



High School & Junior High Student Handbook 2021 - 2022

Revised August, 2021

Illinois Lutheran High School and Junior High
1610 Main Street, Crete, IL 60417
Phone 708.672.3262
Fax 708.672.0512

Administration

Mr. Duane Vance, executive director	dvance@ilhs.org, ext. 119
Mr. Joe E. Archer, Senior Administrator & Principal	jearcher@ilhs.org, ext. 105
Mr. Timothy Rimpel, Dean of Spiritual Life	trimpel@ilhs.org, ext. 107
Mr. Jeffrey Spiaser, Registrar	jspiaser@ilhs.org, ext. 122
Mr. Philip Adickes, Dean of Students	padickes@ilhs.org, ext. 121
Mr. Nathan Hinz, Activities Director	nhinz@ilhs.org, ext. 114

Faculty

Mrs. Anne Adickes	aadickes@ilhs.org, ext. 127
Mr. Philip Adickes	padickes@ilhs.org, ext. 121
Mr. Joel Buege	
Pastor Kendall Cook	kcook@trinitycrete.org
Mr. Nathan Hinz	nhinz@ilhs.org, ext. 114
Pastor Frank Italiano	fitaliano@trinitycrete.org
Mrs. Rebecca Jahns	rjahns@ilhs.org, ext. 118
Pastor Lon Kuether	pastorkuether@zioncrete.org
Mr. Jacob Lash	jlash@ilhs.org, ext. 103
Mr. Marcus Mortensen	mmortensen@ilhs.org, ext. 112
Mr. Jeffrey Rick	jrick@illinoislutheran.org, ext. 113
Mrs. Luann Rimpel	lcrimpel@gmail.com
Mr. Timothy Rimpel	trimpel@ilhs.org, ext. 107
Pastor Michael Schneider	mschneider@zioncrete.org
Miss Beth Schuppe	bschuppe@ilhs.org, ext. 106
Mr. Jeffrey Spiaser	jspiaser@ilhs.org, ext. 122
Mrs. LuAnn Spiaser	lspiaser@ilhs.org, ext. 109
Miss Katherine Van Alstine	kvanalstine@ilhs.org, ext. 110
Mrs. Amanda Ventura	aventura@ilhs.org, ext. 102
Mr. Josiah Willitz	jwillitz@ilhs.org, ext. 108

Support Staff

Mrs. Jessica Bushey, Administrative Assistant	jbushey@ilhs.org, ext. 123
Mrs. Tonya Danielewicz, Financial Manager	financial@illinoislutheran.org, ext. 124
Mr. Rik McGathey, Facilities & Maintenance	rmcgathey@ilhs.org, ext. 116
Mrs. Taryn Oldenburg, Recruitment Director	toldenburg@illinoislutheran.org, ext. 126

Table of Contents

1. Governance	Page 5
2. Our Mission	Page 5
3. Our Vision	Page 5
4. Philosophy	Page 5
5. Statement of Faith	Page 6
6. Objectives	Page 7
7. Non-Discrimination Policy	Page 7
8. School Wellness	Page 8
9. Family Educational Rights and Privacy Act (FERPA)	Page 8
10. Pest Management Control	Page 8
11. Offender Community Notification Laws	Page 8
12. Enrollment Policy	Page 8
13. Physical Examinations & Immunizations	Page 9
14. Missing Person & His/Her School Record	Page 9
15. Academic Intervention	Page 10
16. Appropriate Communication for Addressing Concerns	Page 10
17. Asbestos	Page 11
18. Attendance Policy	Page 11
19. Books	Page 12
20. Building and Grounds	Page 12
21. Cell Phones, Smartwatches and Other Electronics	Page 12
22. Chapel	Page 13
23. Cheating Policy	Page 14
24. Child Abuse Reporting Obligations	Page 14
25. Christian Counseling	Page 15
26. Discipline Policy	Page 15
27. Dress Code	Page 16
28. Drug, Alcohol and Tobacco Policy	Page 18
29. Elective Courses	Page 18
30. Eligibility	Page 19
31. Emergency School Closings	Page 19
32. Financial Aid	Page 19
33. Grading System	Page 20
34. Graduation Requirements	Page 20
35. Gum/Food/Water	Page 21

36. Harassment and Bullying Policy	Page 21
37. Report Cards	Page 21
38. Honor Roll	Page 21
39. Hours	Page 22
40. Chromebooks	Page 22
41. Chromebook Discipline Policy	Page 22
42. Injuries and Emergencies	Page 23
43. Interscholastic Athletics	Page 24
44. Lockers	Page 24
45. Lost and Found	Page 24
46. Lunch Room & Lunches	Page 24
47. Medications	Page 25
48. Parking	Page 26
49. Pregnancy Policy	Page 26
50. School Activities Policy	Page 26
51. Dance Policy	Page 27
52. Semester Examinations	Page 29
53. Student Council	Page 29
54. Student Records	Page 30
55. Telephone	Page 30
56. Transfer or Withdrawal	Page 30
57. Transportation	Page 30
58. Pay Fees	Page 30
59. Tuition Payment Policy	Page 30
60. Visitors	Page 32
61. Weapon Policy	Page 32
62. Compliance	Page 32

Student Handbook

GOVERNANCE

Illinois Lutheran Schools, Inc. is owned and operated jointly by Trinity Ev. Lutheran Church and Zion Ev. Lutheran Church of Crete, IL. All policy setting, operational and financial matters are under the control of the ILS Delegate Assembly through the ILS board of directors, an 8 person board elected by the ILS Delegates. Day to day operations of the school are controlled by the executive director and building principals. When issues or concerns about the operation or policies of the school arise, we ask that you follow these steps:

1. Contact the administrator with your concerns.
2. If the issue cannot be resolved, contact the board chairman and discuss the issue.
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.

