Parent/Guardian:

It is your responsibility to review the online Parent-Student Handbook posted on www.spiluhi.org.

If you as parent/guardian concur, please sign and return this form when your student attends classes on the first day. Students who have not submitted this signed form will not be able to attend classes after August 26, 2021.

As parent or guardian of the above-named student of Lutheran High School,

I ____________________________________________.

(Parent or guardian – please print)

read, understood, and pledge to support and abide by the Student Handbook, the attached COVID Addendum, and the Student Acceptable Use Policy for Computer, Network, and Internet. I further understand that my child will be issued a gmail “spiluhi.org” email address for access to school computers.

I understand that the school and school personnel incur no liability for injuries occurring when administering asthma medication and epinephrine auto-injectors in accordance to an “Emergency Action Plan” written by a physician and provided to the school.

__________________________________________________________________________  __________
Signature of Parent/Guardian Date

Student:

I, the above-stated student of Lutheran High School, read, understood, and pledge to abide by the guidelines explained in the Student Handbook, the attached COVID Addendum, and Student Acceptable Use Policy for Computer, Network, and Internet.

__________________________________________________________________________  __________
Signature of Student Date

FOR OFFICE USE: Received by ________ (initial) / __________ (date)
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LUTHERAN HIGH SCHOOL MISSION STATEMENT
Empowered by God, Lutheran High School builds a Christ-centered family to equip students spiritually, intellectually, and physically for service to God and society.

LUTHERAN HIGH SCHOOL’S PHILOSOPHY
Lutheran High School bases its philosophy of education upon the Holy Scriptures as the Word of God which centers on Jesus Christ and upon the Lutheran Confessions. Our goal is to provide a safe family atmosphere so that students have the opportunity to find identity, meaning, purpose, and power for their lives in Jesus, their Lord and Savior (II Peter 3:18). Christian education is designed to help the students live out their faith in unselfish Christian service. The primary purpose, then, becomes how to live their lives, not merely how to earn a living. In this unique educational environment, all knowledge and learning is viewed as potential channels for God’s power and grace. The curriculum of Lutheran High School is designed to meet the needs of the students and is founded in the Gospel of Christ. The curriculum is designed to equip students spiritually, intellectually, and physically. Students are challenged to make thoughtful Christian decisions and take positive Christian action as they live as people of God.

Lutheran High will act in loco parentis in those instances in which the parents are needed but not accessible.

More Specific Applications:

ACADEMIC PROBATION: Academics take priority over co-curricular activities. The purpose of academic probation is to allow the student time and motivation to bring up his or her grades and to assure others that students representing the school are maintaining their academic work.

Any student receiving a report card quarter grade lower than a “D-” for any class in any quarter is automatically placed on academic probation status for the following quarter (nine-week period) effective the day following notification of this status. Any student receiving three or more quarter grades lower than “C-” on any report card is also placed on academic probation status for the following quarter.

During the time a student is on academic probation, co-curricular activities, working hours, and activities limiting academic study time should be curtailed. Students on Work/Study may be removed from their job, with corresponding reduction in salary, in order to allow them time to study. Students on student council or serving as class officers are considered ineligible to participate or hold those offices. Students on academic probation will have their honor cards removed so they will remain in supervised study halls. Those involved in IHSA governed groups follow the ineligibility rules noted in section VIII of the Athletic Handbook at the end of this document.

ACADEMIC SPOTLIGHT: Each week, teachers may nominate students that have demonstrated consistent academic habits, have done especially well on an academic subject, have demonstrated significant recent improvement, have gone out of their way to help another student(s) understand academic concepts, or been especially helpful in one of the classes. The Administrative Council selects the student(s) to spotlight that week and these students’ names will be announced on the Friday morning announcements, as well as listed in the Daily Shield and the Ledger.

ACCREDITATION: Lutheran High School is Recognized by the State Board of Education. Lutheran High School is also accredited by National Lutheran School Accreditation (NLSA), the school accreditation agency of the Lutheran Church Missouri Synod. The NLSA is recognized as one of the leading school accreditation agencies in the nation.

ADMINISTRATIVE COUNCIL: The Principal, Assistant Principal, Guidance Director, Athletic Director, Faculty Chairman, and selected others meet weekly to discuss school operations.
ADVISOR/CHAPERONES: Each student group or organization has a faculty advisor assigned. The advisor should be present when all meetings and activities are carried out. In the absence of the faculty advisor, another approved adult must be present. As a general rule, there should be one advisor/chaperone present for every 10 students at an activity. Some activities may require the presence of additional chaperones.

ANIMALS: Lutheran High does not allow animals in the school building. Pets are not to be brought to school (except for approved classroom demonstrations). School biological labs are forbidden, by law, from using specimens not obtained from a biological supply house.

ANNOUNCEMENTS: Announcements are made over the intercom during home room. Students are to remain in their homeroom during announcements. Individuals and groups wishing to have announcements included should submit them to the school office before school begins. The administration requires prior approval of announcements. Afternoon announcements, if necessary, will be made only during the first minutes of 7th period. The daily announcement sheet will also be posted to the school website, www.spiluhi.org under the “Publications” icon.

Those wishing to include items in the Ledger should have them submitted to the Administrative Assistant by the Ledger deadline date. Ledger deadlines are listed in each Ledger.

ANNUAL STUDENT FEE: The Annual Student Fee must be paid each year for each student. This fee has the function of serving as a textbook purchase fee, student records/testing fee, and other miscellaneous items.

ASBESTOS, LEAD, RADON: There is no friable asbestos in our buildings, no lead in our drinking fountains, and no basements thus, no radon gas concern. Parents may review the State required Asbestos Report upon request to the principal.

ATHLETE OF THE WEEK: Coaches may nominate athletes each week who have displayed wholesome leadership, performed in an exceptional manner, been especially helpful to the coach or team, or whose practice habits set them above others on the team. The Administrative Council selects the weekly student(s) to recognize and his/her name is posted. The student(s) selected are included in the Daily Shield and Ledger.

ATHLETIC ELIGIBILITY: (See Athletic Handbook at the end of the handbook)

ATHLETIC FUND: Lutheran High School's co-curricular athletic program is financed through monies raised specifically for the program. No congregational assessment monies or tuition monies are used for the athletic program other than the expenses for regular upkeep of the facilities and coaching stipends. All travel costs, officials’ payments, equipment, uniforms, and entry fees for athletics are paid through the Athletic Fund or through special action of the Crusader Aiders or a Booster Club. The Athletic Fund receives income from admission charges for athletic contests, sports fees, profit from Bookstore items, Summer Sports Camps, Our Tournaments, and from contributions by individuals or groups. The Athletic Director oversees the Athletic Fund, authorizes payment of bills, and is held accountable to the school administration for the fund.

ATTENDANCE: Regular attendance is essential for student success and for earning class credits at Lutheran High. Please consult the school calendar when planning family vacations, trips, and appointments. When a student is absent from school, educational opportunities that are available only during class time are lost. Make up work and due dates are at the discretion of the teacher, but normally students receive one day to make up work for each day absent.

The number of absences allowed per class period per semester is FIFTEEN (15). Upon the 16th absence in each class, students will be denied course credit.

Allowable absences are those approved and accounted for by the student’s parent/guardian. The school office should be notified by 9:00 a.m. if a student will be absent. This can be done by phone, email, or written note. (This includes: medical appointments, illness, college visits, court appearances, funerals, family commitments … Please also review the “Planned Absences” procedure.) Students that arrive more than 15 minutes late to their first class of the day will be considered to be absent in
that class period.

In order for a student to be eligible to participate in a school co-curricular event, they must be in attendance for at least 4 class periods. Out of concern for all student-athletes and all student-performers, any student who is not able to complete a school day should not be allowed to practice, compete, or perform that day if they need to leave school after arriving for the day (the four period minimum is still needed if they arrive during the school day after first period). Special circumstances should be approved by the Administration in advance of the absence.

Lutheran High School related activities and administrative suspensions do **NOT** count toward the 15 absences.

- When a student compiles 5 absences in a single class per semester, a warning email notice will be sent through Teacherease.com.
- When a student compiles 10 absences in a single class per semester, a warning email and a letter will be sent home including a copy of the student’s attendance record.
- When a student compiles 13 absences in a single class per semester, a warning email, and a letter will be sent home and the student will have a consultation with an administrator.
- When a student compiles 15 absences in a single class per semester, a final warning phone call will be made to the parents/guardians.

Extenuating circumstances will be considered only in those cases where proper medical documentation was submitted at the time of the student’s absence. These cases must be presented to the Principal and the Administrative Council. Appeals may be made to the Education Committee and then to the Board of Directors as necessary.

Lutheran High has a “closed campus policy” which does not allow our students to leave without special permission nor allow other students to be on our grounds during the school day without special permission. Once students arrive at Lutheran High, they are expected to remain at school for the remainder of the school day. Students that arrive late or leave early (with parental approval) must sign the attendance clipboard in the school office.

**Planned Absences:** The Lutheran High Administration strongly discourages families from scheduling vacations during the school year; however, planned absences at times cannot be avoided. If there is to be a planned absence, a parent/guardian must complete a *Planned Absence Form* at least one week prior to the date of the absence and present it to the Principal for approval. (A copy of the form can be obtained from the school office or at the end of this handbook). These absences count toward the total “15” allowed per semester and the student is responsible to make up all work missed.

- College visits are included on the *Planned Absence Form*. If the student/parent is scheduling a college visit, they should confer with the Guidance Counselor in advance of the visit. **College visits are strongly discouraged during the month of May.** College visits count toward the student’s allowable 15 absences per semester.

A student who will miss school for a field trip or co-curricular activity must turn in work due in all classes prior to leaving campus. These absences do not count toward the “15”.

**Truancy:** Truancy is an absence that occurs without parental permission or as a result of leaving campus without proper permission. This is recorded as an unexcused absence and incurs the following penalty steps.

**STEP 1:** First offense – Student receives 2 demerits, may not make up class work, assignments or tests that are missed, and is assigned zeroes. Parents are notified of the seriousness of this action.

**STEP 2:** Second offense – Student receives 2 demerits. The student’s semester grade is lowered one full grade in all classes in which the student has two unexcused absences. A conference with parents, student, and an administrator will be held.
STEP 3: Third offense – Student receives 4 demerits. The student’s semester grade is lowered an additional full grade in all classes in which the student has three unexcused absences. A conference with parents, student, and an administrator will be held.

STEP 4: Student is recommended for expulsion from Lutheran High School.

TARDIES
Students are expected to be in the classroom and prepared for class when the bell rings. Those late to class are tardy. Normally, students are notified of the tardy by the instructor issuing the tardy. A student’s attendance record may be accessed by parents and student on teacherase.com.

Students who are late to class with an approved excused pass will not be marked tardy.

Each student is allowed three total tardies, for all class periods, per semester. The student is issued detention time upon the receipt of their 4th tardy.

Following the issuance of the 4th tardy, the student is notified by a note from the attendance officer that they must serve detention time. The note will be dated with the time they are to serve, usually within the next day or two upon receiving the note. Normally, detentions are served BEFORE SCHOOL. Detention time is generally not negotiable. If a student misses his/her assigned detention time, THAT TIME IS DOUBLED. If the student misses detention two times in a row, the student will receive 2 demerits, plus the doubled time due. (See also DETENTION, for detention rules.)

- 4-8 tardies – 30 minute detention per tardy
- 9-15 tardies – 60 minute detention per tardy
- 16-20 tardies – 60 minute Saturday detention per tardy (Cost $25/hour for supervision)

If a student receives more than 20 tardies within a semester, continued enrollment at Lutheran High is in jeopardy. The Administrative Council will review cases to determine continued enrollment. Appeals may be made to the Education Committee and then to the Board of Directors as necessary.

- Transfer students participate in a semester-long probation and are allowed only nine tardies during their entry semester.
- Any student who receives more than 9 tardies during the semester loses the total of “20” allowed for the following semester. Students who receive 9-14 tardies one semester will only be allowed 17 tardies the next. Students who receive 15 or more tardies one semester will only be allowed 15 tardies the next.
- Parents may excuse three tardies to the student’s first class of the day, per semester, due to extenuating circumstances such as car problems, family emergencies, etc… These will be noted as “ET” on teacherase.com for a “parent-excused tardy” and these excused tardies do not count toward the student’s total tardies.

LATE ARRIVAL/EARLY DEPARTURE:
Juniors and Seniors who have a first or last period study hall may present a parental permission to miss the study hall involved and either arrive late or leave school early. Permission notes are to be given to the attendance officer for each applicable semester. We do not want these students to provide a noise distraction in the hallways, so first period late arrivals who arrive five minutes or more prior to second hour must report to study hall.

Athletes who have athletic commitments immediately after school may be required to attend 8th hour study hall (students are not allowed to sit in their car in the parking lot). Early departure students are not to return to the Lutheran High School campus until after school has ended. Any abuse of this privilege may result in the privilege being removed.

Arriving late and leaving early is a privilege for responsible students. If students are not acting responsibly, but rather accumulating excessive tardies or demerits, they do not deserve this privilege. Students who get 4 tardies combined (from any class) or 4 demerits in any semester will lose the late arrival or early
departure privilege for that semester and for the following semester. Students who have an unexcused absence will also lose this privilege for the current and following semester.

On certain days, the late arrival privilege is suspended for all students (testing days, special assemblies, career day, etc.)

BOOK BAGS: Are permitted only going to and from school. Once in school, book bags should be stored in lockers.

BACCALAUREATE SERVICE: All seniors and faculty are expected to join in praising God at the Baccalaureate Service. Others in the Lutheran High family are invited to attend this service.

BREATHEALYZER AT SCHOOL EVENTS:
USE OF A BREATHALYZER TO DETECT STUDENT ALCOHOL USAGE. Lutheran High encourages wholesome activities for its students. However, the devil delights in providing temptations including getting teens to participate in activities such as the use of illegal prohibited drugs and alcohol. These temptations come to students whether in a Christian school or not. While the school may encourage wholesome and God-pleasing behavior at all times, we are limited to controlling only those things at the school.

At Lutheran High dances or similar activities, students who have alcohol in their possession will be suspended with a recommendation to the Education Committee for expulsion. We do not want students to come to the dance after drinking elsewhere either. At dances and similar activities, Lutheran High will screen all students entering with a State Police provided Breathalyzer, a device the State Police use to identify the presence of alcohol on a person’s breath. If the Breathalyzer indicates alcohol on the breath of a student, the student will need to wait 15 minutes to be retested. There are some mouth sprays/washes that may contain an alcohol by-product that could set off the Breathalyzer, but a retesting after 15 minutes will only identify those who have alcohol in their deep lung air which could only come from alcohol in the blood. If a student tests positive for alcohol on the second test, the parents will be contacted and asked to pick up the student. We will not allow the student to leave (we don’t want people driving who have been drinking). If the student refuses to wait for a parent, we will contact the police with the student’s name and license plate number, identifying him/her as an individual who may be driving under the influence of alcohol.

Students identified by the Breathalyzer as having alcohol in their blood system will be assigned 9 demerits and be suspended from school for 3 days with no make-up privileges. In addition, they will lose an honor card, be removed from athletic teams for one year, and professional counseling may be required. Should there be a second violation, he/she will be assigned 11 demerit points, which together with the 9 points for the first offense, would result in at least 20 demerit points (expulsion).

CAREER COUNSELING: Within the first months of school, the Principal hosts an evening meeting with Juniors and Seniors and their parents. Additionally, the Counselor distributes information regarding career choices, post-secondary educational plans, national college entrance tests, and the like. Periodically, material is presented to students and parents regarding career instruction, as well as holding a Career Day to help students explore career options.

CELL PHONES: (see Electronic Devices)

CHAPEL: (see also Spiritual Life) All students and teachers are expected to attend and participate in worship experiences at Lutheran High. In order to facilitate movement and help maintain proper decorum, seating areas will be assigned. Students are encouraged to participate in the leadership of the student chapels and family devotions by working through the Spiritual Life Committee and the Chapel Coordinator. Student musical accompaniment assistance is appreciated. The school chaplain works with the chapel coordinator to structure the worship program.

Chapel time is the "heart" of Lutheran High. There should be no reason for students to avoid praising, thanking and learning of God in this special group way. While we cannot rightly force any student to pray, sing or otherwise
participate in the worship service, we can and do insist that proper respect for God and for others worshiping Him be maintained. Inappropriate behavior (e.g., socializing during a hymn or prayer, conveying disrespect through posture and attitude) will be dealt in accord with the Demerit System.

CHAPEL COORDINATOR: A faculty member is appointed to work with the chaplain and schedule the various worship services at Lutheran High.

CHAPLAIN: The pastors of the congregations in the Lutheran High School Association appoint a pastor to be periodically available to administration, faculty, and students, assisting in guiding the spiritual dimension of the school.

CHRISTIAN LEADERSHIP RECOGNITION: When selecting senior students for this, the highest recognition Lutheran High presents, the staff is attempting to identify those students who best meet the characteristics we desire in our Christian youth at Lutheran High.

Criteria:
A. Academic concern
   -- concern for others' academic growth
   -- positive classroom support to assist others in understanding classroom concepts
   -- willingness to help others academically
   -- personal involvement in academic concerns

B. Activity concerns
   -- assists in setting spiritual tone and "flavor" in sports, music, drama, publications and other activities
   -- is a Christian participant giving proper respect for rules, leaders, officials, criticism, and others' rights
   -- rejoices in the successes of others
   -- encourages others to utilize their gifts to God's glory
   -- gives evidence of recognition that to God belong their individual honors

C. School Spiritual Life
   -- assists in creating a God-pleasing environment
   -- presents positive and other supporting behavior and speech
   -- gives evidence of a respect for God's Word, God's name, and God's gifts
   -- participates in and/or leads group devotions in chapel, classroom, or other areas

D. Christian witnessing to others
   -- shares Christ with others by actions and words
   -- speaks out when an injustice is being done or when others are being unfairly treated
   -- is a friend to those who need Christian friendship
   -- obtains strength from God and from His Word to be better able to serve Him

CHRISTIAN SPORTSMANSHIP RECOGNITION: This recognition is presented yearly to one male and one female senior athlete who best represents the qualities of Sportsmanship desired in all athletes. In such a selection, we seek to identify that male and female athlete recognized by team, coach, and fans as consistently:
   a. showing concern for fellow team members
   b. showing respect for officials and others in authority
   c. showing support for others associated with the team and rejoicing in others successes
   d. showing control over their emotions and restraint in very difficult situations, and
   e. showing thanks to God for the blessings in talents and opportunities He has provided.

