

Illinois Lutheran Schools

Romans 14:19

So then let us pursue what makes for peace and for mutual upbuilding.



High School & Junior High Student Handbook 2018 - 2019

Illinois Lutheran High School and Junior High

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Administration

Rev. Troy Swenson	Superintendent
Mr. Joe E. Archer	Principal
Mr. Timothy Rimpel	Dean of Spiritual Life
Mr. Jeffrey Spiaser	Academic Dean
Mr. Philip Adickes	Dean of Students
Mr. John Dorn	Technology Coordinator
Mr. Mark Kjenstad	Activities Director

Faculty

Mr. Philip Adickes	Religion, Physical Education, Health
Mr. Joe E. Archer	Earth Science
Mr. Joel Buege	Band
Mr. John Dorn	Science, Computers, Technology
Mr. Nathan Hinz	8th Grade, Math, English, Physical Education
Pastor Frank Italiano	Religion
Mrs. Rebecca Jahns	English, Drama
Mr. Mark Kjenstad	Religion, Social Studies
Pastor Lon Kuether	Religion
Mr. Jacob Lash	Mathematics
Mrs. Taryn Oldenburg	International Coordinator
Mr. Jeff Rick	7th Grade, English, Social Studies
Mrs. Luann Rimpel	Band
Mr. Timothy Rimpel	Religion, English
Pastor Mike Schneider	Religion
Miss Beth Schuppe	History
Mr. Jeff Spiaser	Science
Mrs. LuAnn Spiaser	English, Art
Mrs. Amanda Ventura	Spanish
Mr. Josiah Willitz	Music, Band
Mr. Donovan Zastrow	Mathematics

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Student Handbook

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 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.

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 gospel. 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.

ANNUAL NOTICE OF NONDISCRIMINATION Illinois Lutheran High School insures 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 application is accepted but 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 and strongly encourages dental examinations of all pupils upon entry to preschool, kindergarten and sixth grade administered by qualified medical professionals. Out of state transfer students are also required to have physical examinations. 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. Lead screening may be required for ages 6 or below depending upon home address. Health forms may be picked up in our school office. 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 physical form on file with the Activities Director before participation may begin.

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 3:30 to 4:10 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 the week before. 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 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.

ACADEMIC RECOVERY

Students at ILHS are expected to have passing grades in classes. In order to help students maintain passing status, the following procedure will be used.

- First, teachers will contact parents of any student who has an F in class. This notification will be made before Tuesday.
- Second, students maintaining a failing grade in a class for two consecutive weeks will be required to stay after school Tuesday through Thursday until the grade is raised to the passing level. Students will be notified in writing on Monday.

Students may be transferred to Academic Intervention if the situation warrants the extra help available in AI. Students who are chronic offenders will be placed on a contract after a meeting with academic dean, student and parents. Students placed on a contract may find their continued enrollment at ILHS in jeopardy.

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.

Targeted Attendance:

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 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 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. **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 one of the following two procedures when dealing with absences:

- (1) Parents should notify the school office 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, reason for absence 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, work, staying home to do homework, 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 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

Cell phones may be carried by a student but should be in the “Silent” mode. Students will be allowed to check messages between classes. If a student’s phones, rings during a class period or if they are using their phone in class (texting, etc.) without permission, it will be subject to confiscation.

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

2nd 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.

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 students will be made aware of the definition of cheating and how to avoid cheating. Additionally, teachers will inform students of the consequences of cheating. Consequences will fall into two categories: those outlined in the individual course syllabus and those outlined in this policy. All instances of cheating will be documented by the teacher and filed with the academic dean. Consequences as outlined are cumulative throughout the high school years.

1st Offense

1. The teacher will administer consequences as outlined in the course syllabus.
2. The academic dean will record this, call the parents, and meet with the student to discuss the consequences of further instances of cheating.

2nd Offense

1. The teacher will administer consequences as outlined in the course syllabus.
2. The academic dean will record this, call 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 teacher will administer consequences as outlined in the course syllabus.
2. The academic dean will record this and meet with the student and parents to discuss consequences.
3. The student will lose credit for 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 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.

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.

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 reports 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.

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.

Shirts/Tops

1. 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.
2. Button down oxford shirts, loose-fitting polo-type shirts, pullover dress shirts and dress T-shirts with acceptable logos 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. Slogans are not allowed.)
3. Shirts may be long or short sleeved but must always cover the entire shoulder. Shirts with buttons may have the top button only unbuttoned. Sheer or see through tops must have a legal shirt on underneath.
4. Cardigan or crewneck sweaters with acceptable logos are permitted.
5. Fleece pullovers, zip-up jackets or pullover sweatshirts with acceptable logos 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. (No clothing from another high school may be worn.)

Pants: Dockers style (flat or pleated front) slacks, cargo pants or clean and neat jeans without rips or holes at the waist are permitted. Jeggings, yoga pants and other tight pants are not to be worn.

Skirts: Skirts no shorter than 3” 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-offs shorts are allowed.

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. Gauges, 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 for anyone except seniors. Seniors may wear properly trimmed facial hair with approval by the Dean of Student Life
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. (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. Flip-flops 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:

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.

ELECTRONIC DEVICES

Electronic devices (other than calculators, tablets, and computers used for class) are not allowed to be used during the school day. Headphones 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 ***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.

Ineligible high school students may practice, but not participate in games, activities or performances. Any student that is required to attend Academic Recovery must follow through on those responsibilities in order to participate in practice. (See Academic Recovery) 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 called **Power Announcement**. 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, 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 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, 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, 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

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 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 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.

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 8:17 AM to 3:18 PM. 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.