OUR MISSION

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

OUR VISION

Illinois Lutheran Schools empower young people to be bold, confident Christian leaders by encouraging each to identify and develop those unique gifts with which God has blessed them. Using a comprehensive curriculum, qualified, caring teachers nurture critical thinking skills enabling our graduates to become independent thinkers, positive role models, and effective servant leaders in their church and community. By emphasizing spiritual growth, academic excellence, and co-curricular activities, we develop strong Christian character and spiritual maturity that prepares today's youth for tomorrow's world and eternity.

PHILOSOPHY

Philosophy of education at Illinois Lutheran is based on Holy Scripture because it is the Word of God. The school's philosophy centers on 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 the school wishes to support their efforts and reinforce their teachings. Cooperation between home and school are essential to the success of our students.

STATEMENT OF FAITH

Our school believes and follows the Holy Bible and teachings of the Wisconsin Evangelical Lutheran Synod.

The Bible and our school teach:

- ❖ that the Bible is the true word of God. It is inspired by the Holy Spirit. This means that God breathed into the writers the exact thoughts and words they were to write. As a result every statement in the Bible is the truth.
- ❖ that there is only one true God. This God is invisible, holy, eternal, and has all power and wisdom. In the Bible, God reveals himself as three persons—Father, Son, and Holy Spirit. This is why he is called "Triune." These three persons in one God are all God.
- ❖ that at the beginning of time God created heaven and earth and all creatures. He did this in six days. He spoke his almighty word to create all things. He made everything out of nothing.
- ❖ that the first man and woman lost the image of God when they gave in to the temptation of Satan and disobeyed God's command. This brought on them the judgment of God. Since that time all people are conceived and born in sin, desire to do what is evil, and are dead spiritually. Therefore, we are unable to reconcile ourselves to God by our own efforts and deeds.
- ❖ the message of the gospel is the good news that a loving God sent Jesus Christ to take away the sins of all people. This gospel freely offers to all sinners the righteousness that is found in Jesus.
- ❖ that Jesus Christ is the Savior of everyone. He is the eternal Son of God, equal to the Father and the Holy Spirit. He is also the son of the Virgin Mary. He became man to redeem all people. Taking our place, he lived a perfect life keeping the law of God for us. He also died as our innocent substitute on the cross to pay a price sufficient for everyone's sin. After rising from the dead, Jesus ascended into heaven. On the Last Day he will judge all the people who are still living and those whom he will raise from the dead.
- ❖ that the Holy Spirit is true God equal to God the Father and God the Son. He has names and characteristics which belong only to God. The Holy Spirit creates faith in our hearts through the gospel. He also keeps us in the faith and motivates us to do good works.
- ❖ that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Ps 139)
- ❖ that God wonderfully and immutably creates each person as male or female, and that these two distinct, complementary genders together reflect the image and nature of God.

- ❖ that God created marriage to be exclusively between one man and one woman and that intimate sexual activity is to occur exclusively within that union.

Authority for Matters of Belief and Conduct

- ❖ The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Illinois Lutheran's faith, doctrine, practice, policy, and discipline, our Wisconsin Ev. Lutheran Synod is the organization's final interpretive authority on the Bible's meaning and application.

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. If an individual feels that they are being discriminated against, they should contact an administrator and the board chairman.

ANNUAL NOTICE OF NONDISCRIMINATION Illinois Lutheran High School ensures equal education opportunities to students regardless of race, color, national origin, age, gender, or disability. Questions in reference to educational opportunities may be directed to the administrator or the principal in the main office.

TITLE IX - SECTION 504 HANDICAPPED Illinois Lutheran High School will not discriminate on the basis of sex in its education programs, activities, or employment policies as required by Title IX and Section 504 of the 1972 Education Amendments. If any person believes that the school has inadequately applied the regulations of Title IX or Section 504 or is in some way discriminatory on the basis of sex, he/she should contact the Title IX coordinator at ILHS.

SCHOOL WELLNESS

Student wellness, including good nutrition and physical activity, shall be promoted in the school system's educational program, school activities, and meal programs. This policy shall be interpreted consistently with Section 204 of the Child Nutrition and WIC Reauthorization Act of 2004.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

FERPA protects the privacy rights of students. Parents generally hold the rights granted under FERPA. When a student turns 18 the rights transfer from the parents to the students. Schools and teachers can not legally disclose information considered to be part of an educational record without the prior consent of the holder of the FERPA rights. The major impact on the ILS staff is that we cannot disclose personal information to a 3rd party, including a student's pastor, without the prior consent of the holder of the FERPA rights.