Selected regular spectators and coaching staff select the recipients through a process handled by the athletic director. The principal must approve the final selection and votes in cases of ties.

CHRISTO SERVIRE DISCIPLINA: This recognition is given by the Board of Directors to an individual or individual(s) who displayed significant volunteer assistance to Lutheran High over a number of years. The
award is normally given at graduation.

CIVIL LAW: Ecclesiastical Law (that is, law of the church) will normally take precedence over civil law in areas of student dismissal. What may be acceptable in other settings need not be tolerated at a Christian school. Lutheran High School officials may contact the police for assistance regarding dangerous student behavior, drug related items, or as other civil law violations necessitate.

CLUBS: Club members desiring to meet in a classroom must first clear this with their advisor. Students desiring to start a club must first find a willing faculty advisor and then present their request to the principal.

COMMUNION: Lutheran High is an extension of local LCMS congregations, not a congregation by itself. As such, The Lord’s Supper is celebrated at the local Lutheran congregations, not at the high school.

CONFLICT RESOLUTION: If a student or parent feels that they have been treated unfairly in some area (example: Discipline, Discrimination, Grading), they should first contact the individual they feel is not treating them fairly. If satisfaction cannot be achieved, the student or parent may contact that person’s supervisor or other key individual (assistant principal, guidance director, athletic director, chaplain). If satisfaction is still not obtained, the parent may contact the principal. If satisfaction is still not obtained, an official “Conflict Resolution” form may then be filed which requires specific written response within a timely manner.

Step 1  Contact the individual whom you believe treated you unfairly.
Step 2  Contact someone else who is this person’s supervisor or a key individual at the school.
Step 3  Contact the principal.
Step 4  Complete and submit a “Conflict Resolution” form to the Administrative Assistant (in school office). A copy of the form will be given to the Principal and the Education Committee Chairman. You will be contacted by representatives of the Education Committee to determine the next step. If appropriate, a meeting with the whole Education Committee may be held. At such meetings, in addition to the student and his or her parents, the family pastor and/or supportive teacher may be invited by the family and the principal may bring other staff members as well.
Step 5  Contact the chairman of the Board of Directors and request a hearing in front of the whole Board of Directors.

At times, parents may wish to express dissatisfaction with the handling of some matter and prefer not to contact the principal for some reason, but do not wish to request a meeting with the Education Committee. If desired, they may choose to contact any Board of Directors member with their concern. The Board member will likely insist on a meeting with the individuals involved and will likely offer to go to this meeting with the parent.

We all need to be reminded of God's Word in which He encourages us to speak our concerns to the one who has offended and to concentrate on those aspects which are pleasing to Him.

"If your brother sins against you, go, and when you're alone with him, show him how he is wrong. If he listens to you, you have won your brother. But if he won't listen, take one or two with you so that you have two or three witnesses for everything. If he won't listen to them, tell it to the church. But if he won't even listen to the church, treat him like a pagan and a tax collector. I tell you the truth, whatever you don't forgive on earth will not be forgiven in heaven, and whatever you forgive on earth will be forgiven in heaven. Again I tell you, if two of you here on earth agree to ask for anything, My father in heaven will certainly do it for you. Where two or three have come together to be with me, there I am among them." Matthew 18:15-20

"Finally, my fellow Christians, keep your minds on all that is true or noble, right or pure, lovely or appealing, on anything that is excellent or that deserves praise." Philippians 4:8

CONTROLLED SUBSTANCES (see also MEDICINES): Substance abuse items such as alcohol, tobacco, marijuana, electronic cigarettes, vaping devices and paraphernalia, "drugs", or drug paraphernalia may not be used by, nor be in possession of, any student on school grounds or at school functions.
Any student who sells, transmits, or otherwise provides controlled substances/paraphernalia to another student will normally be immediately suspended and recommended for expulsion with all pertinent information provided to the police for civil prosecution. The school reserves the right to utilize police dogs or other police tools to locate controlled substances. We reserve the right to search for controlled substances, and to insist on selected student drug testing at the parent/guardian expense if the action is warranted.

Prescription drugs must be registered with the school office. All student medicines are to be kept in the school office.

COUNSELING: The guidance counselor is willing to assist students in academic areas as well as other areas in which the student requests help and the counselor is in a position to assist. The counselor may be willing to offer advice on non-school related areas, but such counsel may be referred to professional counselors. The student’s Pastor may also be a good counselor resource. Remember to include our greatest counselor, Jesus Christ, in your decisions.

CRUSADER AIDERS (see constitution in back of this booklet)
All parents are immediately members of Crusader-Aiders. This supporting organization of parents and other boosters of Lutheran High strives to accomplish three major goals:
   - to provide prayer support for the school
   - to assist in the recruitment of students
   - to assist financially through various projects

CRUSADER OF THE MONTH: This recognition is given to those students selected by the faculty who have exhibited exemplary qualities during the month in the areas of Christian leadership, service, school spirit and concern for fellow students. Nominations come from faculty members at a faculty meeting. Students so selected have their name added to the Crusader of the Month Plaque, may use the designated reserved parking space, and are listed in the Shield and the Ledger.

DETENTIONS: Detentions are designed to serve two purposes:
   1. To serve as a punishment and deterrent,
   2. To provide strictly supervised time for the student to complete tasks he/she failed to complete as expected.

   Detentions fall into three categories:
   1. Tardy Detentions
   2. Classroom Discipline Detentions
   3. Administrative Detentions

1. TARDIES/TARDY DETENTIONS (See Attendance)

2. CLASSROOM DISCIPLINE DETENTIONS:
Students may be assigned a detention if the student's misbehavior or lack of consistency in completing expectations warrants it. Some teachers may issue Classroom Discipline Detentions if a student comes unprepared for class. Such detentions are held in the classroom of the teacher who issued it and is supervised by the issuing teacher, or may be held during lunch time in an isolated area of the lunchroom. The time commitment may vary and the detention will not be added to other tardy/attendance records. Normally, such detentions are served the day after they are issued or during a lunch period. Records of such detentions are kept by the individual teacher and not recorded on any official school record. Refusal to serve such detention is legitimate grounds for a demerit.

3. ADMINISTRATIVE DETENTIONS:
The administration may utilize the detention system as part of other disciplinary actions.

DAILY SHIELD: The Daily Shield is the student announcements presented to the students during 2nd hour each day over the intercom. These announcements are posted on the school’s website, www.spiluhi.org, under the “Publications” icon.
DETENTION HALL RULES: Students should arrive to detention hall on time. Extra penalty time may be added for being late. Those who miss detention time will have the penalty doubled. Students who miss detention two times in a row are further assigned 2 demerits. In the event that a teacher-initiated conflict exists with detention time, the student will be allowed additional time to serve the detention.

While serving detention time, students are allowed to work on homework quietly, but are not allowed to:

- Sleep, eat, drink, talk or make disturbing noises
- Use cell phones or other electronic devices
- Use the restroom

Serving detention time is one criteria for honor card removal and the detention supervisor will ask for the student’s honor card.

Under certain circumstances, Detention Students may be given the option of working off their time.

Records will be kept during the year of time "served" in detention hall, but will not be included in the student's permanent file.

DISCIPLINARY PROBATION: Students whose conduct is of such a nature to warrant close supervision will be placed on a disciplinary probation. Specific requirements and time limitations will be set on an individual basis, and generally, directly related to the source of the concern. Failure to comply with the requirements may well result in the student disqualifying himself/herself from continued enrollment. Students on Disciplinary Probation will have their Honor Card removed and may not be eligible for Late Arrival/Early Dismissal privileges.

DISCRIMINATION: Lutheran High welcomes those willing to abide by the expectations of a Christ-centered community. Lutheran High School admits students of any race, color, gender, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It will not discriminate on the basis of race, color, gender, national and ethnic origin in administration of its educational policies, scholarship and loan programs, athletic, and other school administered programs.

ELECTIONS - CLASS OFFICERS:
1. Class offices include President, Vice President, Secretary, Treasurer, and Student Council Representatives. For the Junior Year, the prom committee members are appointed, not elected.
2. Individuals desiring to run for a class office and for Student Council representatives for the following year are to submit a petition to that effect, signed by fifteen of his/her classmates and two teachers. These petitions are to be submitted to the class advisor by a date set by the advisor prior to the election and turned into the school administration. Those approved by the school administration may stand for election. Students on academic or disciplinary probation are not eligible to run for office. Student Council executive officers are not eligible to run for class office. Class officers may run for reelection.
3. The advisor prepares a ballot.
4. At the class meeting appointed for elections, the advisor distributes ballots to those present and collects and counts the votes, announcing the totals to the class. In the event a run-off election is needed, the advisor may conduct this ballot on scratch paper. The actual ballots cast should be turned over to the principal following the election.
5. In order to win the election, an individual must have a majority of votes cast in his or her favor. In the event that there are more than two candidates for any position and none have a majority, the candidates having the least votes are dropped from the slate and a re-vote is conducted. If there is a tie for least votes, both candidates are removed from the ballot. The election system continues until one candidate has a majority. Students need not leave the room nor have their "heads down" during the voting and counting processes.
6. Write-in candidates are to be ignored and not counted, nor considered part of the count of total votes cast when it comes to determining a majority vote. Absentee ballots are not allowed.
7. The current secretary of the class is responsible for communicating the written results to the principal by lunch time of election day.
8. In the event that there is no candidate for office or the position becomes vacant, the advisor is to appoint a
class member to the position, and may consult the class executive board prior to this appointment.

ELECTRONIC DEVICES/CELL PHONES:
Electronic devices/cell phones should not distract from the educational process. If students take an electronic device (such as a personal computer)/cell phone to class, the device is to be silent and kept in the designated area within the classroom or study hall, unless directed otherwise by the teacher.

If any electronic devices are heard, seen, or used in the classroom or restricted areas of the school without permission, the device will be confiscated and turned in to the Assistant Principal until the end of the school day when the student will be allowed to retrieve the device. A disciplinary warning will be given. On the second and subsequent infractions, the device will be confiscated and turned in to the Assistant Principal, the student will be assigned a demerit, and the device will only be released to a parent or guardian.

Headphones are not to be used at any point during school hours without explicit permission from the administration or teachers. No photographs/videos are to be taken at school without specific permission from the administration or teachers. No camera (phone or digital) may be used in private areas of the school (locker rooms/restrooms).

Electronic devices may be used during lunch time and passing periods and for educational purposes in the Learning Commons and during Honor Card study hall.

EMERGENCY ACTIONS:
SNOW DAYS: School closings due to inclement weather or late starting times will be announced on WTXA (1240), WMAY (970), WICS Channel 20, and/or Alerts Made Easy. Once the decision is made to cancel school for that day. There are snow make up days built into the school calendar after Memorial Day.

TORNADO WARNINGS will be announced over the intercom. Students will be instructed to proceed to their designated area where they will cover their head until given the “all clear”. IF THE SIREN OCCURS NEAR SCHOOL DISMISSAL TIME, students may be kept at school until the danger is over.

THE FIRE ALARM at Lutheran High is connected by phone to the fire department. If the various heat/smoke detectors or pull-stations signal an alarm, the audio alarm will sound and the fire trucks will be dispatched. All students are to safely leave the buildings with their supervisor and gather in the assigned designated areas.

A BOMB THREAT will result in the police being notified and following the safety guidelines as outline in the schools Crisis Plan or as directed by emergency personnel. Should it be necessary to CLOSE SCHOOL DURING THE DAY, parents will be contacted by phone with further instructions. News media, as noted above, will be contacted.

EMERGENCY MEDICAL TREATMENT will be authorized by Lutheran High if, in the school administration's opinion, such treatment is necessary and if the parent/guardian cannot be reached for such authorization.

SCHOOL LOCKDOWN is a planned method to protect students in the event of an intruder in the building or an outside threat. During this time, students will remain concealed in locked classrooms Lutheran High School has a school lock down procedure and conducts a law enforcement drill during the school year. The faculty and staff have been trained in this procedure.

EMERGENCY CARDS: Emergency contact information for each student is kept on file in the school office. Students are not considered fully enrolled or allowed to be in attendance at school without a current emergency contact card on file. This information MUST BE ON FILE with the school office BEFORE the student begins attending classes at Lutheran High. Please contact the school office with information changes as they occur.

FIELD TRIPS: Notification of field trips will be made by the teacher or activity advisor in a written note by the teacher. We believe Field Trips are a legitimate extension of the classroom program. Non-participation in the field trip, or participation by others not in the class, will require a written parental request to that effect. A teacher may recommend that a student not attend due to a high number of absences in other classes. Field trips count as a school excused absence. Field trips are not generally scheduled during the last 2 weeks of first semester nor during the month of May in order to avoid students losing classroom time.
For a school sponsored field trip, students need to turn in any assigned work for classes missed during the day on which they are gone. If a test is scheduled on the day of the field trip, it is the student’s responsibility to make arrangements with the teacher of the class missed to make up that test.

**FIGHTING:** Lutheran High School cannot permit fighting at school or school functions. Some good-natured "roughhousing" may seem innocent enough to those involved, but may still have a dangerous aspect, lead to other more dangerous activities, or suggest to an observer that such behavior is tolerated. The administration will determine what is and what is not "fighting", and the wisest student action would be to refrain from any action which could be perceived as "fighting".

Flagrant fighting is defined as malicious intent to inflict bodily harm on another person.

**FINAL EXAMS:** Each class will have a Semester culminating activity, unless specifically excluded by the administration with the concurrence of the Education Committee. In most cases, this will be a written semester test. The weighting of the final exam may be up to 20% of the semester grade. In some cases, a research paper or project, submitted earlier, will constitute the final exam and the testing period may be used to review this report, with student participation during the final exam time being part of the grade involved. Teachers of selected classes may be given permission to not have a semester test. The course syllabus will identify the nature of the final exam or, if applicable, the absence of a semester exam.

A final exam schedule, together with special school rules during final exams, will be published in the Ledger prior to the scheduled final examination days. We attempt to avoid student activities after 6:00 PM on the evenings before semester final exams. All students are expected to be present and ON TIME for their scheduled final exams. Students are not allowed to enter a classroom when a final is in progress. Students arriving late for an exam period will forfeit their final.

Dress Code during finals is the same as during a regular school day. Teachers have the right to not give a test to a student until that student is dressed appropriately. Delayed or make-up finals need to be completed by the end of the last day of finals. SENIORS may be given special relaxed dress code privileges during final exams in that sweat pants and shorts may be allowed.

**FOOD AND DRINK:** Unless special provisions are made, students are to keep their lunch in their locker. Lunches must be consumed in the designated lunch area during the designated lunch time. Food or drink must be consumed in the cafeteria and is not allowed in the hallways, locker rooms, bathrooms, computer/science classrooms/labs, the Learning Commons, or the Chapel. Students found consuming food or drink in any area other than the lunchroom without permission may be assigned a demerit. As a general rule, food and drink is not taken into a classroom. Gum and water bottles are allowed in the classroom only when permitted by the instructor.

Teachers will not allow students to leave the lunch room area until it is clean. Change will be given from the office only before school and during break. If students do not properly dispose of food-related items or do not properly handle their lunch time freedom, the following encouragements will be used:

1. Demerits for or a **lunch time detention** can be assigned for a period of time for those students who leave food or food by-products lying around. The "length of stay" in this isolation will be determined by the frequency or severity of student offenses.
2. "Food Throwers" can be assigned demerits, and will clean up the mess created.

Lunches are the student’s responsibility. An outside food vendor will be available on Tuesdays and Wednesdays – cash only. Lutheran High School has a closed campus. Therefore, no food is to be ordered in by students. Only parents who have made a delivery arrangement through the school secretary may bring food for their child.

**FUND RAISING:** Student groups are not allowed to organize, nor participate in, school fund raising activities without the expressed consent of the administration. The Lutheran High School Association Office personnel must be contacted prior to establishing a fundraiser in order to avoid conflicts. Contracts are to be signed only by the school administration.

Participation in specific school sanctioned fundraising activities (class, sports, club, theater, etc.) is mandatory for
all LuHi students. A “buy-out” amount may be paid at the time of the fundraiser in lieu of participation. The buy-out amount for each individual fundraiser will be determined by the administration. If not paid in a timely manner, this amount will be added to the student’s tuition account and must be paid before the end of the school year. (Specific school sanctioned fundraisers are those approved by the administration.)

Booster Clubs are asked to agree to abide by the Booster Club Protocols, found at the end of the Student Handbook. Crusader Aiders fundraising is coordinated through their Governing Board and approved by the administration.

All items purchased for the school or one of its groups become the property of the school, regardless of the source of the income, and will be "managed" by the administration.

**GRADING SYSTEM:** (see also incompletes)
Lutheran High’s grading system allows teachers to use up to 14 different grades:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>A+</td>
</tr>
<tr>
<td>A</td>
<td>A</td>
</tr>
<tr>
<td>A-</td>
<td>A</td>
</tr>
<tr>
<td>B+</td>
<td>B+</td>
</tr>
<tr>
<td>B</td>
<td>B</td>
</tr>
<tr>
<td>B-</td>
<td>B</td>
</tr>
<tr>
<td>C+</td>
<td>C+</td>
</tr>
<tr>
<td>C</td>
<td>C</td>
</tr>
<tr>
<td>C-</td>
<td>C</td>
</tr>
<tr>
<td>D+</td>
<td>D+</td>
</tr>
<tr>
<td>D</td>
<td>D</td>
</tr>
<tr>
<td>D-</td>
<td>D</td>
</tr>
<tr>
<td>F</td>
<td>F</td>
</tr>
<tr>
<td>Penalty F (no work submitted)</td>
<td>Penalty F is -1.0</td>
</tr>
</tbody>
</table>

When converting to the 4.0 system, the
““A” is a 4.0 “B” is a 3.0 “C” is a 2.0 “D” is a 1.0 “F” is 0.0 Penalty F is -1.0

On daily assignments, homework, and major projects, teachers may assign “0” points out of 100 possible if a student does not do the work or hand it in. Thus, they may have 2 assignments, one with 100 points earned and one with 0 points earned, with the combined average being 50 points or an F. Homework and daily assignments are a vital aspect of learning, and students need to be consistent on doing these tasks.

