students should not be expected to be excused from detentions because of employment or co-curriculars. Students who miss a detention are assigned an additional detention. Students are to be prompt in arriving and to remain quiet during a regular detention hall. They may bring study materials to regular detention halls.

Students who accumulate **five detentions** in one semester will be given a half-day in-house suspension ( see suspensions below) and a meeting will be arranged between administration and the parents.

When a student reaches **ten detentions** in one semester he will receive a full day suspension ( see suspensions below) and be placed on disciplinary probation. At that time the student and his parents will meet with a disciplinary committee appointed by the CELS Board of Directors to discuss the terms of disciplinary probation.

**Disciplinary Probation:** Students may be placed on disciplinary probation for a quarter or a semester. Parents will be notified by mail to explain the reason and nature of the probation. Failure to comply with the probationary terms will result in dismissal.

**Referral to Civil Authorities:** Violators of state or municipal laws - including disorderly conduct, possession of drugs, alcohol, weapons, and the like - may be referred to law enforcement officers.

**Suspensions:** The purpose of a suspension is to remove the student from the school environment and to provide time for administration, parents/guardians and student to discuss the matter and bring about an agreement on future conduct. Suspensions may be in school or out of school. Parents will be notified in writing or by phone. Time missed from classes due to suspensions are recorded as absences, and are counted towards the twelve absences in the semester. Students will be required to make up all school work missed. Suspended students may not participate in or attend any co-curricular activity on the day of the suspension.

**Expulsion:** The administration reserves the right to dismiss a student who disrupts the learning environment or threatens the safety of the students or staff. Expulsions are normally implemented by the Illinois Lutheran School's Board of Directors. However, under certain circumstances the principal may expel students. All such expulsions will be reviewed by the Illinois Lutheran School's Board of Directors.

### **DRESS CODE**

Christian students realize their bodies are the temples of God's Holy Spirit. They strive to keep themselves neat, clean, well-groomed and modestly dressed. The manner of dress affects the attitude of students about themselves, their school and the work which they perform. The way in which students dress also directly affects the image of the school among the general public. With this in mind, the dress code will be as follows.

#### **Shirts/Tops**

1. Button down oxford shirts, loose-fitting polo-type shirts, pullover dress shirts with acceptable 3"x 3" logos are permitted. Shirts may be long or short sleeved but must always cover the entire shoulder. Shirts with buttons may have the top button only unbuttoned.
2. Cardigan or crewneck sweaters with acceptable 3"x3" logos are permitted.
3. Fleece pullovers or pullover sweatshirts with acceptable 3"x3" logos are permitted provided an accepted shirt is worn beneath them. (Zip-up jacket and zip-up sweat shirts are not allowed.)
4. All tops should meet the minimum requirement of collar bone height. Tops that fall lower than this must have another shirt that meets the required height worn underneath it.

**Pants:** Dockers' style (flat or pleated front) slacks, cargo pants or clean and neat jeans worn at the waist are permitted.

**Skirts:** Skirts no shorter than 3" above the knee are permitted.

**Shorts:** Non-athletic, modest walking shorts are permitted from April 1<sup>st</sup> until November 1<sup>st</sup>.

**Footwear:** Loafers, dress shoes, deck shoe, athletic shoes or hiking-style boots, Birkenstock clog-style, or sandals with a strap around the heel are permitted. No skate or wheeled shoes may be worn at any time.

**Jewelry:** Piercing jewelry may only be worn in the ears. Neck chains, pendants, rings and wrist bracelets may be worn as long as they do not distract from the learning environment. Spiked jewelry, heavy chains or visible tattoos are not permitted.

#### **Other:**

1. Hair should be clean and neatly trimmed. Any changes in hair color must be a natural color.

2. Facial hair is not permitted.
3. Hats, caps, sweatbands, bandanas, scarves and sunglasses are not permitted in the school building or at indoor school functions.
4. Exceptions may be made in the dress code on special occasions declared by the faculty. (i.e. dress up days, spirit days and the like).
5. No clothing, including jackets and backpacks, may be worn to or in school which has advertising or slogans related to alcohol, tobacco products, bars, music groups, TV programs, movies, or radio stations.
6. The school administration reserves the right to determine the appropriateness of dress and the right to interpret the dress code.