PEST MANAGEMENT CONTROL

Integrated pest management control emphasizes inspection, identification, and elimination of conditions in the school which could cause pests to be a problem. Applications of pest control materials are made only when necessary to eliminate a pest problem. Regular spraying is not part of the pest control program. Parents desiring to receive notification two days in advance of the application of liquid or aerosol pest control materials should complete the Pest Control Notification Form in the main office.

OFFENDER COMMUNITY NOTIFICATION LAWS

Student law requires a building principal or teacher to notify parents/guardians during school registration or parent-teacher conferences that information about sex offenders and violent offenders against youth is available to the public. Illinois Sex Offender Registry may be found on the Illinois State Police's website at <http://www.isp.state.il.us/sor/>. Illinois Statewide Child Murderer and Violent Offender Against Youth Registry may be found on the Illinois State Police's website at <http://www.isp.state.il.us/cmvo/>.

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 an application is accepted but the student does not attend, the application is non-refundable. Any appeals for a refund must be made to the board.

PHYSICAL EXAMINATIONS & IMMUNIZATIONS

Illinois law requires physical examinations of all pupils upon entry to preschool, kindergarten, sixth grade and twelfth grade administered by qualified medical professionals. New students are also required to have physical examinations and an eye exam. Necessary immunizations for rubella, mumps, measles, DPT, and polio are required. In addition, students entering grade five must be immunized against the hepatitis B virus. Students entering sixth grade must be immunized against meningitis (one dose). Students entering twelfth grade must have received two doses of the meningitis vaccine. Lead screening may be required for ages 6 or below depending upon home address. Illinois law requires eye examinations of all pupils upon entry into kindergarten. Illinois law requires dental examinations of all pupils upon entry into kindergarten, second grade, sixth grade, and ninth grade. Health forms may be picked up in our school office or on our website. Current health records must be completed by the first day of school. Any student not in compliance by October 15 will be excluded from school.

Illinois statutes require all students to be fully immunized and have immunization records on file when school begins. These records are reviewed each school year to ensure all children's immunizations are current, and appropriate forms are filed with government health officials. We will notify you if immunization records are incomplete. For details on state requirements, visit <http://www.idph.state.il.us/about/k12sir.htm>.

Students who participate in our athletic programs need a current physical form on file with the Activities Director before participation may begin.

MISSING PERSON AND HIS/HER SCHOOL RECORD

In accordance with Section 5(a) of the Missing Children Records Act, 325 ILCS 50/5, Illinois Lutheran School has a system in place that flags records requests for any current or former student reported as a missing person by the Illinois State Police. Upon notification by the Illinois State Police of a person's disappearance, our school will flag the record of that person in such a manner that whenever a copy of or information regarding the record is requested, we will be alerted to the fact that the record is that of a missing person. The administration of Illinois Lutheran School will immediately report to the Illinois State Police any request concerning flagged records or knowledge as to the whereabouts of any missing person. Upon notification by the Illinois State Police that the missing person has been recovered, the school shall remove the flag from the person's record.

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 the school feels 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 (as announced) from 3:25 to 4:00 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 by email the week before.

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 or last grade check. This program is intended to help students keep up and remain eligible. It is not intended to punish or remove privileges.

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 teacher, who 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 executive director. 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.

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 in January, 2019, 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 daily and arrive at their classes punctually. Students are expected to attend school 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.

Targeted Attendance will not be in effect for 2021-2022 first semester; second semester will be determined at a later time.

We strive for perfect attendance for all of our students, however we understand that circumstances arise that call for an absence. Any student with perfect attendance or 1 absence or tardy 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 that high school course. Any student missing more than 12 periods in a semester must make up those hours for that junior high course.** The administration may be appealed to for special consideration during an extended 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. 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 one of the following two procedures when dealing with absences. Failure to submit a written excuse within 2 school days for any absences will result in unexcused absences.

- (1) Parents must notify the school office by telephone (708-672-3262) or email 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, reason for absence and parent signature. This should be given to the school secretary.

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 4th, 8th, 12th, etc. tardy.)

BOOKS

Textbooks are rented from Illinois 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 desktops 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, SMARTWATCHES AND OTHER ELECTRONICS

The exponential growth of technology and its role in education for the 21st century student, has been very exciting but also very challenging. Students are faced with more distractions than ever before and are struggling to maintain focus and concentration, manage impulsivity and avoid distraction.¹

It is our role to help support them to develop as successful learners. General research shows that when people carry phones with them or wear a smartwatch, they display lower levels of concentration due to constant interruptions, an increased fear of missing out², reduced memory, warped views on reality, and increased levels of stress.³ Most recent research has found that the mere presence of a phone or smartwatch, either in a pocket or on a desk, is enough to reduce cognitive capacity.⁴

Students may possess a cell phone, smartwatch or other electronic communication/media devices during the school day, following these guidelines:

- The device is set to silent mode.
- The device is stored. "Stored" means that the device is secured in a locker, computer bag, or backpack. These devices may not be on your person.
- The device is not being used in any way except during their lunch and passing period.
- Any headphone, earpiece, or similar equipment associated with an electronic device must be stored and not worn on the ear unless the classroom teacher gives permission.

Students may use cell phones in the office area after receiving permission. Teachers reserve the right to ask students to bring their phones to class if they are needed for a lesson.