**HONOR CLASS GRADING AND A+ GRADES** Because students may receive an “A+”, the conversion is “4.3”. Honors classes are graded using the same grading system, however the weight of the grade is raised 2/3 of a grade (a “B” grade would be equivalent to an “A-” grade.) Thus it is possible to have over a 4.0 grade point average on a 4.0 system. When evaluating transcripts of students transferring into Lutheran High, the Lutheran High GPA adjustment will only be made on those classes for which Lutheran High offers Honor Class credit.

When the quarter or semester report cards are prepared, the teacher averages the various scores (weighing some grades like tests, which are weighted heavier than other grades such as quizzes or homework). The teacher may adjust the grade for student effort, attitude, and/or classroom behavior. On the semester report card, the teacher assigns a grade for a semester that averages the two quarter grades, adjusted if necessary for major projects that fall during one of the quarters (e.g. Term paper), and the final exam grade which is a maximum of 20% of the semester grade.

Teachers may use a variety of standards to clarify letter grades (e.g. accumulation of points, percentages) and different weighting for various components of the grade (e.g. weight of homework grades as compared to test grades) to arrive at the final grade. These differences are identified in the student syllabus distributed at the beginning of each course. If a teacher uses percentage grades, they are determined as:

90% + = A  80-89% = B  70-79% = C  60-69% = D  < 60% = F

The average semester grades are used to establish a **CUMULATIVE GRADE POINT AVERAGE (GPA)** for each student. Each succeeding semester, grades are added and averaged. Cumulative grade point averages are used to establish the **STUDENT'S RANK IN CLASS (RIC)**. A “GPA” of 3.3, for example, is slightly below the A and B dividing line (3.5) and would be a “B” or “B+” grade.

The **HONOR ROLL** is created based on quarter grades.

<table>
<thead>
<tr>
<th>Honor Roll</th>
<th>GPA Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>HIGH HONORS</td>
<td>3.67 - 4.33</td>
</tr>
<tr>
<td>HONORS</td>
<td>3.01 - 3.66</td>
</tr>
</tbody>
</table>

Students receiving incompletes are not included on Honor Roll.
GRADUATION REQUIREMENTS:

<table>
<thead>
<tr>
<th>Departments/Subj ect</th>
<th>Credits</th>
<th>Notes</th>
<th>Progress</th>
</tr>
</thead>
<tbody>
<tr>
<td>Religion</td>
<td>4 credits</td>
<td>Must pass Religion for each semester enrolled</td>
<td></td>
</tr>
<tr>
<td>English</td>
<td>4 credits</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Math</td>
<td>3 or 4 credits</td>
<td>Many colleges recommend 4 years</td>
<td></td>
</tr>
<tr>
<td>Science</td>
<td>3 or 4 credits</td>
<td>One semester of Biology is required</td>
<td></td>
</tr>
<tr>
<td>Social Studies</td>
<td>3 credits</td>
<td>US History; Government (Civics); Economics; and 2 sem. of either Geography or World History required</td>
<td></td>
</tr>
<tr>
<td>Foreign Language</td>
<td>2 credits</td>
<td>2 continuous years of the same language</td>
<td></td>
</tr>
<tr>
<td>Fine Arts</td>
<td>1.5 credits</td>
<td>Including one semester each of Music and Art</td>
<td></td>
</tr>
<tr>
<td>Physical Education</td>
<td>2 credits</td>
<td>Required</td>
<td></td>
</tr>
<tr>
<td>Health</td>
<td>0.25 credits</td>
<td>Required</td>
<td></td>
</tr>
<tr>
<td>Computer Applications</td>
<td>0.5 credits</td>
<td>Required</td>
<td></td>
</tr>
<tr>
<td>Consumer Education</td>
<td></td>
<td>Credit satisfied with Business Math or Economics</td>
<td></td>
</tr>
<tr>
<td>Electives</td>
<td>3.75 credits</td>
<td>Necessary to fulfill total credits for graduation</td>
<td></td>
</tr>
<tr>
<td>Total Credits to Graduate</td>
<td></td>
<td>28</td>
<td></td>
</tr>
</tbody>
</table>

*In addition, all students are required to take an online course as a graduation requirement.*

The Online Coursework Approval Sheet may be obtained from the school office on found on our website, [www.spiluhi.org](http://www.spiluhi.org) under FORMS.

GYM SHOES: In an effort to protect the gym floor, all students in PE and gym athletics need to keep one pair of gym shoes at school to be used only in the gym. Outside grit that comes into the gym on shoes does significant damage to the gym floor. All students in PE and gym athletics will have a gym locker and we ask that the shoes be kept at school in this location.

GYM USAGE BY STUDENTS: Students are not to be in the gym when not supervised by an adult over the age of 21 and approved by the school administration.

HALL PASSES: Students out of class during class time are to have suitable passes, obtained from their instructor, or have a valid Honor Card in their possession. Students out of class without a pass will be taken back to class and an unexcused tardy may be added to their record. Students who misuse a hall pass may be assigned demerits and/or denied use of a hall pass for a time.

HARASSMENT/BULLYING:
The Lutheran High School Board of Directors emphasizes a Christ-centered school with a loving Christian heart and behavior. Our school is to be a safe and secure learning environment that promotes Christian citizenship and respect for everyone. As such, Lutheran High School prohibits acts of bullying, harassment, and other forms of aggression and violence. We as a Christian community cannot tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that reasonably interferes with a student’s educational performance, or that creates an intimidating, hostile, or offensive educational environment. All administrators, faculty, staff, parents, volunteers and students are expected to refuse to tolerate bullying and harassment and to demonstrate appropriate Christian behavior. It is important for adults to model this behavior (even when disciplining) in order to provide positive examples for student behavior; “...love your neighbor as yourself.” Luke 10:27.

“Bullying” or “harassment” means any severe or pervasive or verbal act or conduct, including communications made in writing or electronically, directed toward a student or group of students that has or can be reasonably perceived as:

- Placing the student in reasonable fear of harm to the student’s person or property;
- Causing a substantially detrimental effect on the student’s physical or mental health;
- Substantially interfering with the student’s academic performance; or
Substantially interfering with the student’s ability to participate in or benefit from the services, activities, or privileges provided by the school.

Examples of harassment and bullying may include, but are not limited to:

- Physically threatening or abusing someone else in written, verbal, digital or non-verbal form.
- Degrading or maligning another human being’s character;
- Consciously putting down another human being through the spreading of gossip or rumors.
- Stalking;
- Destruction of property.

Additionally, a reprisal or retaliation against any person who reports an act of bullying or harassment is prohibited;

“Sexual harassment” consists of unwelcome sexual advances, comments or requests for sexual favors (including quid pro quo), sexually motivated physical conduct or other pervasive verbal or physical conduct or communications of a sexual nature that are reasonably intended to create a hostile or offensive educational environment. Examples include, but are not limited to:

- Verbal, written/graphic harassment or abuse;
- Subtle or explicit pressure for sexual activity;
- Inappropriate patting or pinching;
- Intentional brushing against the individual’s body;
- Any unwelcome touching of a sexual nature;
- Any activity that seeks to use another person as a sexual object.

Any act of bullying, harassment or sexual harassment should be reported promptly to the Principal’s Office, any staff member, and/or school employee. Any acts that are reported to or witnessed by staff members are required to be reported to the administration or its designee on that day. The administration or designee shall determine if an investigation is warranted and address any reports of bullying and/or harassment.

Procedure for addressing issues related to bullying, harassment, and/or sexual harassment:

a) Making all reasonable efforts to complete the investigation within 10 school days after the date the bullying/harassment incident was reported, and taking into consideration additional relevant information received during the course of the investigation about the reported incident, this investigation should include at least:
   - Prompt notification of parents of all students involved (within 48 hours);
   - Individual meeting with the students involved, their parents, and administration;
   - The administration should also provide information to the staff regarding the reported incident as may be reasonably necessary given the totality of the circumstances surrounding the incident and consistent with student privacy rights as required by law.

b) Involving appropriate school personnel and staff persons with knowledge, experience, and training on bullying prevention as deemed appropriate in the investigation process. This may also include the School Chaplain and the pastor(s) of the student or students involved.

c) Reporting all cases of harassment to legal authorities as required by law.

The potential consequences for bullying, harassment, and/or sexual harassment may be any or all of the following disciplinary actions as determined by the administration:

- Apology to student(s) involved;
- Demerits assigned;
- Suspension to parental home care for up to 10 days (may be immediate);
- Loss of rights to attend school sponsored activities as determined by the administration, including but not restricted to class trips, prom, athletics (including practice and team membership), concerts, dramas, parties, dances, etc.;
- Loss of elected positions (Student Council, class officer, team captain, etc.) for a period to be determined by the administration;
- Assessment with a school-approved counselor;
- Any other requirements as deemed necessary by the administration.

If the severity of actions or accumulation of offenses warrant, the student may be expelled from Lutheran High School.

Penalties are cumulative beginning with the student’s first violation and continuing throughout the student’s high school career. Penalties are concurrent for varying offenses.

In the event the student or family disputes any discipline imposed, they must request in writing within three (3) calendar days after the discipline is implemented a request to appeal the decision to the Education Committee. If family or student is still not satisfied with the decision of the Education Committee, they may then appeal to the Board of Directors by making a request in writing within three (3) calendar days following receipt of the Education Committees’ decision. The Board of Directors will convene a special meeting within five (5) business days.

**HIGH NOTES:** This is a mailed newsletter containing general information on the school and sent several times a year to those associated with the school who do not receive the Ledger. Items for inclusion in the Lutheran High Notes should be forwarded to the Association Office.

**HOMEPAGE:** [http://www.spiluhi.org](http://www.spiluhi.org) The daily announcements, athletic schedules, Ledger mailings, and various downloads are available on this site. The online grading and attendance website is [http://www.teacherease.com/](http://www.teacherease.com/). Access to this site must be arranged by supplying an email address to school administration for parent and/or student secure access.

**HOMEWORK EXPECTATIONS:** Generally, students know well in advance of their classroom homework assignments. The work is expected to be done on time. If a student is chronically negligent in completing homework assignments, the teacher may have the student remain after school until some of the homework is completed.

Students absent for several days due to illness should seek to have the school secretary obtain assignments from the teachers or have a classmate obtain homework assignments.

**HONOR CARDS:** The Purpose of the Honor Card is to:

a. provide a positive support for students who demonstrate the ability to handle responsibility;
b. allow Honor Card holders to select alternate study environments;
c. allow Honor Card holders to be in the halls without a teacher's pass.

The Regulations of the Honor Card are:

1. Students must apply for an honor card when announced by the administration during the school announcements by completing an Honor Card Request Form and placing it in the Honor Card Administrator's mailbox by the date and time due in the announcement. No applications will be accepted before or after the posted application dates/times for that application period.
2. The Honor Card Administrator will present a listing of those who have applied for an Honor Card to the faculty immediately following the cut-off date. All teachers have the opportunity to vote on the student's demonstrated ability to handle responsibility. Each student, to receive an honor card, must have at least six positive teacher endorsements and not more than one negative endorsement.
3. Students who "pass" the teacher evaluation will be issued an Honor Card which must be carried by the student anytime it is being used and must be shown when requested.
4. When using the honor card, the student must be going somewhere, engaged in some purposeful activity, or otherwise involved in a constructive endeavor. It is not a license for laziness nor an excuse for dereliction or loitering. Honor cards may be used in lieu of a study hall or classroom pass.
and allow the student to use the rest room, go to the office, get an item from their locker, and/or study in some otherwise restricted areas. Honor Card students report to study hall, then are dismissed when they present their Honor Card to the teacher. If the student chooses to stay in the study hall, they must conform to the rules of the study hall.

5. Students lose their honor card when they are not using it appropriately or do not produce it when asked. The teacher will confiscate it and notify the Honor Card Administrator. If a student loses an honor card, they must wait until the second evaluation time following their card's removal before reapplying. (e.g. lose it in the first week of the month, cannot apply until the 4th week of the month.)

6. The principal or parent may have the honor card removed for other reasons. A student on probation may not have an honor card.

7. Reasons for honor card removal include: disrespect shown to a teacher; loitering; lying; in a prohibited area; failure to display the card when asked; boisterousness; any detention; any demerits; engaging in any non-academic activity that is a distraction to others (ex. ball playing); engaging in dialogue which distracts or delays others; second dress code violation; classroom disruption; and inappropriate cell phone use.

8. A student may not be eligible to have an Honor Card for the remainder of the school year if they have eight or more disciplinary points.

**HOURS LUTHERAN HIGH IS OPEN:** The school is generally unlocked by 7:15am each morning. Students are allowed in the building as soon as it is opened. Students are to enter the school building upon arrival on the premises and leave the premises at the end of the school day. Students are not allowed to sit in their cars in the parking lot before or after school. As a general rule, it is expected that students not involved in adult supervised activities after school leave school grounds by 3:30pm upon regular student dismissal. (Regular dismissal is at 3:05pm.) We do not have provisions for direct supervision of students after 3:30pm that are not directly involved with formal, after-school student activities. Students who must stay after school are expected to remain orderly in the Learning Commons, cafeteria, or another assigned locations. Students that abuse the privilege to remain orderly in the assigned location after the regular school day will forfeit the ability to remain on campus. On nights that there are athletic events in the gym, students may remain after school provided they are in a supervised activity after 5:00pm. During the summer, Lutheran High’s school office hours are reduced.

**IHSA:** Lutheran High School is a member of, and abides by, the policies and procedures of the Illinois High School Association.

**INCOMPLETES:** Students who have an excused absence from a class on the day an assignment is due should have the material ready on the first day of their return. Teachers may grant extensions of time for various projects to students whose absence justifies such an extension. Extensions are limited to a maximum of one day for every day missed with an aggregate maximum of two weeks. Extensions of time, which include the time in which report cards are issued, may result in an Incomplete ("I") being placed on the report card. It is the student's responsibility to initiate make-up work requests. If the missing items are not completed within the time extension granted, a failing grade on the missed item will be recorded and the grades computed.

Some major long-term assignments may be due on the date specified, regardless of student absence. These are noted on the class syllabus and usually are tied to term papers and the like.

As a general rule, students have one week at the conclusion of a grading period (quarter/semester) to satisfy incomplete work obligations. Specific incomplete deadlines will be noted on the school calendar.

**INTERNET ACCESS:** (See also "Acceptable Use of the Internet" Policy at the end of the Student Handbook) Students may use school computers to access the internet, provided they have submitted the signed Acceptable Use Policy. School computers are password protected. Unique student passwords are provided to each student by the Computer Coordinator. Student computers may only be used under faculty supervision. There is a computer and printing station available for student use in the Learning Commons. Staff computers are not available for student use.

Lutheran High reserves the right to take appropriate action against students who post things on the Internet which are libelous, indicate an intention to harm themselves or others, or pose a threat to the safety at the school.
LASER POINTERS: Students are not allowed to have laser pointers at school.

LATE ARRIVAL/EARLY DEPARTURE: (See Attendance)

LEADERSHIP TEAMS:
Lutheran High School strives to “Train Christian Leaders” as we carry out this mission statement. Our goal is to provide a safe family atmosphere so that students have the opportunity to find identity, meaning, purpose, and power for their lives in Jesus, their Lord and Savior. Lutheran High School provides student leaders with the opportunity to practice Christian Servant Leadership by being “Team Leaders” of small groups that we call “Leadership Teams”. Each student is placed on a “team” of about ten students that meet regularly throughout the year to encourage growth in faith, development of relationships with one another, as well as opportunities for training in Christian leadership and service. Team Leaders are selected from the junior and senior classes through recommendations of faculty, students, and an individual application process. Those selected as Team Leaders should possess a willingness to develop their Christian leadership skills and be comfortable talking with peers about their faith and other issues. Attendance at Leadership Summer Training is mandatory as well as regular meetings throughout the year. Team Leaders should maintain high academic and behavioral standards (must not be on Academic or Disciplinary Probation… certain disciplinary action may result in removal as a Team Leader). Team Leaders should understand and take seriously their responsibility to their team.

LEAVING SCHOOL DURING SCHOOL DAY: (See Attendance)

LEDGER: The school communication vehicle to parents and students is the Ledger. It is normally emailed once a month during the school year to keep students and parents up-to-date with various scheduled activities and other matters of information. Boards, committees, and others also receive this mailing. The Ledger is also posted on the school’s website (http://www.spiluhi.org). Also, see Daily Shield for another daily communication tool.

LOCKERS: The use of a school locker is a student privilege and not a right. If the locker is not being used properly, the privilege may be withdrawn and the student may have to go without a locker for a period of time.

Lockers should be neat and sanitary. Lockers will be periodically checked by the school administration. Unsanitary or very messy lockers may be "condemned" and the student denied access to their locker for one day. The second time a locker is condemned, the student loses the right to use it for two days, etc.

Items placed on the locker walls must be removed by the students. Stickers should not be applied to any locker inside or outside. Damaged or unclean lockers at the end of the school year will result in a fine. Students must have the condition of their locker approved by the Assistant Principal at the conclusion of the school year. Failure to do so will result in a $25 fine.

LOCKS: Locks for the student lockers are provided by the school. Locks are to remain on the lockers and utilized for security reasons throughout the school day. Periodic checks will be made by the school administration. Locks not properly used may be turned and locked with a warning given. Warnings will also be given if locks are removed. Repeated violations may result in demerits.

LOST AND FOUND: The items in lost and found are located near the school office. Students missing an item should check to see if someone else has found it and turned it into the lost and found. Found clothing items will be stored for an appropriate amount of time. At the end of that time, they will be donated. Please mark your items to assist in identifying the owner.

MAKE-UP WORK: (see also "Planned Absence") Students have one day for each excused absence (up to a maximum of 14 days) to make up missed work, provided it is not due on the date they missed. If the student was expected to have an assignment due or take a test on the initial date they missed, they should be prepared to have the assignment submitted or take the test on the day they return. If the assignment or test was scheduled for days after the initial absence, the student may have that amount of time to complete the missed work.

For example, if a test is on Tuesday and the student was present Monday but absent Tuesday, the student should be ready to take the test Wednesday, or the first day they return. If present Monday but absent Tuesday & Wednesday
for a test given Wednesday (2 days after the last day in school), they should take the test no later than Friday (the second day they return). It is the student's responsibility to arrange for make-up work.