**Relaxed Dress Code Days:**

Regular dress code is in effect with the following exceptions: (All exceptions must be modest, neat and appropriate. Acceptable logos of any size may be worn.)

1. Sweatpants, shorts, and flannel pants may be worn.
2. T-shirts may be worn.
3. Zip up jackets may be worn.

**Homecoming / Spirit Week Dress Code:**

Regular dress code applies to all who are not properly dressed for the designated dress up day.

**Spirit Day Dress Code:**

Regular dress code is in effect with the following exceptions: (Face painting and hair coloring are not permitted.)

1. Modest clothing with ILHS authentic logos will be permitted.

**DRUG, ALCOHOL AND TOBACCO POLICY**

The use or possession of alcohol, tobacco or any illegal controlled substance is forbidden. It is a violation of the laws of the State of Illinois and therefore God's law.

If the school administrator (or his designate) upon review of the reported incident, has reason to believe that a student has violated this policy, he (or his designate) will immediately notify the parents/guardians of the student. A meeting will be arranged with the student, the student's parents or guardians and the administrator (or his designate) to review the incident and discuss any penalty that may be imposed.

Offenders will be subject to the following disciplinary action:

1<sup>st</sup> offense: the student may be suspended for up to 5 school days and must serve up to 8 hours of community service. The Illinois Lutheran disciplinary official will direct the type of community service.

2<sup>nd</sup> offense: the student may be suspended for up to 10 school days and must serve up to 16 hours of community service. The Illinois Lutheran disciplinary official will direct the type of community service. In addition, the student and parents/guardians will be required to attend an educational substance abuse program.

3<sup>rd</sup> offense: the student may be suspended indefinitely and may be expelled.

4<sup>th</sup> offense: the student will be expelled.

Offenses are cumulative over the student's entire high school career.

Failure to complete the community service or substance abuse program in a reasonable time period will be considered a subsequent offense.

Students are responsible for their actions but parents/guardians are ultimately responsible for the conduct and behavior of their student and should determine any further discipline for off campus violations.

## **ELECTIVE COURSES**

A student may choose an elective as long as it fits into his schedule of required courses. The student has the option, only with advisor, parent, and instructor approval, to add or drop an elective within the first 10 class periods of the course. After that time schedules may only be changed with faculty approval. Some electives have prerequisite requirements that must be met prior to enrollment.

## **ELECTRONIC DEVICES**

Electronic devices (other than calculators and computers used for class) are not allowed to be used during the school day. Head phones and personal stereos may not be used during the school day. No personal video games or calculator video games will be allowed during the school day. Such items used in school will be taken from the student and returned at the discretion of the Dean of Students

## **ELIGIBILITY**

All students are eligible to participate in any co-curricular activities and privileges of ILHS. A student forfeits these privileges by not maintaining good academic standing. In order to remain eligible, a student must maintain a **1.67 (C-)** grade point average and have no failing grades.

Eligibility will be reviewed on a week-to-week basis. Students not meeting the eligibility requirements will be ruled ineligible to participate in co-curricular activities from Monday to Monday. An eligibility report will be submitted to faculty members every Monday morning. Students who are ineligible at the end of a marking term will be ineligible for a minimum of one week. Eligibility for a new marking term will be determined on the first Monday after the schedule has cycled through. Coaches or sponsors have the responsibility of notifying the ineligible students.

Ineligible high school students may practice, but not participate, in games, activities or performances if they attend Academic Intervention during the ineligibility period. Students opting to not attend Academic Intervention will not be permitted to practice or participate. Ineligible junior high school students are not permitted to participate or practice. When students are reinstated to co-curricular activities, the coach or sponsor determines the level of participation.

## **FINANCIAL AID**

A limited amount of tuition assistance is available to the families of our school system experiencing economic difficulties. Normally, request for such assistance should be made at the time of registration. However, since such circumstances are often unpredictable, families should not hesitate to inform the principals or the chairman of ILS as soon as possible when they are experiencing economic difficulties.