If in an emergency a student needs to contact a parent or a parent needs to contact his/her child during the school day, this contact will be made through our administrative assistants in the office.⁵

The school reserves the right to examine the contents of a cell phone or any other electronic device if there is a reason to believe that school policies or laws have been violated.

Any device with a camera may not be used to take pictures of tests, quizzes, etc., nor may it be used for anything exploitative, hurtful or damaging. Camera use is strictly forbidden in private areas such as locker rooms, restrooms, or dressing rooms. Such use may also be a violation of the law and necessitate the involvement of law enforcement.

Students who bring any electronic device to school do so at their own risk. Illinois Lutheran Schools is not responsible for the safety or securing of personal electronic equipment that students choose to bring to school.

If an electronic device is heard or seen outside of the administrative assistant's office, a student's lunch period or passing period, it is a violation of the policy. For every violation, the student will receive a detention.

¹ <https://www.govtech.com/education/Texas-School-Districts-Start-Banning-Cell-Phone-Use.html>

² <https://www.psycom.net/cell-phone-internet-addiction>

³ https://pediatrics.aappublications.org/content/140/Supplement_2/S62 ⁴ <https://www.journals.uchicago.edu/doi/full/10.1086/691462>

⁵ https://www.schneier.com/blog/archives/2008/08/kids_with_cell.html

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.

CHEATING POLICY

Definition of Cheating

Cheating is taking the work of someone else and presenting it as your own. Cheating is also defined as giving your work to someone else. Cheating is dishonest and will not be tolerated.

Consequences of Cheating

All instances of cheating will be documented by the teacher and filed with the academic dean. The teacher must also contact the parents. Consequences, as outlined below, are cumulative throughout the four high school years or two junior high years. They are not limited to just one course or a particular year.

1st Offense

1. The student will receive a zero grade for the assigned item. The assignment cannot be repeated to earn any credit.
2. The academic dean will record this, contact the parents, and meet with the student to discuss the consequences of further instances of cheating.

2nd Offense

1. The student will receive a zero grade for the assigned item. The assignment cannot be repeated to earn any credit.
2. The academic dean will record this, contact the parents, and meet with the student to discuss consequences.
3. The student will receive a one-day in-school suspension.

3rd Offense

1. The academic dean will record this and meet with the student and parents to discuss consequences.
2. The student will lose credit and be removed from the course.

Further instances of cheating may jeopardize the student's enrollment at ILS.

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, 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 during the school year, they will first be referred to their home congregation's pastor. In the event that additional counselling is needed, information on various services are available from the school office.

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 repent 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 an opportunity to discuss the infraction and develop together a solution for the infraction.

School Detentions:

Regular detentions are served from 3:25 - 4:25 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 ILS board of directors to discuss the terms of disciplinary probation.

Referral to Civil Authorities:

Violators of state or municipal laws including disorderly conduct, battery against school personnel, possession of drugs, alcohol, weapons, and the like will be immediately referred to law enforcement officers and reported to the ISBE's School Incident Reporting System(SIRS)

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.

Passwords:

The school may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website. The school may conduct an investigation or require a student to cooperate in an investigation if there is sufficient evidence to suggest the student's social network account violates the school's disciplinary policy; the school may require the student to share content in the course of such an investigation.

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. Christian modesty and good taste should dictate dress for ILS sponsored events on or off campus.

The following dress code is in effect as soon as the student enters the school until his/her departure.

No clothing, including jackets and backpacks, may be worn to or in school which has advertising or slogans related to alcohol, tobacco/drug products and bars or consist of inappropriate music groups, TV programs, movies, or radio stations.

The school teachers/administration reserve the right to determine the appropriateness of dress and the right to interpret the dress code.

Shirts/Tops

1. All tops should meet a modest neckline. Tops that fall lower than this must have another shirt that meets the required height worn underneath it. No bare midriff.
2. Button down oxford shirts, loose-fitting polo-type shirts, pullover dress shirts, and dress T-shirts with acceptable logos/slogans are permitted. (A logo is a symbol or other small design adopted by an organization to identify its products. Slogans are short and striking or memorable phrases used in advertising.)
3. Shirts may be long or short sleeved but must always cover the shoulder. Sheer or see through tops must have a legal shirt underneath.
4. Cardigan or crewneck sweaters with acceptable logos/slogans are permitted.
5. Fleece pullovers, zip-up jackets, or pullover sweatshirts with acceptable logos/slogans are permitted provided an accepted shirt is worn beneath them.
6. ILS "authentic" spirit wear shirts may be worn as long as they are in an acceptable condition.

Pants: Dockers style (flat or pleated front) slacks, cargo pants, or clean and neat jeans without rips or holes are permitted. All pants must be worn at the hips or above. Underwear should not be visible. Leggings, yoga pants, and other tight pants are not to be worn.

Skirts: Skirts no shorter than 4" above the knee are permitted. Skirts should fit loosely. Tight fitting skirts are not to be worn.

Shorts: Non-athletic, modest walking shorts are permitted from April 1st until November 1st. No cut-off shorts are allowed.