For some special projects, such as a major term paper, there are no late make-up options. These are identified on the student’s syllabus for each class and the teachers involved regularly remind the students of the no make-up or late paper option.

For extended illnesses or special situations, the parents will want to work through the Attendance Officer who will seek special action by the administration.

**MEDICATION:** Taking medication during school hours is discouraged if at all possible. Schedule medicine for before and/or after school whenever possible. Medications the student needs to take during the school day or have at school for emergencies must be kept in the school office.

The student is to come to the school office to request their medication. The student will then take the medication under the supervision of the student services personnel who will maintain documentation of usage. Parents may call to check if the student is taking the medication.

On-going medication should be listed on the emergency card. Temporary medication needs to be noted on a prescription bottle or with a parental note. Medications need to be in pharmacy issued containers. Upon request, pharmacies will usually give a second labeled bottle for medication to be kept at school.

Students with asthma inhalers and epi-pens may keep these devices with them during the school day if the parent notes this on the emergency card and is required under physician’s orders on the Emergency Action Plan.

On a case-by-case basis, upon receipt of a qualifying child's registry identification card authorizing administration of medical cannabis, AND with LuHi Board of Directors' Approval for each case presented, a parent, guardian, or other authorized individual registered with the Department of Public Health as a designated caregiver may administer the child's medical cannabis infused product in a manner that does not create a disruption to the school's educational environment and does not cause exposure of the product to other students. An authorized student, upon LuHi Board of Directors' approval, may also self-administer the medication, in the school office, under administration supervision. If self-administering, the medication MUST be kept in the school office at all times. If a caregiver is administering the medication, it must either be kept in the school office or transported with the caregiver.

**For students with medically documented asthma, allergies requiring an epi-pen, and diabetes, we need the following medical documentation on file: Asthma Action Plan, Allergy Action Plan, and/or Diabetes Medical Management Plan. These documents are required before students are allowed to attend classes.**

Per 105ILCS5/22-30(c), the school and school personnel will incur no liability for injuries occurring when administering asthma medication, an epinephrine auto-injector, or an opioid antagonist.

**NATIONAL HONOR SOCIETY:** (see constitution and bylaws in the addendum) The National Honor Society is an honorary organization designed to recognize outstanding student leaders in secondary schools across the United States. Members of this organization are selected according to a system which measures the student's performance in the areas of Academics, Service, Character, and Leadership.

To be eligible for membership in the National Honor Society, students must be at least a Junior, have been at Lutheran High for at least a semester, have a cumulative grade point average of at least a 3.5, have demonstrated at least 40 volunteer service hours in several different tasks over the previous year, have submitted a NHS leadership form, and be voted into membership by the faculty selection committee.

The faculty selection committee is composed of five teachers selected by the principal. They may not include the National Honor Society advisor, the principal, nor anyone responsible for school discipline. National Honor Society students may be considered for membership twice a year following the issuance of the 1st and 3rd quarter report cards. Although only the cumulative GPA is used (which is based on the semester grade), the quarter grades
may provide an indication of student attitude, maturity, and seriousness of purpose.

**SERVICE** Applicants for National Honor Society will be asked to demonstrate evidence of a total of 40 hours of volunteer service accumulated during the year prior to application. The hours are to be in three areas: community, church, and school. No more than 15 hours are to be counted from each area. A Verification of Volunteer Work form is available through the National Honor Society advisor and is also in the school office. All National Honor Society inductees must meet the 40 service hour requirements.

**LEADERSHIP** Candidates will be given an opportunity to complete a leadership information sheet for the selection committee. On the leadership form, we anticipate each NHS member would have accumulated 12 points (year involvement in some school activity such as a sport, musical group, organization, SADD, class officer, etc.) If they submit less than 12 points, the candidate should have higher than expected service hours or grade point average, or have demonstrated superior leadership skills in other areas.

**COMMITTEE VOTING** All members of the faculty are given an opportunity to communicate their observations of the candidates to the selection committee members, especially as it relates to character traits. After reviewing these observations, the Leadership Survey, Service Hour sheets, and the student’s GPA, the committee may discuss the data or their own observations in the presence of the advisor, and then vote on admission to the NHS. A majority is required for membership.

Students who do not have a majority are told by the advisor the reason they were not selected. Reasons for not being selected may include too few evidences of leadership, 2 or more demerits during the semester they apply, over 5 tardies during the semester they apply, verification of lying, cheating, or stealing, or other similar reasons. The student may reapply at the next evaluation, allowing time to correct the deficiencies noted. Only the Advisor or Principal are allowed to talk to the student or parent(s) about the voting. It is inappropriate for a parent, for example, to challenge or question a selection committee member.

Once membership in the National Honor Society is granted, each member is given membership identification which remain the property of the National Honor Society branch until the student graduates. Those who were members at another school and transfer to Lutheran High are placed on the National Honor Society as soon as National Honor Society membership is verified.

If a serious offense occurs which calls student membership into question, the advisor is to bring this information to the faculty selection committee who then decide if it is worthy of placing the student on probation. The student involved may be invited to discuss the offense with the selection committee. If placed on probation, the student has until the next selection time (or a reasonable length of time) to address whatever has caused the probation. At that time, the faculty selection committee re-votes on whether to keep the student on the chapter or remove the student from membership.

**PARENT/TEACHER CONFERENCES:** Regularly scheduled parent/teacher conferences are available following the issuance of the first report card. An early evening session will be held in which all the teachers will be available to meet with parents/guardians to discuss about minor issues, meet new teachers, and schedule a day/time in which more sensitive issues may be discussed or a longer amount of time is needed. It is an excellent opportunity for parents to meet all teachers and enjoy fellowship with other parents.

Parents are invited to direct concerns to the teacher at any time, and together, arrange a meeting time if needed.

**PARKING:** Vehicles are to be registered and drivers asked to conform to the procedures for parking their vehicles. Students who do not conform to parking procedures may lose the right to park their car on school property for a time.

1. A parking permit form is to be on file in the school office for each car regularly parked in the lot.
2. Cars are to be parked within the yellow lines, taking up only one slot.
3. Students are not to go to their cars during the school day without permission.
4. Speeding or reckless driving in the lot is not acceptable.
5. Reserved and handicapped parking slots are to be respected.
6. The Lutheran High parking permit must be displayed on driver’s side rear window.
A selected number of teacher parking spaces are reserved. Students should not park in these slots during the day or they may be assigned penalties.

Students are not allowed to park in the south parking areas (gravel lots by the softball field and the garages).

PART-TIME STUDENTS: Students desiring to be enrolled on a part-time student basis should present their request through the principal to the Education Committee of the Board of Directors.

PERSONAL ITEMS: Students are not to bring and leave personal possessions at the school unless requested to by the teacher or advisor.

PHONE USE: (see also Electronic Devices) Students needing to use the school phone for emergency calls or for school-related calls may use a phone in the school office. The school secretary will relay incoming messages to students. Normally, students are not permitted to use the phone during class time.

PHYSICAL EXAMINATIONS: (Also, see Records) In accord with requirements of the State Board of Education and the IHSA, all 9th graders and any student engaged in an interscholastic sport must have a current (less than a year old) physical examination report on file. All students in 12th grade must provide proof of the meningococcal vaccine. All 9th graders must have a current dental exam (within one year) on file.

Medical/dental/vision reports must be submitted in compliance with State standards by the appointed dates or we are required to keep the student out of class until received.

PLAGIARISM (see pages 57-58, Demerit policy)

PREGNANCY SITUATIONS: When the school administration becomes aware of a student pregnancy, the principal will meet as soon as possible with the students involved, his/her parents, and family pastor, to discuss the pregnancy situation and its ramifications. Lutheran High School personnel will certainly seek to reassure the repentant student(s) involved of God's grace and mercy and will further seek to help the student(s) to live fulfilled lives as fellow redeemed members of the body of Christ. If the student wishes to continue his/her education with the help of Lutheran High, the principal will offer counsel to enable the student to continue his/her enrollment at Lutheran High.

These policies are born of Christian care and concern for all of the students of Lutheran High School. Lord willing His grace is displayed and His Name proclaimed for the Glory of our Risen Lord and Savior.

PROHIBITED AREAS: Students should not be in any vacant classroom, furnace, mechanical, or storage room without authorization. Students should not be near the cars in the parking lot during the school day without permission from a staff member. Students shall not leave the campus without permission during the school day. For the safety of all students in our school setting, high school personnel must know where students are at all times. If a student is unable to attend class, they must report to the school office. Failure to report may result in an unexcused absences and/or demerits issued.

For clarification of school grounds, students should not go on to Washington Street, past the tree line on the East and South, or past the subdivision line on the West.

PROPERTY CONTROL: School property may not be taken from the school without authorization from the administration. Use of the school property must be cleared through the school administration.

The gym may be used without charge by designated school groups, provided times and dates are cleared with the Athletic Director and proper supervision and maintenance is maintained.

Lutheran High is not a community park. Athletic fields or other school land may be used only under the authorization of the Athletic Director/Administration. There is no charge for prearranged usage of these facilities for churches of the Lutheran High School Association.
Items donated to Lutheran High School become the property of the school to be used, modified, or disposed of at the school's discretion. The school prefers to have no "loaned" items regularly used at the school.

PUBLIC COMMENT: The first 15 minutes of the Education Committee meetings are reserved for parental concerns. Parents may attend Board of Director meetings and times are set aside for guest comments.

PUBLIC DISPLAY OF AFFECTION (PDA): School is neither the time nor the place to exhibit romantic feelings for another person. Parental assistance will be requested to deal with those who exceed the limits of propriety and do not adhere to admonition. Demerit points may be assigned.

Public Display of Affection is defined as an embrace, kissing, or other inappropriate activities.

RECORDS (STUDENT): Lutheran High School is required to maintain specific records on each of its students. The student record contains a record of all grades and credits earned in high school, standardized test scores, and attendance record. The student's permanent file contains health records, elementary school records, admission forms, birth certificate, and other such items.

Medical records must be submitted in compliance with State standards by the appointed dates or we are required to keep the student out of class until completed. 9th Grade requirements: current physical, immunization records, current dental examination, and proof of vision examination. 12th Grade requirement: immunization record showing proof of the meningococcal vaccine.

Permanent Student records are released upon a signed statement from the parent/guardian to do so. Attendance records, transcripts, and the like may be mailed upon a signed request by the student or parent. In accord with Illinois law (Chapter 122-Schools, 50.6(a)(2) & Illinois Public Acts 84-1401 &84-711), Official Academic Records for students who withdraw from Lutheran High, but have not paid outstanding tuition, fines or fees are to be kept by the school until such time as the incomplete obligations have been satisfied. The school administration may forward unofficial records to the school to which the student is transferring in accord with Illinois School Code provisions.

Student disciplinary records are maintained by the administration and are normally not considered a part of the student's permanent records unless it results in an expulsion from the school. Student Tuition Records are maintained by the school bookkeeper and are not part of the student's permanent record. Incidental records may be maintained by athletic coaches, classroom teachers, librarian, attendance officer, Student Services Coordinator, and class/club advisors. These temporary records are destroyed after graduation.

Periodically, student names and addresses may be released by the school to Lutheran Church--Missouri Synod colleges as recruitment prospects, and to regional or national student recognition programs.

REPORT CARDS: Lutheran High is on a semester grading system. Two quarters (9-week periods) equal one semester, and two semesters equal the academic year. Student progress, including grades, missing work, etc. may be viewed on TeacherEase. Following the end of each semester, a report card is mailed to parents indicating how their son/daughter has done in each of his/her subjects during that semester. Honor Roll is based on quarter grades, but the quarter grades are only advisory grades (and may be viewed on TeacherEase). The only "official" grade is the semester grade, which may be composed of two quarter grades and a semester final exam or semester project. The student’s Grade Point Average (GPA) and Rank In Class (RIC) are based on the semester grades and only the semester grades are recorded on a student’s permanent record (transcript).

SCHOOL ARRIVAL/DEPARTURE: Students who are dropped off/picked up should use the west entrance (the new main school entrance). Any student not picked up by 3:20pm should return to the main entrance to await his/her ride.

SCHOOL EVENTS: (dances, athletic events, student council activities, etc.) are generally intended for the students of Lutheran High. Guests may be brought to dances and parties, in accord with school practices, if their presence has been authorized in advance by the administration of their school. (See the “Visitor Permission Form”.) Only one guest per Lutheran High Student is allowed. Guests and students must conform to the rules of the school and event, whether on campus or at an off-campus location. Students bringing a guest are responsible for their guest’s behavior. If the student or guest violates the rules, school discipline procedures will be implemented.
The “First Fling” is open only to current Lutheran High students.

Students are to arrive within the first 30 minutes of a dance or school activity. Once the student enters the event, he/she is not to go outside without permission. Those who arrive later than the first 30 minutes of the dance will have their parents notified or must present written parental authorization. Once the student(s) leaves a dance, they may not return that night (parents will be notified if students leave earlier than 30 minutes before the end of the dance.) If special arrangements need to be made, they should be made in advance with the administration.

SENIOR PRIVILEGES: Seniors may have a “Senior Day of Celebration” as requested by the Senior Class Officers and approved by the Administration.

SERVICE HOURS:
1. Students must complete 60 hours of service over the course of their four years of high school. This breaks down to 15 hours per year or 7.5 hours per semester.
2. Transfer student service hours begin with the first full semester of attendance. They must complete 7.5 hours of service per semester of attendance at Lutheran High. Transfer students may begin working on service hours immediately, although only service completed while attending Lutheran High will be accepted.
3. School service hours will be completed in the following three categories:
   i. Church, the student’s home congregation or any Christian Church.
   ii. School (any school), students are not limited to Lutheran High.
   iii. Not-for-profit community organizations.
   iv. Students will not be required to have service hours in each category, but may choose to do service in one or all of the categories.
4. Students may complete their 60 hours of service in one servant event. Students do not need to complete service hours during each year of attendance.
5. Only service hours that are recorded, signed, and turned in on school service hour forms will be accepted as school service hours. These are available in the school office or on our website. In the unfortunate event that a student submits a form with a forged supervisor signature, a demerit will be assigned for lying.
6. Students may work on or complete school service hours over the summer.
7. The school service hour coordinator, in cooperation with the administration, will have the final determination if the service rendered counts as school service hours. The service hour coordinator will be responsible for recording and informing students and parents of service hours achieved.
8. The student must be actively involved, not passive in attendance, for the service hours to be accepted. Students must also not receive any other tangible compensation for their service.
9. School service hours will not be accepted for NHS nor Student Council activities.
10. Service hours will be kept simple for ease of understanding and enforcement.
11. If a student is unsure if a certain activity applies as a Service Hour, he/she should ask the Service Hour Coordinator or the administration.

A record of accumulated service hours is available from the service hour coordinator.

SOCIAL MEDIA: No student, parent, teacher, coach, or anyone connected to LuHi may post video, images, or audio of school sponsored activities without prior approval of participants and of the school administration. The school reserves the right to photograph and record school classrooms and activities for public relations and educational purposes. Parents/Guardians who do not want their child’s images used for public relations purposes need to send a note to that effect to the administration.

- The school may not request or require a student to provide a password or other related account information in order to gain access to a student’s personal 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; and,
- The school may require the student to share content in the course of such an investigation.
SPANISH NATIONAL HONOR SOCIETY  (See bylaws at the end of this booklet)

SPIRITUAL LIFE COMMITTEE: Spiritual Life Committee is a group of students, selected by the faculty, who, together with their advisor, help to model and promote the positive Christian atmosphere we desire at Lutheran High School. It functions as both an advisory and a service group. Though Spiritual Life Committee is generally composed of Seniors and Juniors, Sophomores may also apply. Activities and service may include the following:
- Traveling Chapel to elementary schools
- Reaching out to students and teachers who need spiritual support
- Being “Deacon” for the week, which includes:
  - Calling the chapel speaker and introducing him on the day of chapel
  - Organizing readers for the Daily Shield
  - Leading devotions over the announcements
  - Arranging for hymn accompaniment in chapel
  - Deciding on the “Word of the Week”
- Christian Concert information
- “See You At The Pole”
- Other student ideas

To be selected for the Spiritual Life Committee, a student must have received a majority of votes from the Lutheran High School Faculty. Students may request an application from the Spiritual Life Committee advisor or may be nominated by faculty members. The Faculty votes according to their perceptions of the student as a spiritual leader at Lutheran High School.

SPIRIT WEEK: This is a week-long competition held in the fall between grade levels in a variety of areas, organized and run by the Student Council.

SPORTSMANSHIP: Christian sportsmanship is important at athletic events. Whether participant or spectator, student or parent, it is appropriate to offer encouragement to both teams and coaches and be considerate to officials and visiting spectators. It is inappropriate to boo, vocally criticize the officials or other team members/coaches, or act in any negative manner.

STUDENT ABUSE / NEGLECT REPORTING: School personnel are required by statute of the State of Illinois to report to the Department of Child and Family Services any child’s injury or condition which reasonably appears to be abuse or neglect. School authorities are required to cooperate with DCFS staff responsible for investigations.

STUDENT AIDE EXPECTATIONS: There are three basic categories of student aide workers at Lutheran High School as follows:
- Student Aides that are assigned to a teacher/class for credit required for graduation. These aides are given a pass/fail grade.
- Voluntary Student Aids are students (typically upperclassmen) who work for a teacher voluntarily during their study hall time. No credit is given.
- Work/Study Aides (see “Work Study”)

Student Aides are expected to assist the teacher/staff member to whom they have been assigned in a number of ways. Some of these are identified below.

Normal types of jobs teachers have the right to expect:
- Send communications for teacher
- Run off worksheets or handouts
- File material, clean lab-ware, prepare for PE activities, supervise locker rooms, assist less experienced students to understand material, or perform maintenance tasks on materials associated with that teacher’s class.
- Put up bulletin boards
- Pick up items from the office for the teacher
- Make phone calls on behalf of the teacher (other than parental calls)

At the teacher’s discretion, the aide can work on a student computer in the classroom to prepare items, obtain illustrations from the internet for the teacher, or perform other similar tasks. Normally, aides may grade objective
portions of assignments, and on special situations, under the teacher supervision, grade objective portions of quizzes or the like.