Financial aid will be determined by FACTS Grant and Aid Assessment of Lincoln, NE. Each family will need to fill out an application, either from the office or online (see the link on our website) and provide the necessary documentation. FACTS will evaluate the families need on the following criteria:

1. Government forms
2. Tax benefits
3. Legal forms
4. Number of dependants
5. Marital status
6. Family debt
7. Family church contributions

**Note:** Financial aid is awarded solely on the basis of need and not based on academic or athletic performance.

Any awards will be deposited as a reduction in your family's FACTS account.

### **GRADING SYSTEM**

In order to facilitate communication between institutions of higher learning, state educational authorities and Illinois Lutheran, these guidelines have been established:

A = 4.00	WP = Withdrawal passing
B = 3.00	WF = Withdrawal failing
C = 2.00	CR =
Credit	
D = 1.00	NC = No credit
F = failure without credit	I = Incomplete

Classes designated as "honors classes" receive an additional grade point per subject.

When absences occur near the end of a marking period a student might receive an "incomplete" in a given course of study. In such cases, an "I" will be marked on the report card. When the student has completed all make-up work, the "I" will be changed to the proper grade. An incomplete will not make a student ineligible. See the absence section on page 8 for time allocations concerning make up work." (This will be arranged with individual teachers).

Failures (F's), once recorded on the permanent record, cannot be removed. Students can make these up (and credit received) by satisfactorily: (1) repeating the course; (2) completing a night school course; (3) completing a summer school course; or (4) completing a correspondence course. Students must receive approval from the academic dean for any of the last three options before registering for a course.

### **GRADUATION REQUIREMENTS**

The Illinois Lutheran Schools Board of Directors has established the following requirements for graduation. Students must receive credit in the following classes:

4 years of credit in	English Social Studies( 1 must be American History)
3 years of credit in	Mathematics ( The state of Illinois requires a minimum level of Algebra 1)
2 years of credit in	Science
1 year of credit in	Physical Education

1 credit in Religion for every year enrolled at Illinois Lutheran

Passing grade on US/Illinois Constitution test.

Elective credits to make a total of 24 credits.

40 hours of service.

In the case of transfer students, Illionis Lutheran reserves the right to modify selected requirements provided that the student still meets state requirements for graduation.

## **COURSE OFFERINGS**

It should be noted that the Illinois State College and University System requires 3 lab sciences and 3 mathematics for admission. (See a list of available classes in *Illionis Lutheran Course Curriculum Guide*)

## **GUM**

For building maintenance and sanitation, gum chewing is never allowed within the building during school hours or activities. No candy/food or beverages are to be brought to class.

## **HARASSMENT AND BULLYING POLICY**

Students, either individually or as part of a group, shall not engage in harassment or bullying. Harassment is repeatedly or persistently performing actions which create an intimidating or threatening educational environment for a student or the students of the school. Bullying is the use of aggression with the intention of hurting another person physically, emotionally, or spiritually. Both harassment and bullying result in pain and distress to the victim.

### **Harassment and bullying can be:**

- Emotional: Being unfriendly, excluding, tormenting through actions and gestures.
- Physical: Pushing, kicking, hitting, punching, or any use of violence.
- Racist: Racial taunts, graffiti, gestures.
- Sexual: Sexually abusive comments or physical contacts.
- Verbal: Name-calling, sarcasm, spreading rumors, vicious teasing.

## **HONOR ROLL**

Report cards will be issued every nine weeks, or four times a year. The first and third quarter grades are progress reports, while the first and second semester grades are entered on a permanent record.

The honor roll is prepared at the close of each semester and recognizes those whom God has blessed with ability for the faithful use of these talents in keeping with I Corinthians 4:2; "Now it is required that those who have been given a trust must prove faithful." The Crete Lutheran Schools Board of Directors established 3 honors categories. A grade point average of 4.0 or higher is considered as high honors with a GPA of 3.5 - 3.99 as "A" honor roll and a GPA of 3.00 - 3.49 as "B" honor roll.

## **HOURS**

**School Hours are 7:55 A.M to 3:25 P.M.** School doors will be unlocked and open for student entry at 7:30 A.M. All students are expected to vacate the premises *within* 15 minutes after dismissal unless they *secure* a faculty or administration-approved reason to remain after hours. If access to the building is necessary after doors are locked, students *must* check with faculty.

## **INJURIES AND EMERGENCIES**

In the event that a student is injured or has an accident at school, the school will administer first aid. Emergency medical services (911) will be activated if the situation warrants and the parent notified.