COMPUTER AND INTERNET USAGE POLICY

Computers are available for student use in classrooms during classes and in the Media Center, before school, and after school. All of these computers also provide access to the internet. Use of a computer 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, ILS will now allow junior high and high school students and staff to access the ILHS Guest wireless network using their own technology devices (laptops, Smart Phones, iPads etc.)

during the learning day. With classroom teacher approval, students may use their own devices in the classroom to access and save information from the Internet, communicate with other learners and use the productivity tools loaded on their devices. Any and all access through the wireless network may be monitored and/or recorded for the purposes of network security and student safety. By enrolling a child at ILS parents/guardians are also giving their child permission to use ILS' computers and to access the internet according to the following guidelines:

ILS Owned Computer Use Guidelines

1. Students should only use a computer and access the internet while logged into the ILS computer network using the username and password assigned to them. They should not allow someone else to use a computer that they are still logged into.
2. Students should use the computers and internet primarily for work related to their classes and other responsibilities as a student.
3. Students should not use the computers or internet to listen to music or watch videos that are not directly related to a school assignment.
4. Students should not use the computers or internet for gaming.
5. Students in the Media Center during study hall or class should not allow more than one person at a computer without the express consent of a staff supervisor.
6. Students should not use the computers or internet to access, upload, download, transmit, or distribute anything that would not be God-pleasing.
7. Students should not use the computers or internet to violate any local, state, or federal statute.
8. Students should not use the computers or internet to steal, vandalize, damage, or disable the property of another individual or organization.
9. Students should not use the computers or internet to violate copyright laws or use the intellectual property of another individual or organization without permission.
10. Students should not use the computers or internet to impersonate or defame another person.
11. Students should not alter, install, or uninstall software or hardware on the school's computers without permission of a staff supervisor.
12. Students should not circumvent or attempt to circumvent the computer or internet filtering or security systems employed by the school; this includes the use of proxy sites.

Bring Your Own Device/Chromebook Guidelines:

1. In order to utilize Illinois Lutheran services (specifically Internet access) and participate in the BYOD program, students and a parent or legal guardian must review and sign the Computer and Internet Use Policy. This will be considered a legally binding agreement.
2. The student is fully responsible, at all times, for the personally owned device brought to school. Illinois Lutheran is not liable for any loss/damage/theft of a personally owned device.
3. The student is responsible for the condition of the device brought to school, including updates, antivirus software, and repair.
4. Students may not use any device or service for non-educational purposes during school hours, unless granted permission by a staff member
5. No device, personal or otherwise, may be used to record, store, or transmit any type of image, sound, or video from Illinois Lutheran, except for approved projects with the express permission of the teacher.
6. If reasonable belief exists that the student has violated the terms of this agreement, or other school policy, the student's device may be inspected and/or confiscated. Subsequent or additional disciplinary action involving misuse of technology may extend to loss of technology privileges or further action as determined our Administrative Team. Students who do not abide by these guidelines will receive appropriate discipline as determined by a supervising staff member and/or

by the Dean of Students. These punishments may include loss of computer lab privileges, detentions, suspension of computer or internet privileges, or fines related to physical or operational damage to the computers, software, network, detentions, or possible suspension from school. ILS uses a combination of internet filtering and monitoring software, as well as direct supervision, to prevent students from accessing material that has been deemed inappropriate as well as web sites such as gaming and social networking sites that do not directly contribute to a student's academic work or other responsibilities as a student. Even with these measures in place, it is possible that a student may be exposed to material on the internet that is inappropriate. Parents who don't want their child to have access to the internet at school should consult with the Administrator or Dean of Students.

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

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 student's 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 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, 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 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.
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

- 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.
- Backless dresses may not be cut below the natural bra line.
- 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).
- Dresses may have spaghetti straps, halter type tops, cold shoulder, or strapless as long as they meet the neckline requirement.
- Dresses that are laced together in the front cannot reveal bare skin under the lacing.
- Dresses with sheer panels or cutouts are not allowed.

Gentlemen

- Dress pants (no sagging/baggy pants) are required. Pants must be worn at waist.
- Dress shirts and tie are required.
- A jacket is optional.
- Dress shirts must be worn and tucked in 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

- 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.
- Backless dresses may not be cut below the natural bra line.
- 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).
- Dresses may have spaghetti straps, halter type tops, cold shoulder, or strapless as long as they meet the neckline requirement.
- Dresses that are laced together in the front cannot reveal bare skin under the lacing.
- Dresses with sheer panels or cutouts are not allowed.

Gentlemen

- Pants cannot be too big or sagging. Pants must be worn at waist.
- Dress shirts and tie are required.

- Shirts must be worn and tucked in the entire dance.
- Tuxedos and suits cannot have any logo or design other than normal material patterns.
- 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. 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

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 and assigned to a teacher. Payment can be made by cash, check (payable to Illinois Lutheran Schools) or credit card in the school office. ***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. FACTS charges an annual enrollment fee. For the coming school year tuition may be paid in any of the following ways:

1. Pay in full to school by August 1, in which case the family will still need to set up a FACTS account, but will not be charged a FACTS annual service fee. (Checking or Savings Account, Discover, MasterCard, Visa)
2. Make semiannual installments to FACTS, due in August and February. Each family may choose whether the payment is due on the 5th or 20th of each month.* (\$10 enrollment fee 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.* (\$45 enrollment fee per year)
4. Make twelve monthly installments to FACTS, from July through June. Each family may choose whether the payment is due on the 5th or 20th of each month.* (\$45 enrollment fee 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.
- Peace of mind benefit (optional) is \$20. 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, you are 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 your account is unresolved, your payment will need to be made directly to the school office, or you can login to FACTS to make a payment directly to them.

Second Payment Return: A School Representative will contact the family to inform them of their delinquent payment situation and our 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.



CHARGERS