STUDENT COUNCIL (see constitution at the end of this booklet)
Elections--held in early May. All candidates must have an approved petition submitted to the faculty for their endorsement. Students on probation or whose election to a student council office is viewed by the faculty as being detrimental to their school performance may be denied permission to be a candidate.

Eligibility--To be eligible to run for election, the student must not be on Academic Probation. If a member of Student Council is placed on Academic Probation while holding an office (Executive Board or Representatives), they will immediately be removed from Student Council and another person elected or appointed to fill the vacancy. It is not fair to those being represented, nor to the other members of Student Council, to have someone in the office who is unable to perform their duties for one-fourth of the school year.

Function--Student Council usually has responsibility for the social life of the student body and oversees projects to improve student "conditions". The group's input may be sought on other various aspects of the school governance.

Meeting times--The Student Council normally meets after the school day on a regular basis. Special summer or vacation meeting times may be called.

Monies--Student Council funds are to be kept in the school's Activity Account and payment from this account authorized by the Student Council treasurer or advisor. Contracts and/or financial commitments are made only by the administration.

STUDENT SERVICES COORDINATOR: This individual handles the collection of student fees, oversees records of student lockers, car registrations, and the like, and generally is available to assist parents and students with logistical questions. Some employers contact the school offering part-time student employment and these are handled by the Student Services Coordinator.

STUDY HALL: Study halls are designed to provide students with a quiet study environment to complete their various homework assignments. Study halls are weakened by students distracting others, not conducting themselves in a positive manner, and by frequent disruptions. Students should come to study hall prepared to complete their work. (Refer to “Electronic Devices” for cell phone policy during study hall.)

STUDY HALL RULES:
1. Assigned seating
2. No talking unless teacher gives permission to study together
3. No sleeping
4. No food
5. No cell phone use
6. Students may use restroom/visit locker only once during the period
7. Only one student gone at a time
8. Students may use accessible computers as available
9. No card or board games during study hall without a teacher's note attesting that it is part of a homework assignment
10. Problems: Students referred to Assistant Principal

TEACHER EASE
TeacherEase (www.teacherease.com) provides an online, 24 hour/7 day a week look at student academic progress and attendance for students and parents. All students and their parents must provide the school an email address in order to obtain an access code which allows viewing of academic progress securely online.

TESTING: Students are expected to complete the following standardized: Placement tests; a practice SAT 8/9 test administered on testing day in October (Freshmen); a practice ACT test (Sophomores); Preliminary Scholastic Aptitude Testing/ National Merit Scholarship Qualifying Test [PSAT/NMSQT] (Juniors); and the Armed Services Vocational Aptitude Battery [ASVAB] (Seniors). If the student has already recently taken one of these tests and/or
the parent has a reservation about the student taking the test, he/she should contact the Guidance Director. Students may choose to take college/scholarship tests during their Junior or Senior year at LuHi or other testing sites (ACT, SAT). There are some career tests also available from the guidance counselor.

**TEXTBOOKS:** Students issued textbooks should realize that abuse to these books will result in a penalty being assessed when the books are turned back in. Lost textbooks should be noted to the instructor. If possible, an additional textbook will be issued. When the lost book is found, the second textbook should be returned. If the textbook is not found, the student will be assessed the cost of a replacement textbook of comparable condition. Textbooks are not notebooks; papers are not to be stored in the textbook.

**THEFT AND VANDALISM:** Damage to property caused by student negligence, disrespect, or willful action will either be repaired/replaced by the student (or the student's parents), or the student will bear the cost of such repair (See Demerit System).

**TRANSFER PROBATION:** (see copy as attachment) All students who transfer in are placed on transfer probation to help become part of the Lutheran High family and to focus their energies on the academic requirements. No transfer student may enter without the student and parent/guardian signing a copy of these probationary requirements indicating an acknowledgment of their restrictions.

Transfer students who have had Honors Classes at their previous school may only have the Grade Point Average adjusted on the classes that are offered at Lutheran High. This is to recognize an equality of opportunity among the students to be compared on the same levels.

The IHSA has restrictions on eligibility of students that transfer from one school to another. If there is no physical move of the family from one school district to another and if the student participated in a sport at the previous school, they are generally ineligible for any sport until one year from the end of the previous school’s sport. The administration is responsible for complying with IHSA transfer student regulations.

**TRANSPORTATION** A bus will provide travel to and from most away athletic events. Buses or other vehicles may be driven by parents or coaches and are included in the school’s insurance coverage as long as the school representative designates the vehicle as operating on behalf of the school. Before being dismissed, students who have traveled in the bus are expected to clean it up under the driver’s supervision.

**VISITORS:** Visitors at Lutheran High are welcome, provided they are prospective students, short-term house guests, or similar situations. Arrangements for student guests are to be made one day prior to the visit with the School Administration. When the guest arrives at the school, they are to report to the office and sign-in. Unannounced visitors’ time may be limited. We ask all visitors to be courteous and respectful of the educational environment. The students at school are expected to do their best each day. If the presence of guests will distract them from this task, we will likely not approve the presence of the guest.

We welcome Education Committee and Board of Directors members to visit classes at any time. If college students, parents, or others wish to observe a class(es), they should first receive permission from the administration. Our primary purpose is to provide a quality Christian secondary educational program and this can be weakened by distractions.

**WEAPONS:** Weapons may not be brought to school without special permission of the principal (example: Speech visual aid) and must be stored in the office when not used in the class. As defined by Illinois School Code, “the term weapon means possession, use, control or transfer of any object which may be used cause bodily harm, including but not limited to a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, use of weapon as defined in Section 24-1 of the Criminal Code: knives, air or air soft guns, BB guns, slingshots, firearms, rifles, shotguns, brass knuckles, billy clubs, or “look-alikes” thereof). Such items as baseball bats, pipes, bottles, locks, sticks, pencils, and pens may be considered weapons if used or attempted to be used to cause bodily harm. The police definition includes: bludgeon, black-jack, sand club, sand bag, metal knuckles, throwing star, any knife, switch blade, razor, stiletto, broken bottle, or other piece of glass, stun gun, laser, tear gas, bomb (any object containing a non-lethal noxious liquid gas or substance designed, solely for personal defense), air gun, any pistol, revolver, other firearm, or any other dangerous or deadly weapon, instrument of like character, or anything used as a weapon. Unauthorized possession of a weapon will
result in immediate suspension and recommendation for expulsion. Proper authorities will be notified by the administration of an unauthorized weapon on campus.

**WEB SITE:**  [http://www.spiluhi.org](http://www.spiluhi.org) The daily announcements, school/event/athletic calendar, Ledgers, and various document downloads are available on this site.

**WORK/STUDY:** Lutheran High School provides some Work/Study positions to students for a small tuition credit each semester. Students employed by the school through the work/study program are expected to complete their tasks before using any "spare time" for studying. Other students are not to hinder them in the execution of their duties. Students employed on work/study tasks may have a portion of their "salary" withheld if there are an excessive number of absences. Applications may be submitted to the administration and assignments made near the beginning of each semester.
CACC
Students desiring to participate in course work at the Capital Area Career Center on a half-day basis may seek information from the Guidance Director. Students must be juniors or seniors and maintain “C” average work in classes at Lutheran High School. The student’s home public school district must agree to pay for CACC tuition.

LUTHERAN HIGH SCHOOL STUDENT DRESS CODE
Revised August 2019

The overriding purpose of Lutheran High’s dress code is to maintain an environment conducive to learning and present a positive Christian witness to others. OUR GUIDING PRINCIPLE IS THAT CLOTHING SHOULD BE APPROPRIATE, NEAT, CLEAN, IN GOOD REPAIR, AND IN GOOD TASTE. Classroom attire is not appropriate in P.E. classes, and sports attire is generally not appropriate in the classroom. What may be offensive to some may not be offensive to others; yet Lutheran High feels the need to try to establish an environment in which all can take pride and all can sense that a quality educational environment, which is pleasing to God, is taking place.

The following is a list of specific guidelines to assist students in choosing appropriate clothing during school hours:

1. Hats, visors, and bandanas are not to be worn.
2. Unnatural hair coloring is not permitted.
3. Mohawks, unevenly shaved heads, and “faux hawks” are not permitted.
4. Ponytails must be worn on the back of the head, and braids must lie naturally flat against the head. Men should not wear barrettes, ribbons, hairpins, or bobby pins in their hair.
5. Piercing jewelry should only be worn in the ear or a small stud in the side of the nose. Other body piercings should not be visible. Students may be asked to remove piercings during school events. Students may not cover other piercings with band aides or other tape, etc.
6. Clothing should not be extremely form-fitting, low cut, sheer, or revealing. No skin or undergarments should be exposed between the bottom of the shirt and the top of the pants under normal activity including reaching up, sitting down, or leaning over while either sitting or standing.
7. Clothing that is ragged, ripped, or frayed (including cut-off T-shirts) are not acceptable. Students may not cover holes with tape.
8. Shirts or dresses must have sleeves. A sleeve is defined as an extension of hemmed material beyond the shoulder seam.
9. T-shirt logos or lettering should not directly or indirectly refer to any musical group or any controlled substances, including alcohol, cigarettes, or otherwise inappropriate theme or wording. Shirts referring to Christian musical groups are acceptable.
10. Waistbands are to be worn at the natural waist.
11. Skirts should measure no shorter than four inches above the top of the knee when standing. Skorts are to be considered skirts. Capri pants must be two inches below the kneecap.
12. Student may wear dress shorts that are neat, hemmed, and eight (8) or fewer inches from the floor when kneeling (measured to the highest point in the hem). Sports shorts are not acceptable except for designated special dress days, as announced. An individual student will receive one warning regarding a violation. Upon the second infraction, the privilege of wearing shorts will be revoked.
13. Leggings may only be worn with an acceptable length skirt.
14. Athletic pants may not be worn.
15. Underwear should not be visible at any time.
16. Shoes are to be worn at all times.
17. Students may not wear shoes with cleats in the building.
18. Individual teachers may determine whether or not they allow coats in the classroom.
19. Any clothing, or lack thereof, not mentioned in the list above which is considered by the school administration to be in questionable taste or deemed to be unsafe will be corrected immediately.
20. No tattoos may be visible. If the student has a tattoo(s) on arms, it must be covered by long sleeves at all times. If on the feet or legs, it must be covered by clothing. INCOMING TRANSFER STUDENTS who already have a visible tattoo must cover it at all times.

Exceptions to the dress code may be made through special Student Council dress-up days or days sponsored by other student groups; however, the integrity of the dress code is to be maintained at all times.
Infractions of the dress code will be handled in the following manner:

1. The first violation will result in the student being warned; directed to immediately correct the violation, or wear school-provided clothing for the balance of the day in order to avoid absences from class. Parents will be notified.

2. The second and successive dress code violations will result in the student being directed to immediately correct the violation or wear school-provided clothing for the balance of the day in order to avoid absences from class. A demerit will be issued for all second and successive dress code violations. Parents will be notified.
DEMERIT PHILOSOPHY

Lutheran High Schools are Christian educational settings in which God seeks to accomplish His good and gracious will. Children of God are both simultaneously sinners and saints. Students are to conduct themselves as Christian youth, walking together with their teachers as loved, forgiven, and blessed children of God.

The goal of Lutheran High's demerit system is to help students become better disciples of our Lord. As such, when a student does something that is not what "little Christs" should do, we strive to lead students to recognize themselves as sinners, to repent, to accept and trust Jesus Christ as their Savior, and to live in the assurance of God's love, mercy and forgiveness.

Lutheran High recognizes the three purposes of the law (a mirror to show us our sin, a rule upon which to measure our relationship to God, and a curb to keep us on God's path). School rules are designed to help all to follow God's will for their life and to live in harmony with fellow redeemed.

When a student conspicuously or consistently violates a rule(s) of Christian conduct, administrators and staff must deal with the violation in a manner that will lead the student to more closely live in a God pleasing lifestyle. While it is true that a violation of a school rule is not automatically a sin against God's will, Biblical admonitions to follow the rules and the leaders we have are clear. As Christians, we are instructed to obey those with authority over us, or seek to change unfair rules within the context of love and respect. The only time we really have the right to disobey those who have authority over us is when obedience would directly run counter to God's will.

The use of discipline (that is, the act of making disciples or believers) may or may not include punishment. The purpose of any punishment is intended to show the severity of the offense, assist the student to refrain from such actions in the future, and to serve as encouragement to others to seek to do what is right. Punishment is intended to bring the violator back into conformity with God's will, never to get revenge nor to exhibit a false sense of power over another person.

The administration and staff of Lutheran High may choose to utilize the resources of the student's pastor, parents, local agencies, or others to assist them as the school seeks to effectively minister to the student. Cooperation and a unified effort between school, home, and church are vital.

In the event a student refuses to accept the ministry offered him/her and willfully or consistently demonstrates his/her unwillingness to live a Christian life, the student, by virtue of his/her own attitude and action, disqualifies himself/herself for continued enrollment.

If a student is expelled, normally they may not re-enter the school life. Readmission will only be granted by a special action of the Education Committee. Anytime the student is removed from enrollment at a time that they have a high number of demerits or may be facing disciplinary actions, the administration also reserves the right to deny readmission without Education Committee endorsement.

SUSPENSION/EXPULSION:

It is the desire of the school not to suspend or expel students. Suspension is a very serious action. It indicates that the student has done something that requires that he or she be removed from the school setting, something of a rather serious nature. Suspension is an opportunity to review the facts, assess the seriousness of the situation, discuss the student's motivation, clarify intentions, review repentance and forgiveness, and plan a course of action. Suspension may result directly in expulsion, disciplinary probation, or may result in other actions.

Disciplinary Action indicates any action, less than a suspension, taken by the school administration against a student as a result of student misbehavior. Such actions involve parental contact, may involve various restrictions or probations, and will be recorded in the student's disciplinary file. Such records are not included in transcripts nor when forwarding student files.
Expulsion In the event a student refuses to accept the ministry offered him/her and willfully or consistently demonstrates his/her unwillingness to live a Christian life, the student, by virtue of his/her own attitude and action, disqualifies himself/herself for continued enrollment. If a student is expelled, he/she may not be a part of the school life, attend school events, or in any way be associated with the school.

A student who obtains excessive demerits or absences, or who otherwise is deemed by the administration as warranting expulsion, is to be suspended by the administration for a maximum of 10 school days, pending a meeting of the Education Committee. Prior to this meeting, the Administrative Council reviews the suspension and provides a recommendation for the Education Committee. A special meeting of the Education Committee may be called solely to hear this case. At the meeting, the parents of the student and the student will be invited to offer their opinions and they may also invite the student’s pastor and a supportive Lutheran High teacher if they wish. They may present written statements, including those of others. At the meeting, the principal and/or a member of the Administrative Council will present that group’s recommendation and answer questions. The school Chaplain will be invited to the meeting. Following the presentations and discussions, the committee will go into executive session to decide on its course of action. The family will be notified of the decision either that night or the following morning.

If the family wishes to appeal the decision of the Education Committee, it may appeal for a hearing before the Board of Directors at their next regularly scheduled meeting. The same people representing the student’s family and the school administration may be present. The chair of the Education Committee will present his committee’s action.

During the entire time the student is suspended, he/she is not to be on school premises, participate in any Lutheran High School function, or have any services provided by Lutheran High or its teachers. If reinstated, the Education Committee will address provisions for make-up work. If expelled, the student may not be re-enrolled at a future date without approval of the Education Committee.
DEMERIT POINTS
LUTHERAN HIGH SCHOOL

1 Demerit points and penalties are assigned according to the following system. The points accumulate upon each infraction with expulsion occurring with more than 19 points. Additional penalties may be assigned by the principal for specific offenses.

2 Parents will be notified on any accumulation of points in the first semester at Lutheran High School. On the accumulation of the seventh, eleventh, and fifteenth point, a parental contact with possible meeting will be made by the administration. A parental contact will be made on any offense of seven points or above.

3 Demerit points go on a student’s discipline record kept by the school. Only an expulsion is put on a student’s permanent record. Demerit points do not go on a student’s permanent record.

4 Transfer students are allowed only 15 demerits during their initial semester. At the end of the semester, if probation is dropped, they go to the 19 demerit maximum.

5 Disciplinary probation may be imposed on any student who has accumulated 10 or more points during the previous school year.

6 Any disciplinary points assigned will result in the loss of an honor card. Students may reapply for an Honor Card on the second application period after removal of the card.

7 Any student who accumulates eight or more disciplinary points will be ineligible for an honor card for the rest of the school year.

8 Classroom penalties are not included in the Demerit System unless stated in the course syllabus.

9 There are more unacceptable behaviors than those listed below. The administration has the right to assign or adjust demerit points.