## INTERSCHOLASTIC ATHLETICS

Interscholastic Sports Available at Illinois Lutheran				
Season	High School Boys	High School Girls	Junior High Boys	Junior High Girls
Fall	Soccer	Volleyball	Soccer	Volleyball
Winter	Basketball	Basketball Cheerleading	Basketball	Basketball and Cheerleading
Spring	Baseball	Softball	Track	Track

(For more information about interscholastic athletics, see the school Co-curricular Handbook.)

### LOCKERS

Each student will be assigned a locker to use for books and clothing. Any damage to a locker must be reported to the office. Lockers may be inspected by the administration at any time. Students should use good Christian judgment in selecting and posting locker decorations. Any inappropriate locker decorations will be removed by the faculty. No student may exchange his locker with another student. Each student is responsible for all articles placed in the locker and is expected to keep the locker neat and clean at all times. Food should not be kept in the locker overnight. It is *strongly* recommended that lockers are locked between each class. Students must lock their lockers at the end of each school day.

### LOST AND FOUND

Lost and found articles are to be brought to the athletic office where the owners may claim their property. The school will try to help students locate lost items, but it cannot be responsible for such losses. Items not claimed after a reasonable amount of time will be removed.

### LUNCH ROOM

All students are expected to eat lunch in the designated area during the lunch period. Milk is available for purchase at registration time.

### MEDIA CENTER

Books may be checked out or returned when the Media Center is open. Proper library procedures must be followed at all times.

Computers are available for student use during the school day for class projects. The computers will also be available during the last hour of each day. Should additional computer use be needed, arrangements must be made with a faculty supervisor.

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

**Daily Medications-** Daily medications administered at school require the completion of the Illinois Lutheran Schools' Authorization for Administration of Medication form. This form needs to be completed annually. At the end of the school year or when the medication has been discontinued, the extra medication should be picked up by the parent. Any medication left at the end of the school year will be properly discarded.

**Discretionary Medications-** Tylenol, Advil or Tums (or generic substitutes) may be administered at school with written permission from a parent. This permission is written on the Permission to Administer Medication form which is kept on file in the school office and is filled out by the parent or guardian at the beginning of each school year.

**Self medication-** Only a student that requires an EPI-PEN or inhaler is allowed to carry and administer his/her own medications. Please contact the school nurse so the procedure may be reviewed and the medication sheet filled out.

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

## **PARKING**

Students wishing to drive to school, either on a full-time or part-time basis, must obtain a parking permit (\$6.00) from the school office and fill out the car registration form. Parking spaces are limited and will be assigned on a seniority and need basis. Students parking without a parking permit or parking in a undesignated parking area will be fined. Students may not go to their cars during the school day without permission from the office.

## **PREGNANCY POLICY**

Standards of our families vary regarding public show of affection between couples. God's Word has set the standards of the sixth commandment but has set no hard and fast rule of conduct beyond this. Therefore, the faculty will use Christian judgment in all situations, but asks that holding hands be the only public show of affection on campus.

We are told in God's Word that pre-marital sex is a sin. In Hebrews 13:4, God's Word tells us, "Marriage should be honored by all, and the marriage bed kept pure, for God will judge the adulterer and all the sexually immoral." It is our hope that as our students grow in sanctification, they conduct themselves in accordance with the sixth commandment.

Not only is pre-marital pregnancy a statement concerning past sin, it involves special considerations that are to be met in Christian love for both parents and the unborn child. Students under this policy will not be permitted to participate in any school functions and co-curricular activities through the pregnancy. However, they will be permitted to attend regularly scheduled classes. The school is obligated to inform parents/guardians as soon as it becomes aware of a pregnancy; parents/guardians share this obligation if they first learn of the pregnancy. A meeting between the parents and the principal will follow such a notification.

The circumstances surrounding a student pregnancy require special arrangements to be made before students are granted full eligibility status. The decision will be made on an individual basis by the student's parents, principal and a subcommittee of the Board of Directors. The decision will reflect what appears to be in the best interest of the child and/or the student pending release from the attending physician.