Footwear: Loafers, dress shoes, deck shoe, athletic shoes, hiking-style boots, 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 or as a stud in the nose. Neck chains, pendants, rings, and wrist bracelets may be worn as long as they do not distract from the learning environment. Gauges, spiked jewelry, heavy chains, or visible tattoos are not permitted.

Hair:

1. Hair should be clean and neatly trimmed. Any changes in hair color must be a natural color.
2. Facial hair is not permitted for anyone except seniors. Seniors may wear properly trimmed facial hair with approval by the dean of student life.

Headwear: Hats, caps, sweatbands, bandanas, and sunglasses are not permitted in the school building during school hours.

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. Flip-flops and slides may be worn.
3. Hats may be worn during relaxed dress code days only and need to abide by logo

standards.

Homecoming / Spirit Week Dress Code

Regular dress code applies to all who are not properly dressed for the designated dress up day. Face painting and hair coloring are not permitted.

Consequences

One dress code warning will be given. All subsequent offenses will be a detention.

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, upon review of the reported incident, has reason to believe that a student has violated this policy, he 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 to review the incident and discuss any penalty that may be imposed.

Offenders will be subject to the following disciplinary action:

1st 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.

2nd 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.

3rd offense: the student may be suspended indefinitely and may be expelled.

4th 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.

All verified drug offenses will be reported to local authorities and reported on the ISBE's (SIRS) School Incident Reporting System according to law.

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.

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 ***beginning with the first Monday after the eight day schedule has cycled through in a marking period.*** The activities director or designee (coaches/directors/coordinators) has the responsibility of notifying the ineligible students.

Any athlete or performer who is ineligible will not be allowed to participate in practices, rehearsals, games, or performances until the next grade check. Appeals for extenuating circumstances regarding eligibility must be made in writing to the activities director who will then present to the faculty for consideration. When students are eligible and reinstated to co-curricular activities, the coach/director/coordinator determines the level of participation. ***A student that is ineligible at the end of a marking period will be ineligible for the first week of the next marking period.***

EMERGENCY SCHOOL CLOSINGS

In order to keep you better informed, Illinois Lutheran Schools has adopted an emergency notification system. This system allows us to send voice, email, and text messages directly to you. This will keep you up-to-date on cancellations, schedule changes, and important upcoming events. The phone, email, and text numbers that we will be using will be the numbers you have given us for PowerSchool.

In addition you may consult the ILS website at www.ilhs.org for scheduling updates. We will also make use of the emergency closing system provided by www.emergencyclosings.com. Go to www.emergencyclosings.com/ecc/email_notification.jsp to sign up for email notification of our school closings if you like. You may also receive school closing information through local television and radio outlets.

Any parents living in outlying areas who feel road or weather conditions are *not* safe should keep their children home. If you have any questions or concerns regarding school closings, please contact the school office at 708-672-3262.

FINANCIAL AID

A limited amount of tuition assistance is available to the families of our school system experiencing economic difficulties. Normally, requests 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, Nebraska. 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 dependents
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, the following 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 11 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

In addition, students must complete 40 hours of community service.

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

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 *Illinois Lutheran Course Curriculum Guide*)

GUM/FOOD/WATER

For building maintenance and sanitation, gum chewing is never allowed in the classrooms. No candy, food, or beverages other than clear, unflavored water 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 results in pain and distress to the victim and will not be tolerated. Once the administration has been made aware of a situation, parents will be contacted and the appropriate discipline action will be taken. Discipline may be parent contact, detentions, suspensions, or expulsion in the case of repeated or serious actions.

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

REPORT CARDS

Student grades are available in PowerSchool. You may contact the dean of academics to request a printed copy of your child's report card. The first and third quarter grades are progress reports, while the first and second semester grades are entered on a permanent record.

HONOR ROLL

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 Illinois 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 8:17 AM to 3:18 PM. High school band meets in the mornings from 7:30 AM to 8:14 AM. 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. Students may not leave the school during the established hours of school operation unless given permission from the office.

CHROMEBOOKS

Use of a computer/Chromebook and access to the internet are requirements for many of the assignments and activities that students must complete in their classes at ILS. Illinois Lutheran School is committed to moving students and staff forward in a 21st century learning environment. As part of this plan, Illinois Lutheran began a 1:1 initiative using Chromebooks as the chosen device in 2013. Each student in grades 7-12 will need to have a Chromebook to be used as an instructional tool just like any other school supply. Students may purchase Chromebooks through the school or on their own.

CHROMEBOOK DISCIPLINE POLICY

The use of the Chromebooks as a technology resource is a privilege, not a right. This policy is provided to make all users aware of the responsibilities associated with the efficient, ethical, and lawful use of Chromebooks. If a person violates any of the user terms and conditions named in this policy, privileges may be terminated, access to this technology resource may be denied, and the appropriate disciplinary action shall be applied. This policy applies to all Chromebooks under the Illinois Lutheran domain and to the use of the *@illinoislutheran.org* accounts handed out to students.

The ILS Code of Conduct shall be applied to all student violations.