Penalties for accumulation of demerits:
Upon receipt of the 4th and 5th demerit point, a 30-minute detention will be assigned. Upon receipt of a 6th demerit point, a 60-minute detention will be assigned. The hour detentions continue for any demerit points thereafter, unless a suspension is assigned (for example, at 7 demerits). If a student is assigned a one-day, out of school suspension, there will be no make up privileges. If a student accumulates 11 demerits during the school year, upon receipt of the eleventh demerit, the student will be assigned a three-day, out of school suspension with no make up privileges. If a student accumulates 15 demerits during the school year, upon receipt of the fifteenth demerit, the student will be assigned a five-day, out of school suspension with no make up privileges. (Note that there are additional penalties for athletes listed in the Athletic Handbook.)
Level One Offense (1 point assigned)

- Chapel/assembly misconduct
- Failure to pay school fine in reasonable time
- Minor classroom disruption
- Lying (including falsifying service hour signature)
- Inappropriate parking lot behavior
- Misbehavior at school function (e.g. poor sportsmanship, dance rowdiness)
- Blatant Public Display of Affection
- Misbehavior at school function (e.g. poor sportsmanship, dance rowdiness)
- Misuse of a hall pass
- Lunchroom misconduct
- Inappropriate language
- Failure to serve class detention
- Dress code violation (2 or more)
- Failure to sign-out on authorized absence
- Hanging on basketball rims/nets
- General Misconduct
- Failure to obey instructions
- Use of school equipment without permission
- Failure to see dress code supervisor when directed to do so
- Use of cell phone/electronic device without permission (2nd offense)

Level Two Offense (2 points assigned)

- Un-Christian language or behavior
- Flagrant disrespect to teacher
- Leaving school grounds during the day without authorization
- Possession of pager or laser light
- Unexcused absence (first and second offense)
- Abetting a school violation
- Possession of lighter or matches
- Inappropriate use of cell phone/electronic device
- Major classroom disruption
- Skipping detention hall (second offense)
- Cheating
- Plagiarism
- Forgery of parent/ guardian signature
- Third unexcused absence
- Fourth offense of Level Two

Level Four Offense (4 points assigned)

Level Seven Offense (7 points assigned)

Punishment for level 7 offense or accumulation of 7 demerits: One day out of school suspension with no make-up privileges

- Possession of gang paraphernalia
- Theft/vandalism (under $20) - first offense (includes restitution)
- Fighting - first offense
- Fifth offense of Level Two
- Possession of tobacco, e-cigs, vaping products - first offense
- 2 game suspension for athlete
- Possession of lighter or matches
- Inappropriate use of cell phone/electronic device
- Major classroom disruption
- Skipping detention hall (second offense)
- Cheating
- Plagiarism
- Forgery of parent/ guardian signature
- Third unexcused absence
- Fourth offense of Level Two

Level Eleven Offense (11 points assigned)

Punishment for a level 11 offense or accumulation of 11 demerits: Three days out of school suspension with no make-up privileges

- Theft or vandalism - 2nd offense or over $20 (includes restitution)
- Possession of drug paraphernalia
- Forgery of teacher signature
- Possession of Fireworks
- Flagrant fighting or 2nd minor offense fighting
- Possession of tobacco, e-cigs, vaping products - 2nd offense
- Sixth offense of Level Two
- Unauthorized possession of a school key
- Additional 2 game suspension for athlete
- Possession of sexually/violently explicit material
- Theft or vandalism - 2nd offense or over $20 (includes restitution)
- Possession of drug paraphernalia
- Forgery of teacher signature
- Possession of Fireworks
- Flagrant fighting or 2nd minor offense fighting
- Possession of tobacco, e-cigs, vaping products - 2nd offense
- Sixth offense of Level Two
- Unauthorized possession of a school key
- Additional 2 game suspension for athlete
- Possession of sexually/violently explicit material

15 Demerit accumulation

5 day out of school suspension with no make-up privilege, athlete dropped from sports for one year

Level Twenty Offense (Expulsion Action Initiated)

- Possession of a weapon
- Theft /vandalism- 3rd offense
- Bomb threat
- Employee battery
- Flagrant fighting - 2nd offense or 3rd offense of minor
- Possession of tobacco, e-cigs, vaping products - 3rd offense
- Fighting
- False fire alarm
- Possession of explosive
- Unauthorized lighting a fire in school
- Possession of drug/alcohol or look alike
- Physical intimidation of a school employee
- Verbal threat to employee
- Seventh offense of Level Two

Other Explanation:
I. Philosophy of the Lutheran High Athletic Program:
Athletics are an integral part of a well-rounded high school curriculum. Athletic competition provides another teaching tool for the student’s overall growth. Winning is important and a priority, but not the only priority. Priorities also include self-discipline, character building, Christian sportsmanship and attitude, team work, and development of talents. Sports are still only games -- your salvation is not dependent on the score.

II. Purpose of the Lutheran High Athletic Program:
One of the purposes of the athletic program is to prepare the athletes for varsity level competition.
A. On the 9th grade team, every reasonable effort will be made to keep all players on the team; the primary emphasis is skill and proper attitude development; and everyone has a chance to participate if they practice hard.
B. On the JV team, the team is restricted to a limited number of those who demonstrate the skill and proper attitude to compete at this level. The primary emphasis is continued skill and proper attitude development in preparation for the varsity level; substitutes will normally get playing time.
C. On the varsity level, the team is restricted to those who demonstrate the skill and proper attitude to compete at the varsity level. The primary emphasis is to promote the best and to keep those with greater gifts challenged; substitutes may not get playing time.

III. Selection of Coaches
It has been the philosophy since the school began that athletics are an important extension of the school’s total program of Christ-centered education. It is preferred that coaches be teachers at the school so that the whole program locks together with the same philosophy, decorum expected, and Christian perspective. We have had “outside” coaches since our first year of operation, but no coaches were paid until 1991. By that time, we did not have coaches on staff who were able or inclined to coach all the sports, we would have to hire coaches from the “outside” rather than rely on volunteers, and, if we were paying “outside” coaches, we should also be paying “inside” coaches the same amount. The payment schedule which was established is based on the teacher salary scale base and recognizes the different time expectations, years of coaching experience at Lutheran High, and length of season of the various sports.

The criteria and process the Administrative (Ad) Council uses in advising the principal on selecting coaches is to first see if there is a teacher on the staff who is able (skilled) and willing to coach the sport. If not, we look to the “outside” individuals, preference being given to Christians who have a teaching certificate or otherwise meet IHSA coach training criteria. New candidates for coaching are interviewed by the principal, athletic director, and other individuals requested by the principal (e.g. Varsity coach interviewing JV candidates; assistant principal). When determining whether to reappoint coaches for the following year, the AdCouncil considers: coaching ability, Christian conduct, student control and displayed style of coaching, comments from board/committee/parents/officials made during the year, and other such characteristics. When coaches are selected for each sport, they are presented to the Board of Directors for their consent. Should a majority of the board have reservations about individual coaches, the principal researches the concerns expressed and returns to the Board of Directors with satisfactory answers to the concerns or a different candidate.

IV. Expectations of the Coach
A. Coaches are the direct representatives of Lutheran High School and are expected to exemplify Christ.
B. Coaches are selected by and responsible to the Principal through the school’s Athletic Director. They are to attend a pre-season meeting with the administration to review athletic philosophy and procedures.
C. Coaches should be organized, knowledgeable of their respective sports, and competent to teach these skills to young athletes.
D. Coaches should organize practice schedules and keep the athletes’ families aware of the schedules. Required activities may not be added to the schedule without the authorization of the Athletic Director, who is also responsible for protecting other commitments of team members to the rest of the school. The coach is expected to keep the Athletic Director informed of the hours expected of athletes each week.
E. Coaches must be concerned with the overall development of the athlete and be a positive Christian role model. Any coach who is ejected from a game is not allowed to be at the next 3 games.

F. Coaches should present a professional appearance in dress and speech.

G. Coaches, especially at the varsity level, should positively promote their players and program; and assist their athletes in obtaining college scholarships and in attending summer camps.

H. When possible, coaches should encourage elementary school athletes through their attendance at elementary functions.

I. Coaches should see to it that any music played during their sport warmups or half-times is free of un-Christian content.

J. Coaches are responsible to arrange for team prayers prior to athletic contests.

K. Coaches are responsible for promptly reporting the outcomes of home games to the State Journal-Register.

L. Coaches are responsible and expected to remain at the school until their last athlete has left the premises following practices, games, and team activities.

M. Coaches should ensure the areas of play are ready and safe for games and practices.

N. Coaches are encouraged to have off-season training and conditioning programs for their athletes not involved in another sport.

O. Coaches are responsible for ensuring that their athletes have adult supervision whenever they are utilizing the gym or weight-room.

P. Coaches are responsible for the gear and equipment issued for their team.

Q. Coaches are expected to keep the athletic director aware of equipment and supply needs and wants, and any other concerns affecting their sport. A coach with booster club support has additional responsibilities related to communication involving the booster club, the Crusader Aiders, and the Athletic Director (see Booster Club Protocols following the Crusader Aider constitution).

R. Coaches should be encouraging towards their players and patient with the parents and officials.

S. Coaches should address persistent or serious problems with parents and/or officials to the athletic director’s attention.

T. Coaches are expected to carry their athletes’ emergency data, obtained from the athletic director, to all practices and games. Only the coach, a parent/guardian of an injured athlete, or an individual designated by the coach, may provide emergency treatment for injuries. Coaches are to complete injury reports in a timely manner and submit them to the principal for insurance purposes.

U. The head coach is responsible to arrange for Senior Recognition for players in their sport. The Administration will normally set the recognition dates. The coach should use underclass parents or another group to organize this event if possible. Obtaining funding for flowers, programs, etc. is the responsibility of the coach and organizing group.

V. Coaches are responsible for the care and cleanliness of the vans they use. Coaches will pay a penalty of $25 for returned vans that are messy inside or vandalized.

W. Coaches are responsible to notify parents and athletic director of any player suspension issued by the coach. The Athletic Director will notify the coach of any player ineligibility and the coach is to notify the student and parent. The principal will notify the student, parents, and Athletic Director of any school suspension and its effect on athletics; the Athletic Director will notify the coach.

X. Coaches may discuss all aspects of the sport involved with parents, but coaches are not allowed to discuss playing time of individual students. Playing time is a coaching decision and is solely the responsibility of the coach within the structure of 9th, JV and Varsity team expectations.

V. Expectations of the Athletes:

A. Serious athletes do not use alcohol, drugs, or tobacco. These substances hinder an athlete’s performance and can lead to removal from the team. Also, athletes are not to remain in the presence of those who are using any of the above listed items, since it sets a poor example for others and subjects the athlete to unnecessary temptations. If a student has been confirmed to have used or have had in their possession, alcohol or illegal drugs during the school year, they will not be allowed to participate in any sports at Lutheran High (other than intramural sports), for one calendar year following the usage/possession confirmation date. If the student is the confirmation source of this type of infraction, the suspension period will be forty-five (45) days. If a student has been confirmed to have used or have had in their possession, tobacco during the school year, they will not be allowed to participate in any sports at Lutheran High (other than intramural sports), for a period of ninety (90) days (excluding summer vacation days) following the usage/possession confirmation date. If the student is the confirmation source of this type of infraction the suspension period will be thirty (30) days.
Any student who receives a school suspension shall be ineligible for the next 2 games in which they would otherwise be eligible to participate. A student not in a sport during the season the suspension was issued would have the penalty assigned for the next season in which they participate. A 5-day out of school suspension will result in the student being ineligible to participate in athletics for one year from the suspension.

B. As representatives of Christ and Lutheran High, athletes need to set a positive example, both on and off the field. Athletes are expected to be active participants in school worship opportunities. The following types of behavior are considered improper and will not be tolerated:

- cursing, swearing, taking God’s name in vain, etc.
- displaying overt show of temper
- showing disrespect towards other players, officials, or coaches

C. A violation of these rules are grounds for being benched for at least one game. The administration reserves the right to issue greater penalties due to the seriousness of an offense. If an athlete continues to violate these rules and act in an unchristian like manner, it may lead to removal from the team. In cases of extreme behavior, Lutheran High reserves the right to immediately remove an athlete from the team. Athletes who are ejected from a game for any reason will be benched for the next 2 games in which they are otherwise eligible to participate.

D. Students will not miss regularly scheduled athletic practices or games. An excused absence from practices and games may be given in the case of an illness or family situation. If the student is in school, they are expected to have prior consent of the coach to miss practice or a game that day. Other coach-excused absences may be given for other school responsibilities as worked out between the teachers and coaches. The student who misses practice or a game without prior consent will be benched for one (1) game for the first offense, and removed from the team for the second offense. If a student has been scheduled to serve a detention, they must attend the detention before they can go to the practice or game.

E. Students may be in only one school-sanctioned sport per season.

F. Athletes participating in more than one sport during the school year must be fully dedicated to their current sport. The athletes should not be penalized if they cannot participate in activities for a later sport season due to commitments to the current season (although they may have to make up some missed instruction.)

G. Athletes are expected to comply with the music limitation on practices and games. Music is not to be played in locker rooms, gym, or fields of play without authorization from the coach. Music to be played at games must be screened by the coach to avoid unchristian content. When traveling to or from games, earphones should be used when listening to music.

H. Athletes are expected to communicate their concerns directly to their coach.

VI. Expectations of the Parent(s):

A. Parents are expected to get their athletes to and from scheduled events, in a timely manner.

B. Parents are expected to be supportive and attend as many games as possible, whether their athlete is a star or a sub. While the student athlete is under the coach’s supervision at games, parents should remember they are the fans during that time and not confuse or distract their child, but rather let the coach do his/her job of coaching.

C. Parents should insist that their athletes honor their commitment to the team by giving their best throughout the season.

D. Parents should ensure their athletes attend as many practices and games as possible.

E. Parents should ensure their athletes receive proper nutrition, adequate sleep, and maintain a healthy body.

F. Parents of athletes should closely monitor the academic performance of their children and bring any concerns to the attention of their athlete’s teachers and coaches.

G. Parents should provide their athletes with positive guidance to help them over the rough spots in the season and help them keep the long term perspective in sight.

H. Parents should encourage their athletes to take their problems to their coaches.

I. Parents should take their own concerns individually and privately to the coach at an agreed upon time, not during, before, or immediately after a game. Parents may contact the coach about all aspects of the sport involved, but coaches are not allowed to discuss playing time of individual students. Playing time is a coaching decision and is solely the responsibility of the coach within the structure of 9th, JV, and Varsity team expectations.

J. Parents should understand that coaches view the game and program from a total perspective, while the
VIII. Eligibility (See also “Academic Probation” in Student Handbook)
A. Academic Eligibility: IHSA standards (regarding alcohol, drugs, tobacco, and transfer student limitations), co-curricular probation, and academic probation affect a student’s eligibility to participate in athletics.

Each school week, teachers update students’ grades through TeacherEase. For that week, students must be receiving passing grades in all of their classes, with no more than 2 “D” grades, to be eligible to participate the following week.

- Ineligibility is checked on Thursdays at 8am.
- If a student is deemed ineligible on Thursday, ineligibility starts on Monday of the next week until the following Monday. Even if the student is OK at Thursday’s eligibility check, he/she must still wait until the following Monday to begin practices/games.
- During the time the student is ineligible, he/she may not participate in practices or games.
- If a student is declared ineligible for a third week, he/she will be dropped from the team.
- The eligibility is based on the student’s cumulative grade. Incompletes or ungraded items for that week are included in the cumulative grade whenever the grade is entered.

B. Attendance Eligibility: If a student is in school for less than 4 class periods of a school day, he or she may not attend nor participate in any school function for the remainder of the day, unless the absence has been cleared in advance with the administration. Out of concern for all student-athletes and all student-performers, any student who is not able to complete a school day should not be allowed to practice, compete, or perform that day if they need to leave school after arriving for the day (the four period minimum is still needed if they arrive during the school day after first period).

IX. Co-curricular Probation
A. Participation in Athletics and Activities is a privilege and not a right. Co-curricular Probation is used to remove a student from athletics and activity responsibilities if the student is performing unsatisfactorily within the classroom setting. This unsatisfactory deportment is in either the "attitude" area or in the "academic" area. The "attitude" area is defined as showing disrespect to the teacher or fellow students, using improper or questionable vocabulary, and/or displaying an unwillingness to abide by classroom decorum rules.

B. The "academic" area is defined as not completing assignments or by doing such sloppy and hastily prepared work that they may as well have not done them. In this area, we are more concerned that the student is doing his/her homework and coming prepared to class than we are with the actual grades he/she receives.

C. Disrespect for teachers is difficult to define to the satisfaction of everyone. In essence, when referring to disrespect being shown to teachers, we are referring to a refusal to abide by reasonable requests, conveying an attitude of rejection of the authority entrusted to the instructor (note Romans 12), and/or causing a disruption by leading others into scorn for the authority of the teacher.

D. Shortly after the beginning of an athletic season or club activity, each roster will be presented to the faculty. If 2 or more staff members raise objection to any of the team members according to the attitude or academic reasons stated above, the student and his/her parents are notified by both the administration and the concerned teacher(s) of objections and given approximately 10 school days to improve. At the end of this time period, students on Co-curricular Probation have their names again presented to the faculty. If any 2 or more teachers raise objection, that student is removed from the team or group and may not participate for the remainder of that season. Although teachers may bring names up at any time, generally such Co-
curricular Probation is handled only at the beginning of each athletic season.

E. Co-curricular Probation applies to Athletic teams, Cheerleading, Student Council, Drama, Musical Groups, or any other group which requires a significant amount of the student's time and/or has a public "witness" involved. Any student placed on Co-curricular Probation will lose his/her honor card.

X. Transportation to/from Athletic Events
Athletes must travel to and from all sporting events on school arranged transportation, unless the coach receives prior written permission or a phone call from the athlete’s parent(s) or legal guardian(s); however, parents attending an away game may take their own student home. Athletes are not allowed to go home with another student driver or unauthorized adult, unless there has been prior notification, whether by a note or a phone call from the parent/guardian. If an athlete is given parental permission to drive to a game, he/she may not take any other passengers other than their own immediate family members.

When allowing time out of school and scheduling travel to athletic games, the team should arrive no earlier than 45 minutes before the game or match. Students are to be dismissed from class no more than 5 minutes before the vans are scheduled to leave. Athletes may change into their uniforms during lunch or break and wear their uniforms to class. Travel time is limited to no more than 45 minutes for games within a 30 mile radius, 1 hour for games within a 30 to 50 mile radius, and special times arranged for games over 50 miles away.

XI. Limitation on time expected of athletes
In Season: Outside of game days, the coach may not average practice or activity hours more than 2 hours per day on a six-day per week basis (the athletes need to be “off” at least 1 day per week). Practices include any required activity, meetings, film sessions, bonding activities, watching of other games or the like in addition to skills and strategy development normally associated with athletic practices. The coach is expected to keep the Athletic Director informed of the hours expected of athletes each week [example: the athlete may be expected to practice up to 12 hours per a 6 day week. If there is a game on one day, the athlete may be expected to practice up to 10 hours on that week. If there are two days with games, the athlete may be expected to practice up to 8 hours that week on the remaining days, but still needs to have at least one day away from that sport.] Any activities beyond the 12 hours per week maximum are considered voluntary and the athlete cannot be penalized for missing them. Practices after the IHSA allowed season beginning date and prior to the first day of school have more flexibility associated with them.

Out of Season: It is beneficial for the athlete to train during the off-season, both with individual workouts as well as team activities. Athletes who do not train during the off-season will likely be at a competitive disadvantage to those who do. We recommend that the athlete participate in off-season training; however, no penalty can be enforced on the athlete who does not participate.

XII. Athletic Fees
Must be collected before an athlete is issued a uniform. Athletic fees are refunded to those athletes who quit or get cut from the team prior to the first game. Students who quit the team after the first game will not be given a refund of the athletic fees.