## **SCHOOL ACTIVITIES POLICY**

The following guidelines have been established to assist parents and faculty members in chaperoning Illionis Lutheran activities and dances. To ensure fairness, equality and consistency among students at these events, we ask that all involved abide by the following:

The faculty member responsible for the event is in attendance and is in charge of the event. If questions arise, this person will make any final decisions in consultation with the other chaperones.

The faculty supervisor plus selected chaperones as required for the event are required to be in attendance for the duration of the activity. This could be additional faculty members, parents or adult members of one of our congregations.

If adequate chaperones are not available for a scheduled event at least three days prior to the event, the activity will be canceled.

Students are to conduct themselves in accordance with the Illionis Lutheran Handbook. Additional guidelines may be incorporated into any event as dictated by a student group sponsoring the event or by the faculty. In addition, the following rules are applicable:

1. Once in attendance at an event, a student may not leave the building for any reason unless accompanied by a chaperone. Anyone, a student or guest, who fails to abide by this stipulation forfeits the right to continue in attendance at the event and must leave.
2. No tobacco products, alcohol, drugs or weapons are to be brought to, used or consumed at any event or prior to the event. Anyone who fails to abide by this rule is subject to school handbook procedures. Should a guest be in violation, the chaperones have the right to notify the proper authorities.

Dance events:

1. Dances are school sponsored events held expressly for the students of our school. Anyone that is not a member of our school is considered a guest. A guest attendance form must be properly filled out and returned to the school office three days prior to the dance for that guest to attend. Guest attendance forms are available in the school office or online at <http://www.ilhs.org/ilhs/students/forms/danceform.pdf>.
2. Using Christian modesty and good taste, students are to conduct themselves according to the sixth commandment.
3. Chaperones have the right to correct any actions which violate school rules or God's law. As such, chaperones will elect to follow this procedure:
  - a. Personally notify the students(s) in violation and warn them that such actions cannot continue;
  - b. Continued violation will result in the student(s) being dismissed from the activity.
  - c. Chaperones have the right to screen all music.
  - d. Individuals who attend an event are responsible for their actions.
  - e. Any damage, loss or destruction of property or belongings will be the responsibility of the offender. In the case of a guest committing a violation, proper authorities will be notified.
4. Both a play list of songs for the event and the chaperone list must be submitted to the advisor of the activity at least three days prior to the event. Failure to do so will cause the event to be cancelled ( no slow songs may be played at the junior high dances)
5. The group sponsoring the event is responsible for clean up.
6. School events will conclude by 10:00 PM. Exceptions can be made for events held on Fridays.
7. Junior high students may not attend high school dances and high school students may not attend junior high dances.
8. At junior high dances, the students will follow the school dress code as outline in the school handbook. No formal gowns or strapless dresses may be worn.
9. Parents of junior high students will be notified if their child(ren) leave the dance early.
10. Location as well as date and time of event must be approved by school administration.

### **SEMESTER EXAMINATIONS**

Each semester concludes with semester examinations. Students who have maintained perfect attendance or hold an "A" average (95.0% or higher) in the class are exempted from the final test. No final test may be given earlier than scheduled.

## **STUDENT COUNCIL**

High school student council members are chosen from those students who complete a Student Council Election Form and are approved by the student council's faculty advisors. If necessary an interview will also be conducted with the student and the faculty advisors. The student council officers, president, vice president, and secretary, are chosen from students who complete a Student Council Officer Election Form and participate in an interview with the Student Council's faculty advisors and at most two senior student council officers or representatives. The student council has the right to make recommendations on school policies and carry out the daily functions of the student body, i.e. activities and projects. The final decisions on policy, however, will rest with the faculty, administration, and, ultimately, with the Illinois Lutheran Schools Board of Directors.

## **STUDENT RECORDS**

All records of a student maintained by the school are confidential. Scholastic reports, which contain only objective student data, will be kept permanently. Upon request to the principal, with a 24-hour notice, parents (or legal guardians) of students have the right to inspect their children's records. Transcript release requires the signature of the student, parent (or legal guardian). After graduation or transfer, a \$5.00 fee will be charged after the first request.

## **TELEPHONE**

A telephone is not available for student social use. Should there be occasion for phone use, a twenty-five cent charge will be assessed to the student for the privilege of using the office phone. In the case of an illness or by faculty permission, the office administration will make the necessary arrangements without charge. All calls must be made during regularly scheduled breaks.