Students are solely responsible for the Chromebooks issued to them and must adhere to the following:

- Students must comply with Illinois Lutheran's Computer and Internet Usage Policy.
- Students must bring their Chromebooks to school every day and make sure it is fully charged. Failure to do so may result in disciplinary action. If a student's Chromebook is not charged properly, they will not be given a loaner to use for the day unless there are unusual circumstances. (Note: These circumstances will have to be approved. A fully charged Chromebook should last at least 8 hours.)
- Students should keep their device in a protective case or backpack when traveling.
- Students must promptly report any problems with their Chromebook to a teacher, and they will be directed to the person in charge.
- Students may not remove or interfere with the serial number and other identification tags.
- Students may not attempt to install or run any operating system on the Chromebook other than the ChromeOS operating system supported by the district.
- Illegal installation or transmission of copyrighted materials is prohibited.
- Any action that violates an existing school policy or public law is prohibited.
- Access or use of any other email program or account other than the one issued by the Illinois Lutheran Schools (Ex: Hotmail, Yahoo Mail, etc.) is prohibited.

- Use of chat rooms/sites selling term papers, book reports and other forms of student work is prohibited.
- Messaging services (Ex: Twitter, MSN, Facebook, Messenger, etc.) is prohibited at school on your Chromebook.
- Playing internet/computer games at school is prohibited.
- Background themes and profile ID's need to be appropriate. Teachers have the right to have a student change it whenever needed. (Violent or provocative scenes will not be allowed.)
- Changing of computer settings such as wiping the operative system and using the Chromebook "guest" account is prohibited.
- Spamming or sending mass or inappropriate emails is prohibited.
- Gaining access to other student's accounts, files, and/or data, or password sharing is prohibited.
- Use of the school's internet/e-mail accounts for financial or commercial gain or for any illegal activity is prohibited.
- Vandalism and any malicious attempt to harm or destroy hardware (taking keyboard keys out, scratching laptop's screen, etc.), software or data, including, but not limited to changing or using hardware to run other operating systems such as Linux or other forms of OS, damage software components) of school equipment will not be allowed.
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass or demean recipients. "Cyberbullying" is prohibited.

Consequences for Violations:

1st Violation: Warning (verbal or written). This warning will be recorded in your PowerSchool Discipline Log.

2nd Violation: The student's google account will be put into a special user group that has much stricter filters that apply to it for a period of 2 weeks.

3rd Violation: The student's Chromebook can be suspended for up to 2 weeks. During this time, if a student needs to do research or an assignment on the laptop, he/she will only have access to their Chromebook at home.

4th Violation: Loss of laptop privileges for a length of time determined by the administration and the technology department. Suspension of the laptop computer and other consequences may occur as determined by the administration.

*Discipline consequences may vary depending on the severity of the offense.

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 is notified.

INTERSCHOLASTIC ATHLETICS

Interscholastic Sports Available at Illinois Lutheran				
Season	High School Boys	High School Girls	Junior High Boys	Junior High Girls
Fall	Soccer or Golf	Volleyball or Golf	Soccer	Volleyball
Winter	Basketball	Basketball and Cheerleading	Basketball	Basketball and Cheerleading
Spring	Baseball or Track	Softball or Track	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. Lockers must be kept closed and locked.

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 & LUNCHES

All students are expected to eat lunch in the designated area during the lunch period. Milk is available for purchase at registration time. Students are permitted to bring lunches from home. Every effort should be made to pack lunches that contain a balanced nutritional meal that will satisfy a student's appetite. Lunches should be packed in a way that they do not require refrigeration or include necessary ice packs. Students may not have outside restaurant deliveries made to the school.

Students should avoid sharing any part of their lunch with other students. This will help eliminate unfair "trades" that may occur. More importantly, it will help assure that students will not unknowingly introduce harmful allergens to their classmates. In the event a student with a foodborne allergen is identified within the school or an individual classroom, proper steps will be established and communicated to help limit potential exposure for the student(s).

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 - Students with Asthma, Diabetes and Allergies

- **Asthma/Inhalers** -The school allows the self-administration and self-carry of asthma medication upon receipt of a signed parent permission notification and a copy of the prescription, both of which are maintained in the school files and renewed annually. The school requests annually an asthma action plan from the parents. A sample plan can be found on our website. Click on "Parents," and it is under the section "Request Forms."
- **Diabetes** – The school allows the self-administration and self-carry of diabetes medication upon receipt of a signed parent permission notification and a signed physician diabetes care plan that also carries a parent signature, both of which are maintained in the school files. A sample plan can be found on our website. Click on "Parents," and it is under the section "Request Forms."
- **Allergies/Epi-Pen** – The schools allows the administration of epinephrine auto-injectors upon receipt of a signed parent permission notification and a copy of the prescription, both of which are maintained in the school files and renewed annually. The school requests annually an allergy/epi-pen action plan from the parents. A sample plan can be found on our website. Click on "Parents," and it is under the section "Request Forms."

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 student's name attached.

Medical Cannabis

The only medical cannabis that is permitted to be administered on premises of the school are cannabis infused products limited to foods, oils, and ointments or other products containing usable cannabis that is not smoked. Illinois Lutheran Schools may prohibit the administration of medical cannabis if the school or school system determines that doing so would create a disruption of the school environment or would cause exposure to other students. No Illinois Lutheran employee will be required to administer a medical cannabis product. Illinois Lutheran may prohibit the use of medical cannabis if they would lose federal funding as a result of implementing this policy.