XIII. Medical Examinations
Athletes will not be allowed to participate in any team practice or game until the required physical exam form is on file with the school. Physicals are good for one calendar year and must be repeated if they are set to expire during the middle of the athlete’s season.
XVI. Athletic Awards
Student athletes at Lutheran High participate and compete as members of a team to develop their talents to the best of their abilities. Athletic awards are given to designate those achievements. School letters, emblems, insignias, etc. are granted by the following criteria:

**Varsity (V) Letter:** A first season letter winner will be awarded a varsity letter, chevron, sports emblem, and a gold bar. All succeeding awards in that sport will be a chevron and a gold bar. The varsity coach will determine the standards to earn a varsity letter in their respective sport.

**Junior Varsity (JV) Letter:** A first season JV letter winner will be awarded a JV letter, sport's emblem, and a gold bar. All succeeding awards in that sport will be a gold bar. Varsity squad members that do not qualify for a varsity award will receive a JV award. Fresh-Soph squad members will qualify for JV awards, too.

**Freshman (F) Letter:** All students who participate in a freshman team will be granted a freshman letter. The maximum letters an individual athlete may earn are one V letter, one JV letter, and one F letter, as well as the appropriate athletic chevrons, pins, bars, etc.

XVII. Supplemental Policy
No coach, administrator, school official or employee, booster club/support member may sell, distribute, or promote the use of anabolic steroids or performance-enhancing dietary supplements to students.

A coach, administrator, school official or employee, booster club/support member may provide only permissible nutritional supplements to students at any time for the purpose of providing additional calories and electrolytes, provided they do not contain any dietary supplements banned by the IHSA.

Any additional supplements needed must be parent initiated (in writing by the parent) not by a coach, administrator, school official or employee, booster club/support member.
Illinois High School Association
(For 2015-16 School Term)

This summary is for the purpose of assisting in the understanding of IHSAA By-laws and Policies. In case of a conflict between this publication and the constitution and by-laws of the IHSAA, the constitution and by-laws shall control.

Key Provisions Regarding IHSAA Rules

Eligibility Rules

When you become a member of an interscholastic team at your high school, you will find that both your school and the IHSAA will have rules you must follow in order to be eligible for interscholastic participation. The IHSAA’s rules have been adopted by the high schools which are members of IHSAA as part of the Association’s constitution and by-laws. They must be followed as minimum standards for all interscholastic athletic competition in any member high school. Your high school may have additional requirements, but they may not be less stringent than these statewide minimums.

The principal/official representative of your school is responsible to see that only eligible students represent the school in interscholastic competition. Any question concerning your eligibility should be referred to your principal/official representative, who has a complete copy of all IHSAA eligibility rules, including the Association’s due process procedure. Only the IHSAA Executive Director is authorized to make formal rulings on eligibility, so if your principal/official representative has questions or wishes assistance in answering your questions, the principal/official representative should contact the IHSAA Office.

Information contained here highlights some of the most important features of the IHSAA by-laws regarding interscholastic eligibility. It is designed to make you aware of major requirements you must meet to be eligible to compete in interscholastic competition. The information here is only a general description of major by-law provisions and does not contain the statement of the by-laws in their entirety. You can review the by-laws at www.ihsaa.org.

You may lose eligibility for interscholastic competition if you are not in compliance with IHSAA by-laws. Remember, if you have any questions regarding IHSAA rules, please contact your principal/official representative.

1. Attendance

A. You may represent only the school you attend. Participation on a cooperative team of which your school is a member is acceptable.
B. You must be enrolled and attending classes in your high school no later than the beginning of the 11th school day of the semester.
C. If you attend school for ten (10) or more days during any one semester, it will count as one of the eight (8) semesters of high school attendance during which you may possibly have eligibility.
D. If you have a lapse in school connection for ten (10) or more consecutive school days during a semester, you are subject to ineligibility for the rest of the semester. The specific terms of your extended absence must be reviewed by the Executive Director to determine if it is “lapse in school connection” or not.

2. Scholastic Standing

A. You must pass twenty-five (25) credit hours of high school work per week. Generally, twenty-five (25) credit hours is the equivalent of five (5) .5 credit courses (2.5 full credits).
B. You must have passed and received credit toward graduation for twenty-five (25) credit hours of high school work for the entire previous semester to be eligible at all during the ensuing semester.

3. Residence

Your eligibility is dependent on the location of the residence where you live full time with your parents, parent who has been assigned custody by the court, or court appointed legal guardian.

You may be eligible if you are entering high school as a freshman and:
A. You attend the public high school in the district in which you live full time with both of your parents, custodial parent or court appointed guardian; or
B. In the case of a multiple school district, you attend the public high school in the attendance area where you live full time with your parents, custodial parent or court appointed guardian; or
C. You have paid tuition to attend a public school for a minimum of 7th and 8th grades in a district other than the one where you live with your parents, custodial parent or court appointed guardian and you continue to pay tuition as a high school student in that same district; or
D. You attend a private/parochial school located within the boundaries of the public school district where you live with your parents, custodial parent or court appointed guardian; or
E. You attend a private/parochial high school and have attended a private/parochial school for 7th and 8th grades, or for any four (4) grades from kindergarten through eighth grades; or
F. You attend the private/parochial high school which one or both of your parents attended; or
G. You attend a private/parochial high school located within a thirty (30) mile radius of the residence where you live with your parents, custodial parent or court appointed guardian.

4. Transfer

A. In all transfer cases, both the principal of the school from which you transfer and the principal of the school into which you transfer must concur with the transfer in writing on a form provided by the IHSAA Office. You cannot be eligible when you transfer until this form is fully executed and on file in the school office.
B. If you transfer after classes begin for the current school term, you will definitely be ineligible for thirty days from the date you start attending classes at the new high school. In addition, you will be ineligible for that entire school term in any sport in which you engaged in any team activity, including but not limited to tryouts, drills, physical practice sessions, team meetings, playing in a contest, etc. at the school from which you transferred. For example, if you were out for cross country at the school from which you transfer and transfer after the IHSAA sport season has begun, you will be ineligible for cross country that entire school term at the new school.
C. If you transfer attendance from one high school to another high school, you will be ineligible unless:
   1. Your transfer is in conjunction with a change in residence by both you and your parents, custodial parent or court appointed guardian from one public school district to a different public school district;
   2. Your transfer is between high schools within a public school district and both you and your parents, custodial parent or court appointed guardian change residence to the district attendance area for the school to which you transfer;
   3. Your parents are divorced or legally separated; you transfer to a new school in conjunction with a modification or other change in legal custody between your parents by action of a judge; and required court documents are on file at the school into which you transfer;
   D. If you transfer in conjunction with a change in legal guardianship, a ruling on your eligibility must be obtained from the IHSAA Office.
   E. If you transfer attendance from one school to another while you are ineligible for any reason, the period of ineligibility imposed prior to your transfer or the period of ineligibility that would have been imposed had you stayed at the school, will be enforced at the school to which you transfer, even if you are otherwise in compliance with the by-laws.
   F. Any questions about your eligibility in any of these instances must be resolved by a formal ruling from the IHSAA Executive Director.
Athletic Eligibility Rules—Page 2

G. In all other transfer situations, a ruling by the IHSA Executive Director is necessary to determine your eligibility. This ruling must be obtained in writing by the principal/official representative of the school into which you transfer before you participate in an interscholastic athletic contest.

5. Age

You will become ineligible on the date you become twenty (20) years of age, unless your twentieth (20th) birthday occurs during a sport season. In that case, you will become ineligible in regard to age at the beginning of the sport season during which your twentieth (20th) birthday occurs.

6. Physical Examination

You must have placed on file with your principal/official representative a certificate of physical fitness, signed by a licensed physician, physician’s assistant or nurse practitioner in order to practice or participate. Your physical examination is good for 395 days from the date of the exam. The physician’s report must be on file with your high school principal/official representative.

7. Amateur Status

A. If you win or place in actual competition, you may accept a medal or trophy for that accomplishment, without limit to its cost. Your school may provide IHSA state champions with championship rings/mementos.

B. You may not organize a team in which you play and in which one or more of the members are recruited through promotion, advertising, or any other means.

C. You may not participate in a sport which you are being illegally recruited and your eligibility is in jeopardy.

10. Playing in Non-School Competition

A. During the time you are participating on a school team in a sport at your high school, you may not play on a non-school team or compete in non-school competition as an individual in that same sport or in any skill of that sport.

B. If you participate in non-school competition during a sport season and subsequently wish to join the school team in the same sport, you will not be eligible.

C. If you wish to participate in a competition sanctioned by the National Governing Body, or its official Illinois affiliate for the sport, your principal/official representative must request approval in writing from the IHSA Office prior to any such participation.

D. You may try out for a non-school team while you are on your school’s team in that same sport, but you may not practice, receive instruction, participate in workouts, or participate in competition with a non-school team in that same sport until you cease being a member of your school’s team. You cease being a member of your school’s team when the team(s) of which you are a member terminates for the school term.

E. You will become ineligible if you participate on, practice with or compete against any junior college, college or university team during your high school career.

11. All-Star Participation

A. After you have completed your high school eligibility in the sport of football, basketball, soccer or volleyball, you may participate in three (3) all-star contests in any of these sports and still play for other school teams, provided the high school season in that sport has been completed. You may lose your eligibility for other interscholastic sports if you play in all-star competition in any of these sports under any other conditions.

B. You are not restricted from participating in all-star competition in sports other than football, basketball soccer or volleyball, except that you may not do so during the school season for the sport.

12. Misbehavior During Contests

A. If you violate the ethics of competition or the principles of good sportsmanship, you may be barred from interscholastic athletic contests, either as a participant or spectator or both.

B. If you are ejected from a contest for unsportsmanlike conduct, you will be ineligible for your team’s next contest. You are also subject to other penalties.
I. PURPOSE
Crusader Aiders is an organization whose purpose is to support a full range of activities, both co-curricular and academic at Lutheran High School.

II. ORGANIZATION
A. Crusader Aiders consists of all parents and/or guardians who have youth enrolled at Lutheran High School.
B. A governing Council, consisting of not less than (12) nor more than eighteen (18) members, will administer the activities of the organization.
   1. A minimum of nine Council members will be appointed at large from the parents of students in the sophomore, junior, and senior classes, ensuring each class has at least two (2) representatives.
   2. Two (2) members will be appointed by the Council to represent the freshman class.
C. The Council officers will consist of a Chair, Vice-Chair, Secretary, and Treasurer who are elected by the governing Council.
   1. The Chair will be a member of an Association congregation and will officiate at all Council meetings and serve as an ex-officio member of the Lutheran High School Board of Directors.
   2. The Vice-Chair, in addition to special projects undertaken at the request of the Chair, will serve in absence of the Chair at Council meetings.
   3. The Secretary will record minutes of all meetings and handle correspondence for the Council.
   4. The Treasurer will be responsible for collecting all fees and monies and investing and expending funds as directed by the Council.

III. APPOINTMENTS
A. Openings on the Council will be announced in the last Ledger published in April. Any parent/guardian interested in a Council position will submit his/her name to the Vice-Chair before May 7.
B. The Vice-Chair will compile the requests for consideration and submit these to the full Council for review and action at their May meeting.
C. The Council members will, at the May meeting and by majority vote, appoint new members ensuring at least two (2) representatives from each class, excluding the incoming freshman class. The number appointed will depend on the number of vacancies available.
D. The Vice-Chair will contact all persons who submitted their names for consideration with the results of the voting.
E. New Council members will be installed at the June Board meeting and their names will be published in the Ledger.
F. Freshman representatives will be appointed at the June meeting following the installation of the new Council members. At the discretion of the Council, more than two members may be appointed from the incoming freshman class. Freshman representatives’ names will also be published in the Ledger.
G. Any remaining or subsequent vacancies will be filled by a majority vote of the Council.

IV. MEETINGS
A. Council meetings will be held monthly. The monthly meeting dates will be determined in such a way as to maximize Council member attendance.
B. All Council meetings will be open for public comment and discussion.
C. All decisions will be made by a majority vote. No vote will be taken unless a quorum of Council members is present.

V. STANDING COMMITTEES
A. Crusader Aiders will establish standing committees as follows:
   1. Assimilation/Awards/Fellowship - new parent activities, athletic banquets, etc.
   2. Athletics - concessions, working with the athletic director and coaches to determine needs and
how to help meet those needs.

3. Public Relations/ Fund-raising - prepares any public relations material needed by the Council and chairs any fundraisers sponsored by the Crusader Aiders.

4. Any other committee(s) as deemed appropriate/necessary by the Council

B. Each committee will consist of a chairman, or two (2) co-chairs, and as many members as needed to effectively carry out the duties of the committee. Committee members are not limited to Crusader Aiders/Council members.

C. The chairs/co-chairs of each standing committee will be non-officers of the Council.

VI. FEES AND FUND-RAISING

A. A set activity fee may be assessed at the annual registration for each family of any student(s) enrolled at Lutheran High School. Such fees will be determined at the September meeting for the school year to begin the following August.

B. Fund-raising initiatives will be coordinated with the Lutheran High School Development Office.

VII. EXPENDITURES

A. The Chair of Crusader Aiders may authorize the Treasurer to make individual expenditures of up to $500.00 for the purchase of supplies or other materials needed for Crusader Aider events or fund-raising.

B. The Council will determine all other expenditures based upon available funds and needs as prioritized by the Crusader Aiders, faculty, or Board of Directors.

C. Effective July 1, 1999, the Council will operate on a July 1st through June 30th fiscal year.

D. The Council will adhere to a self-determined formula to allocate funds for distribution throughout the year. The formula shall be applied to funds in the general account as of the August meeting, with all payables/receivables taken into account.
Booster Club Protocols
Adopted: February 14, 2000

Forward: Lutheran High has been blessed by many willing volunteers who not only help us keep operational costs low through their labor, donations, and fund-raising, but also have a strong desire to keep their school and its programs “top-notch”. Parent support groups (“booster clubs”) periodically emerge to give special support to specific academic areas or co-curricular activities. While this is a positive asset to the school, there is potential for problems related to overlapping responsibility, liability, IRS concerns (tax-exempt status), and communication (keeping school people aware of various projects). At Lutheran High, we desire to maintain the family atmosphere and avoid potential problems before they emerge. For this reason, we have drafted these Protocols to be followed by our school’s Booster groups and the school administration.

1. Booster Clubs/Groups select their own officers and keep the school administration informed of whom to contact.
2. Participation in a Booster Club/Group will be totally voluntary. Parents/guardians will be free to participate or not participate as they wish.
3. Booster Clubs/Groups will be open to anyone wishing to participate (not just parents/guardians of current students). However, officers will be parents/guardians of current students.
4. Booster Club/Group chairmen or another officer of the group are invited and strongly encouraged to become a voting member of the Crusader Aiders Governing Council.
5. Crusader Aider meetings are held monthly, and are normally attended by the Principal, the Director of Development, and the Athletic Director, as well as the Crusader Aiders Board Members. Thus, this would appear to be an excellent forum to communicate needs and priorities, coordinate fund-raising activities, build support for special projects, and determine how CA funds can best “fill the financial gaps” to complete priority projects/purchases.
6. The Booster Group is to work in harmony with the coach/advisor of the group and they, in turn, with the individual on the Lutheran High staff assigned with overview of that area (athletic director, department head, etc.). It is that staff member’s responsibility to keep the school administration and school office personnel aware of the group’s activities for appropriate publicity and sharing of information.
7. While it is appropriate for coaches/advisors to work with their respective Booster Club/Group, care must be taken by the coach/advisor to avoid a perception of favoritism toward students whose parents are most active in the Club/Group.
8. Once the Lutheran High administration is informed of the existence and officers of a booster group, and they agree to abide by these protocols, they are free to use the Lutheran High School name, tax-exempt status, and the like and come under the umbrella of the school’s insurance.
9. The Booster Club/Group may open a bank account for their own treasury, or deposit it as a designated account in either the Crusader Aider, Activity Account or Athletic Department accounts. Even if deposited in any of these accounts, the authority to release these funds will rest in the officers of the Booster Group.
10. Booster Clubs/Groups, as a subset of school parents/guardians, shall make monthly reports concerning their activities and financial status to the school-wide parents organization, the Crusader Aiders.
11. As the Booster Group plans various projects, they will coordinate:
   a) fund raising activities with the Director of Development or Association Office;
   b) changes in the physical plant with the Building and Grounds committee of the Board of Directors; and
   c) uniforms, equipment and the like for athletics with the Athletic Director.
12. Such coordination is intended to avoid conflicts and duplication, to improve overall coordination and communication within our school structure/family, and to be sensitive of the Booster Club intent.
13. Practically speaking, coaches/advisors and/or appropriate school staff will need to coordinate Booster Club purchases before items are ordered. Ordering of items will go through the school administration, who will transmit the bill to the organization for payment when the item arrives. It is the intent that the Athletic Director, Crusader Aiders, coaches, and Booster Clubs coordinate the spending on needs for the sport.
14. If a Booster Club/Group should eventually disband, any funds remaining should be spent on the athletic team or activity for which it was raised, or transferred to the Crusader Aiders to be used for similar projects.
CONSTITUTION OF THE NATIONAL HONOR SOCIETY

ARTICLE I -- NAME AND PURPOSE
Section 1. The name of this organization shall be the National Honor Society of Secondary Schools (NHS).
Section 2. The purpose of this organization shall be to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of secondary schools.
Section 3. The NHS shall be under the sponsorship and supervision of the National Association of Secondary School Principals (NASSP), 1904 Association Drive, Reston, Va. 22091

ARTICLE II -- THE NATIONAL COUNCIL
Section 1. The control of this organization shall be vested in the National Council.
Section 2. The National Council shall consist of seven members appointed by the Board of Directors of the National Association of Secondary School Principals. The executive director of NASSP shall be ex-officio of the National Council and shall serve as treasurer of NHS. The director of NASSP Division of Student Activities shall serve as secretary of the National Council.
Section 3. The seven members shall be appointed for a three-year term.
Section 4. Four members shall constitute a quorum of the National Council.

ARTICLE III -- STATE/REGIONAL ORGANIZATIONS
Section 1. Local chapters may choose to organize state associations. The state principals association may form regional associations as defined by NASSP.
Section 2. Any state or regional association of National Honor Society chapters shall conform to this Constitution and shall work with the NASSP Division of Student Activities in furthering the purpose of this organization.
Section 3. All state and/or regional associations shall be affiliated with the National Honor Society.
Section 4. The state or regional affiliation shall NOT serve as an appeal board for local chapter non-selection or dismissal cases.