## **TRANSFER OR WITHDRAWAL**

When a family transfers with a balance owing, it is understood as a matter of contract, that families, by their attendance at Illinois Lutheran, waive their right to the forwarding of **final transcripts** to their next school which may have been granted by the Family Education Rights and Privacy Act and the Illinois School Code and any or all other legislative codifications bearing on the transfer of such records upon the request of the school to whom the student is intending to transfer. As the Student Handbook represents the understandings of both parent and school, attendance at school is therefore to be viewed *as assent* to the terms and conditions stated in this document.

## **TRANSPORTATION**

Busing is not supplied to Illinois Lutheran students by District 201-U. Therefore carpooling is encouraged. Students are permitted to drive cars to school. Students are to register their cars with the office. Each student must purchase a parking permit at the cost of \$6.00. Parking is available in designated parking areas. All students are to enter the building upon arrival and leave the premises upon dismissal. Students are not to loiter in and/or around cars before, during or after school. Driving a car is an enormous responsibility; therefore students should assume caution when driving around school grounds.

## **TUITION PAYMENT POLICY**

ILS has entered into an agreement with **FACTS Tuition Management Services** to handle tuition collection. The cost of the program is \$38.00 per year per family for families that elect to make payments by automatic deduction from their bank account. For the coming school year tuition may be paid in any of the following ways:

1. Pay in full to school by August 1st, in which case you will not need to pay FACTS's

- annual service fee. (Discover, Mastercard, Visa, Check)
2. Make semiannual installments to FACTS, due in August and February.
  3. Make ten monthly installments to FACTS, from August through May. Each family may choose whether the payment is due on the 5<sup>th</sup> or 20<sup>th</sup> of each month\*.
  4. Make twelve monthly installments to FACTS, from June through May. Each family may choose whether the payment is due on the 5<sup>th</sup> or 20<sup>th</sup> of each month\*.
- Note *\*Either the ten or twelve monthly installments may also be paid by credit card payments. Information on setting up this method of payment is available in the school office.*

FACTS will charge a penalty of \$25 to any account past due. All late fees are placed in our student aid fund to assist families with financial needs.

FACTS will mail letters to families when accounts are past due. They will be assessed a \$25 late fee. They will have until the next billing period, 5<sup>th</sup> or 20<sup>th</sup>, to have the funds in their account. The board receives reports three times per month concerning these overdue accounts. A delegate of the board may call the parent to discuss any potential problems that may have caused the account to become overdue.

When an account reaches 60 days past due, the family will be contacted and will need to make arrangements for the student(s) to continue in the school.

When an account becomes 90 days past due, the student(s) will be suspended for non-payment of tuition and will only be re-admitted when the overdue tuition and all late fees are paid in full. Make up work will be accepted if it is completed within one week of the student's re-admittance. Families that have had an account that reaches 90 days overdue will be required to complete a financial aid application.

If an account is past due at the end of the school year, the student will not be allowed to attend class in the following year until the account is paid in full. Final report cards and transcripts will not be released and diplomas will be held until the student's tuition account is paid in full.

Should a payment not post on an account due to insufficient funds, on the first occasion the parent or guardian will be notified by FACTS to bring the account current. On the second occasion the parent will be notified and required to reimburse the school with cash or money order.

In the case of financial hardship, the Board of Directors may consider making an exception to this policy. It is the responsibility of the parent or guardian to make an appeal to the board well in advance of the ninety day deadline. Financial assistance is available.

## **VISITORS**

Parents, students from other schools, and other guests are welcome to visit classes at Illionis Lutheran. Proper arrangements must be made for such visitors. Permission from the principal must be obtained at least one day in advance. Visitors must sign in with the office before proceeding to visit students.

## **WEAPON POLICY**

The safety and well-being of all our students is a primary concern of our school. Therefore, in the case that safety is threatened, the following policy will be implemented.

Any student found in possession of a weapon at school will immediately be suspended by the principal until such a time that the principal and the parents of the student can arrange a meeting and discuss the violation. After such a student may be disciplined with a suspension or expulsion.

If any student uses a weapon in a threatening manner against another student, faculty member, or any other personnel, that student may be expelled by the principal. All suspensions and expulsions are reviewed by the ILS Board.