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 an 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 premarital 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 Illinois 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 *Illinois 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 POLICY

Our goal is to insure a safe and healthy environment that honors the values of our school. These policies emerge from our shared mission in promoting Christian values that recognize the dignity and self-worth of all people. Within this setting, dances are viewed as an opportunity for students to socialize in a supervised and safe environment. Student behavior and manner of dress should reflect this guiding principle.

1. Using Christian modesty and good taste, students are to conduct themselves according to the sixth commandment.
2. The dance dress code applies for the duration of the dance.
3. All dance styles must comply with standards of Christian morality, standards that include modesty and safety. School personnel will be the final judge of the appropriateness of dance style. School personnel will address any student behavior or dancing deemed inappropriate. Inappropriate dancing includes, but is not limited to, the following: slam dancing, grinding, moshing, suggestive dancing, or otherwise inappropriate or dangerous dancing.
4. Students violating any school policies or dance expectations may have their parents phoned and may be asked to leave the dance. Students who are in violation of school policies will also be subject to school disciplinary procedures.
5. Students who have been expelled or who are currently on suspension from Illinois Lutheran High School will not be allowed to attend dances.
6. Chaperones have the right to correct any actions that violate school rules or God's law. As such, chaperones will elect to follow this procedure:
 - a. Personally notify the student(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.
7. Individuals who attend an event are responsible for their actions.
8. 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.
9. 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.
10. All songs must be approved by faculty members at least a week before the dance. Chaperones have the right to screen all music.
11. The group sponsoring the event is responsible for clean up.
12. School events will conclude by 10:00 PM. Exceptions can be made for events held on Fridays.
13. Location as well as date and time of event must be approved by school administration.

Junior High Specific Policy

1. Junior high students may not attend high school dances and high school students may not attend junior high dances.
2. At junior high dances, the students will follow the school dress code as outlined in the school handbook. No formal gowns or strapless dresses may be worn.
3. Parents of junior high students will be notified if their child(ren) leave the dance early.
4. No slow songs may be played at the junior high dances.

Guest Policy

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 a week before the dance for that guest to attend. All guests of Illinois Lutheran High School students must be registered and approved by Illinois Lutheran High School's designated faculty representative. Guest attendance forms are available in the school office or online at <http://ilhs.org/wp-content/uploads/2017/08/danceform.pdf>
2. An Illinois Lutheran High School student may bring only one guest that is not a student at Illinois Lutheran High School.
3. Guests must be at least a freshman in high school and no more than 19 years of age.
4. Alumni are considered guests and also need a Guest Permission Form.
5. A member of Illinois Lutheran High School's faculty may contact the school administration of the person seeking guest approval.
6. In the event of any violation of these regulations or any other behavior deemed inappropriate, the administration of the guest's school will be notified of the incident.

High School Dance Dress Code

Casual Dances

Age appropriate modesty and taste are the overriding principles in determining dress for the dance. Keeping this in mind, the school dress code must be followed.

Semi-Formal Dances

Age appropriate modesty and taste are the overriding principles in determining dress for the dance. Keeping this in mind, the following dress code must be followed:

Ladies

1. Dresses are to be semi-formal. Dresses must be of modest length (no shorter than approximately 4 inches above the knee). If a dress has a slit, the slit must be of modest length (no higher than approximately 4 inches above the knee). Dresses are not to have bare midriffs or cling to the body. Any dress should not ride up as the student dances.
2. Backless dresses may not be cut below the natural bra line.
3. All necklines must be modest and in good taste. Dresses with plunging necklines are not permitted. All necklines must fully cover below the natural bra line (armpit to armpit).
4. Dresses may have spaghetti straps, halter type tops, cold shoulder, or strapless as long as they meet the neckline requirement.
5. Dresses that are laced together in the front cannot reveal bare skin under the lacing.
6. Dresses with sheer panels or cutouts are not allowed.

Gentlemen

1. Dress pants cannot be too big or sagging. Pants must be worn at the waist
2. Dress shirts and tie are required.
3. A jacket is optional.
4. Dress shirts must be worn and tucked in during the entire dance.

Formal Dance

Age appropriate modesty and taste are the overriding principles in determining dress for the dance. Keeping this in mind, the following dress code must be followed:

Ladies

1. Dresses are to be formal. Dresses must be of modest length (no shorter than approximately 4 inches above the knee). If a dress has a slit, the slit must be of modest length (no higher than approximately 4 inches above the knee). Dresses are not to have bare midriffs or cling to the body. Any dress should not ride up as the student dances.
2. Backless dresses may not be cut below the natural bra line.
3. All necklines must be modest and in good taste. Dresses with plunging necklines are not permitted. All necklines must fully cover below the natural bra line (armpit to armpit).
4. Dresses may have spaghetti straps, halter type tops, cold shoulder, or strapless as long as they meet the neckline requirement.
5. Dresses that are laced together in the front cannot reveal bare skin under the lacing.
6. Dresses with sheer panels or cutouts are not allowed.

Gentlemen

1. Pants cannot be too big or sagging. Pants must be worn at the waist.
2. Dress shirts and tie are required.
3. Shirts must be worn and tucked in the entire dance.
4. Tuxedos and suits cannot have any logo or design other than normal material patterns.
5. If students have any doubt about the appropriateness of their attire, they should ask a school's faculty representative ahead of the event rather than be placed in the embarrassing situation of being turned away at the door. Please note that Illinois Lutheran High School may modify the dress requirements for a theme dance or formal. In such circumstances, the school will provide clear instruction regarding the expectations for a particular dance.

SEMESTER EXAMINATIONS

Each semester concludes with semester examinations. No Targeted Attendance will be in effect for the 1st semester of 2021-2022 school year. Students who 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. After graduation, the records request must come from the student.

TELEPHONE

The office telephone is not available for student social use. In the case of an illness or by faculty permission, the office phone will be made available to students. All calls must be made during regularly scheduled breaks or as authorized by faculty.

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.

PAY FEES

Payment of the registration and material fees indicates that the child will be enrolled. Fees will be added to your FACTS account. We may charge an additional fee in the event that any check or other form of payment is returned unpaid for any reason. ***These fees are non-refundable and non-transferable.***

TUITION PAYMENT POLICY

ILS has entered into an agreement with **FACTS Tuition Management Services** to handle tuition collection. The cost of the program varies depending on the payment plan you select. For the coming school year tuition may be paid in any of the following ways:

1. Make payment in full to FACTS by August 1st. (\$20 per year)
2. Make semiannual installments to FACTS, due in August and February. (\$20 per year)
3. Make ten monthly installments to FACTS, from August through May. Each family may choose whether the payment is due on the 5th or 20th of each month. (\$50 per year)
4. Make twelve monthly installments to FACTS, from June through May. Each family may choose whether the payment is due on the 5th or 20th of each month. (\$50 per year)

*Note: Payments may also be paid by credit card. You may set up your payment method in FACTS. If you need to change your payment plan, please contact the high school office at 708.672.3262 as soon as possible.

FACTS charges these additional fees as well:

- Credit card service fee is 2.85% of the amount charged to your credit card.
- Returned payment fee is \$30 per occurrence.
- There is an annual fee for the Peace Of Mind benefit (optional). The POM benefit will pay any eligible FACTS unpaid balance in the event of the death of the responsible party or his/her legal spouse. Coverage is only available to individuals under age 70. If you choose the one-payment option, you are not eligible for POM.

Students with Scholarships

A family who receives a scholarship from Empower Illinois or any other scholarship granting organization is required to set up a FACTS account. For those receiving a scholarship covering 100% of their tuition, the family is required to set up a FACTS account and schedule a one time payment. There will be no FACTS enrollment fee charged to the family. Once this account has been activated, the scholarship will be applied to the account, and the account will be shown to be paid in full. For those receiving a partial scholarship, the family is required to set up a FACTS account and select their payment schedule. The family will be charged a FACTS enrollment fee according to the number of payments they select (see above). Once this account has been activated, the scholarship will be applied to the account, and the remaining balance will be divided evenly between the number of payments selected by the family.

Past Due Accounts

When FACTS attempts to pull monthly payments and there are insufficient funds, they charge a \$30 late fee per occurrence. They will attempt two additional pulls over the next three weeks, each time charging a \$30 late fee for insufficient funds. FACTS will charge up to \$180 in late fees per family. FACTS will email notices to families each time there are insufficient funds. After three attempts, the account becomes unresolved. Once the account is unresolved, the payment will need to be made directly to the school office, or the family can login to FACTS to make a payment.

Second Payment Return: A school representative will contact the family to inform them of their delinquent payment situation and the school's tuition payment policy.

Third Payment Return: A school representative will contact the family to speak to them about their delinquent payment situation. If the outstanding tuition cannot be paid within 7 days, a meeting with the principal and/or superintendent will be required to keep the student(s) in class.

60 Days Past Due: If an acceptable repayment plan has not been established by the guardian(s) of the student(s), the student(s) will be withheld from attending classes. Re-admittance will be allowed once an acceptable repayment plan has been established.

Definition of an Acceptable Repayment Plan:

1. **Standard Repayment Plan:** Sum of the accumulated delinquent tuition and fees divided by the remaining number of installments for the current school year. New value is then added on top of the normal tuition payment.

2. **Personalized Repayment Plan:** If the family is unable to use the Standard Repayment Plan, they have the opportunity to develop a personalized repayment plan (with the assistance of the principal and/or superintendent). Minimum standard of any plan will be the maintenance of normal tuition payment along with clearly defined elimination of the delinquent tuition.

Rules for Delinquent Tuition at End of School Year:

1. Student(s) will not be allowed to register for the next school year.
2. Transcripts will not be released by ILS.
3. Diploma will be withheld from the student(s).

It is the responsibility of the parent or guardian to contact the school and/or the principal as soon as a financial hardship has begun. The ILS board of directors understands and values the sacrifices each family makes in order to send their child(ren) to Illinois Lutheran Schools. At ILS we believe in open and honest communication and hope you will be proactive in reaching out to us when a need arises. Please remember financial assistance may be available.

VISITORS

Parents, students from other schools, and other guests are welcome to visit classes at Illinois 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.

All such incidents will be immediately reported to local law enforcement and to the ISBE (SIRS) School Incident Reporting System according to law.

COMPLIANCE

Illinois Lutheran Schools agrees to comply with any other applicable state or federal law or regulatory requirement.