ARTICLE IV -- LOCAL CHAPTERS
Section 1. Any secondary public school is eligible to apply for a charter for a local chapter. Nonpublic secondary schools accredited or approved by state departments of education or by accrediting agencies approved by the National Council are eligible to apply for a charter for a local chapter. Each school shall have its own chapter. Two or more different schools may not share the same chapter. A middle level unit in the same building with a high school unit will be appropriate cause for two separate chapter.
Section 2. Each chapter shall pay a chartering fee determined by the National council.
Section 3. Each school with a chapter shall pay an annual affiliation fee recommended by the National Council and approved by the NASSP Board of Directors.
Section 4. The annual individual member dues paid to a chapter, state, or regional affiliate, if any, shall not exceed five dollars inclusively. The exact amount shall be determined by the executive committee of the chapter and shall be subject to the approval of the chapter membership.
Section 5. Duly chartered local chapters shall conform to this Constitution as set forth be the National Council. Failure to do so may result in the loss of the charter.

ARTICLE V -- THE PRINCIPAL
Section 1. The principal shall reserve the right to approve all activities and decisions of the chapter.
Section 2. The principal shall annually appoint a chapter adviser, who may serve consecutive terms.
Section 3. The principal shall be a part of the local school district appeal process for non-selection or dismissal cases.

ARTICLE VI -- THE CHAPTER ADVISER
Section 1. The chapter adviser shall be responsible for the direct, day-to-day supervision of the chapter and act as liaison between faculty, administration, students, and community.
Section 2. The chapter adviser shall maintain files on membership, chapter history, activities, and financial transactions. The chapter adviser shall send the annual report to the national office.
Section 3 The chapter adviser shall regularly review each member or compliance with Society standards and obligations.

Section 4 The chapter adviser shall help the chapter officers understand and carry out their duties.

**ARTICLE VII – FACULTY COUNCIL**

Section 1 The faculty council shall consist of five voting faculty members appointed annually by the principal. No principal or assistant principal may be included on the faculty council.

Section 2 The term of the faculty council shall be on year. Members may be appointed to consecutive terms.

Section 3 The chapter adviser shall be an ex-officio, non-voting, sixth member of the faculty council.

Section 4 The faculty council shall meet at least once a year to select members and to consider non-selection, dismissal, other disciplinary actions, and warning cases.

**ARTICLE VIII – MEMBERSHIP**

Section 1 Membership in local chapters is an honor bestowed upon a student. Selection for membership is by a faculty council and is based on outstanding scholarship, character, leadership, and service. Once selected, members have the responsibility to continue to demonstrate these qualities.

Section 2 Membership shall be known as active and graduate members at graduation. Graduate members shall have no voice or vote in chapter affairs.

Section 3 The faculty council shall reserve the right to award honorary membership to school officials, principals, teachers, NHS advisors, or adults in recognition of outstanding service rendered to the school in keeping with the purpose of the National Honor Society.

Section 4 Candidates become members when inducted at a special ceremony.

Section 5 Members who are seniors in good standing are eligible to be nominated by their chapters to compete in the National Honor Society Scholarship Program.

Section 6 A National Honor Society member who transfers to another school brings a letter from the former principal or chapter adviser to the new school advisor shall be accepted automatically as a member in the new school’s chapter. Transfer members must meet the new chapter’s standards within one semester in order to retain membership.

Section 7 Members who resign or are dismissed are never again eligible for membership or its benefits.

**ARTICLE IX – SELECTION OF MEMBERS**

Section 1 To be eligible for membership the candidate must be a member of those classes (sophomore, junior, senior) designated as eligible in the chapter bylaws. (Freshman are not eligible.) Candidates must have been in attendance at the school the equivalent of one semester. Some candidates may be ineligible for induction because of the semester ruling. Many students, including students of military parents, are required to move with parents or guardians that have transferred in their work. The present school principal should seek a recommendation from the previous school principal pursuant to the candidates selection. Based on the recommendation of the previous principal, the faculty council may waive the semester regulation.

Section 2 Candidates must have a cumulative scholastic average of at least 85 percent, B, or 3.0 (on a 4.0 scale) or the equivalent standard of excellence. Candidates shall then be evaluated on the basis of service, leadership, and character.

Section 3 The selection of each member to the chapter shall be by a majority vote of the faculty council.

Section 4 A description of the selection procedure shall be published in an official school publication which is widely available in a timely fashion to all students and parents of the school. The selection procedure shall be determined by the faculty council and shall be consistent with the rules and regulations of the National Honor Society.

Section 5 The National Council and the NASSP shall not review the judgment of the faculty council regarding selection of individual members to local chapters.

**ARTICLE X – DISMISSAL**

Section 1 The procedure for dismissal shall be determined by the faculty council in compliance with the rules and regulations of the National Honor Society. A written description of the dismissal procedure shall be available to interested parties.
Section 2  Members who fall below the standards which were the basis for their selection shall be promptly
warned in writing by the chapter adviser and given a reasonable amount of time to correct the
deficiency, except that in the case of flagrant violation of school rules or civil laws a member does not
necessarily have to be warned.

Section 3  The faculty council shall determine when an individual has exceeded a reasonable number of
warnings.

Section 4  In all cases of impending dismissal, a member shall have a right to a hearing before the faculty
council.

Section 5  A member who has been dismissed may appeal the decision of faculty council under the same rules for
disciplinary appeal in the school district.

Section 6  The National Council and the NASSP shall hear no appeals in dismissal cases.

ARTICLE XI -- CHAPTER OFFICERS

Section 1  The officers of the chapter, their duties, and the method of their election shall be determined by the
members of the chapter and be described in the chapter bylaws.

Section 2  A majority of the votes cast shall be necessary to elect any chapter officer.

Section 3  New officers shall be installed at a special ceremony.

ARTICLE XII -- EXECUTIVE COMMITTEE

Section 1  The executive committee shall consist of the officers of the chapter and the chapter adviser.

Section 2  The executive committee shall have general supervision of the affairs of the chapter between its
business meetings, make recommendations to the chapter, and determine and perform such other
duties as are specified in the chapter bylaws. All actions and recommendations of the executive
committee shall be subject to the review of the chapter membership.

Section 3  The executive committee shall have the responsibility for ensuring that chapter activities and
procedures follow school policy and regulations.

ARTICLE XIII -- MEETINGS

Section 1  Each chapter shall have regular meetings during the school year on days designated by the executive
committee and in accordance with school policy and regulations.

Section 2  The regularity of the meetings shall be designated in the chapter bylaws.

Section 3  Special meetings approved by the executive committee may be called by the president.

Section 4  Chapters shall conduct meetings according to Robert’s Rules of Order, Newly Revised in all points not
expressly provided for in this Constitution or the chapter bylaws.

ARTICLE XIV -- ACTIVITIES

Section 1  Each chapter shall determine on or more service projects for each year.

Section 2  All members shall regularly participate in these projects.

Section 3  These projects shall have the following characteristics: fulfill a need within the school or community;
have the support of the administration and the faculty; be appropriate and educationally defensible;
and be well planned, organized, and executed.

Section 4  Each member shall have the responsibility for choosing and participating in a service project which
reflects his or her particular talents and interests. This is in addition to the chapter projects to which
all members contribute.

Section 5  Each chapter shall publicize its projects in a positive manner.

ARTICLE XV -- OFFICIAL INSIGNIA

Section 1  This organization shall have an official emblem selected by the National Council. The emblem shall
be uniform.

Section 2  The distribution of the emblem and the rules for its use shall be under the exclusive control of the
National Council.

Section 3  Each active, graduate, or honorary member shall be entitled to wear this emblem.

Section 4  Any member who resigns or is dismissed shall return the emblem to the chapter adviser.
Section 5. All insignia must be procured from the national secretary of the National Honor Society, 1904 Association Drive, Reston, Va., 22091. All insignia are registered in the United States Patent Office and may not be copied by anyone.

Section 6. The motto of the National Honor Society shall be Noblesse Oblige.

Section 7. The official colors of the National Honor Society shall be blue and gold.

Section 8. A graduate member may replace a lost emblem by verifying membership to the national office.

ARTICLE XVI - AMENDMENTS

Section 1. This Constitution may be amended at any meeting of the National Council or by mail by an affirmative vote of four members of the National Council.

ARTICLE XVII - BYLAWS - LUTHERAN HIGH CRUSADER BRANCH

Last Revised: May, 1997

1. There shall be no membership dues, although members are expected to help with fund-raising efforts.
2. Meetings will be scheduled monthly. Special meetings will be called as necessary. 100% attendance is expected of members.
3. Service projects will be conducted primarily during the school year. There will be at least one major project. Priority will be given to school related service (such as teacher appreciation week and collection for the school auction).
4. Members are expected to participate in all NHS service projects. There is no requirement beyond this expectation although it is also presumed that members will remain active in community and church work.
5. There will be three officers - President, Vice-President, Secretary/Treasurer. Election for these will be prior to the end of the school year.
6. There will be one major fund-raiser to take care of induction (and teacher appreciation) expenses. If the treasury reaches a high enough level, members may elect to purchase an item for the school.
7. Members are chosen according to National guidelines with a qualifying grade point average of 3.5.
8. Students are eligible in their junior year, provided they have attended Lutheran High School at least one semester.
9. Probation and dismissal of members follows National guidelines. Members are expected to maintain quality in the four areas. Students whose semester grades fall below 3.5 are issued a warning and given one semester to raise the grade point average to the necessary 3.5. Falling below acceptable standards in the other areas may necessitate warnings and possible dismissal by the faculty council.
From the Spanish National Honor Society Handbook:

**Article III**  
**QUALIFICATIONS FOR Sociedad Honoraria Hispanica**

**Section 1.** A regularly enrolled student of a secondary school (grades 9-12) who has maintained an honor average in the study of Spanish or Portuguese for at least three semesters is eligible for membership in the Society. The student must be enrolled in the study of the language at the time of initiation. No initiation is to take place earlier than the tenth grade.

**Section 2.** The student membership fee payable before initiation is established by the National Council. Each student member will receive a Certificate of Membership.

**Section 3.** If a member does not continue the study of Spanish or Portuguese, the student may remain in the Society as an Associate Member until graduation at the discretion of the Chapter Sponsor.

**Section 4.** Associate Members may enjoy limited privileges and benefits in the Society. They may not vote, hold office, or be eligible to receive scholarship or travel awards of the Society. Only members currently enrolled in Spanish or Portuguese may participate in the awards program of the society.

**Section 5.** Honorary Membership may be granted to a person in the school or community who has demonstrated an interest in the promotion and advancement of the purposes of the Society. The fee for honorary membership is established by the National Council and shall be in an annual amount equal to the student membership fee. Each Honorary Member shall receive a certificate of membership.
I. The name of this group will be Student Council of Lutheran High School, Springfield, Illinois. The purposes of this group are as follows:
   A. To serve as a voice for the student body;
   B. To coordinate social activities;
   C. To promote Lutheran High School through a positive attitude;
   D. To further the mission of Lutheran High School in the community through service projects.

II. Election procedures
   A. Council as a whole:
      1. Any student on Academic Probation (3 D’s or 1 F) will be dismissed from council and replaced as outlined below.
      2. Council members will attend all scheduled activities unless otherwise excused.
   B. Officers
      1. Petitions will be circulated the first week in May in order to solicit 15 student signatures and two faculty signatures. The petitions will be turned in on Friday of that week to the Principal for approval.
      2. Elections will be held on the second Tuesday of May.
      3. If no other petitions are turned in, the original petitioner will assume the office for the following year.
      4. If no petitions are received, the president elect will appoint a representative to fill the position. The appointment will be approved by the council at the next meeting. Vacancies will be filled in the same manner as the need arises.

III. Officers and duties
   A. Officers
      1. President
         a. Experience
            This office will be held only by a student with at least two years leadership experience, both of which must be a student council experience.
         b. Duties
            (1) Presides over student council meetings;
            (2) Makes appointments as necessary to fill vacancies;
            (3) Votes in case of a tie.
      2. Vice President
         a. Experience
            This office will be held only by a student with at least one year student council experience.
         b. Duties
            (1) Presides in the absence of the council president;
            (2) Coordinates fund-raising activities and service projects;
            (3) Votes in case of a tie.
      3. Treasurer
         a. Experience
            This office will be held only by a student with at least one semester of experience in student council.
         b. Duties
            (1) Reports the financial status of the council at each meeting as recorded by the school bookkeeper;
            (2) Votes in case of a tie.
      4. Secretary
         a. Experience
            This office will be held only by a student with at least one semester of experience in student council.
         b. Duties
(1) Takes minutes at full council meetings and posts them;
(2) Reads minutes from previous meeting;
(3) Writes thank-you’s for chaperoned events;
(4) Votes in case of a tie.

5. Publicity Coordinators (3)
   a. Experience
      This office will be held only by a student with at least one semester of experience in student council.
   b. Duties
      (1) Publicizes events two or three weeks in advance through posters, Ledger information, and daily announcements;
      (2) Puts announcements on the Daily Shield concerning council activities and meetings;
      (3) Writes Ledger announcements concerning general activities;
   c. Votes in case of a tie.

6. Representatives
   1. Experience
      No prior experience necessary.
   2. Duties
      a. Vote on all motions;
      b. Carry out assigned duties;
      c. Communicate council actions to respective classes.

IV. Full Council Meetings
A. A quorum of voting members will be present. Motions will be carried by a simple majority vote of the representatives.
B. Proposals from classes or organizations should be approved by the faculty advisor.
C. Weekly meeting schedules will be set by the Principal or faculty.

V. Guidelines for activities
A. Guests will be approved by the Principal.
B. Chaperons will be secured for every activity. There will be one chaperon for every twenty people in attendance of an activity.
C. All students and guests are expected to abide by school rules.
D. Activity costs will not exceed treasury balance.

VI. Microwaves
A. Freshmen representatives will clean the microwaves three times a week.
B. Persons using the microwaves are responsible for properly disposing of their garbage.

VII. Service Projects
A. All student Council members will perform two service projects per semester, which have been previously voted on by representatives, approved by the administration, and scheduled by the Vice President.
B. These projects are designed to aid community groups and give members experience in their community, while fulfilling the goals of Student Council through Lutheran High.

VII. Amending the constitution
A. A constitutional review committee, appointed by the president and approved by the council, will recommend any changes or amendments to the council every two years. A review committee will be appointed in the spring and will meet during the summer. The committee will give their report in the fall.
B. Any amendments suggested by the review committee will be approved by the faculty and carried on by a three-fourths vote of the entire council.
C. Amendment suggestions will be brought to an executive officer for placement on the agenda and voted upon as above.
TRANSFER STUDENT FORM
(For students transferring in to Lutheran High School)

WELCOME TO LUTHERAN HIGH! We are glad you and your parents have decided to become a part of this community of believers. We want to make you feel a part of our Christian Family as quickly as possible. Please feel free to speak with the administration or any of the teachers, counselor, or coaches should you have concerns or questions. Our purpose and goal for all students at LuHi is to make them more aware of their Lord and Savior Jesus Christ while learning about the world God has entrusted to our care. We want your time at Lutheran High to be positive and beneficial.

To help you to quickly become part of our school family and to help avoid problems which may arise due to our rules and policies that are unfamiliar to you, we ask that all transfer students participate in a semester-long automatic waiting period before certain privileges can be extended. This will give us a chance to know you and for you to get to know us. These rules were adopted by the Board of Directors and can be found in the BOARD POLICY HANDBOOK.

1. The student must pass at least half of their semester classes.
2. The student may have no more than nine tardies during the entry semester.
3. The student may have NO unexcused absences.
4. If the student takes an action which normally would result in suspension, the transfer student will very likely be expelled.
5. The student is allowed only 15 demerits during the time of probation.
6. The student may not have an honor card during the first semester.
7. The administration will determine if the probation period needs to be extended for another semester.
8. Restrictions may be added or modified if the reason for admission warrants such action.
9. The student and parent(s) are to sign the TRANSFER STUDENT FORM before the student will be admitted.

__________________________________  _____________________________
Student’s Signature                  Date

__________________________________  _____________________________
Parent or Guardian Signature         Date
TRANSFER FORM
(For students desiring to transfer to another school)

The procedure for release of student records and transcripts to another school upon student withdrawal from Lutheran High School is as follows:

1) Contact the school administration to schedule a meeting regarding the transfer.
2) The student’s family will complete the required form and submit it to the administration. (Form sample shown below.)
3) After the exit interview, the administration will verify that student accounts are in good standing with the school bookkeeper. If all affairs are in order, the principal will authorize the guidance counselor to release records.

While it is our desire to retain our students for the duration of their high school career, there are, at times, circumstances beyond our control or the student may be better served at another secondary school. Compliance by the student’s family in this process helps everyone involved.

LUTHERAN HIGH SCHOOL
TRANSFER FORM

Please make an appointment with the principal for an exit interview and bring this completed form with you. Your student will not be formally withdrawn from Lutheran High until this process has been completed.

Student Name: ________________________________

Parent(s) Name(s): ________________________________

Transferring to: ________________________________

Address: ________________________________

Graduation Year: ________ Birth Date: ________ Effective Date: ________

We require a statement in the space provided below which indicates the circumstance and reasons which have brought about this transfer. Please be as accurate and as frank as possible. Use the back of this form if more space is required.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Student signature: ________________________________ Date: __________

Parent (Guardian) signature: ________________________________ Date: __________

Principal signature: ________________________________ Date: __________

_____ Forward records to school  _____ Hold records for pick-up

Phone number: ________________________________ Picked up by: ________________________________
Lutheran High School Honor Pledge

Plagiarism is presenting the ideas of words of another as if they were one’s own. Regardless of how sources are used (direct quotation, paraphrase, or summary), it is essential to give credit for the ideas and words of others.

Broadly speaking, plagiarism includes sharing work with others and/or claiming the work of others as your own. (This could include cheating on a test or allowing others in a group to do your work.)

The reason for writing various research papers is to teach students how to research a topic, properly document that research, and produce a well-organized paper. All students receive instruction and practice in how to avoid plagiarism in their English classes.

I, __________________________, confirm that I give credit in my written work to the individual
(Print name)

or source from which statistics, quotations, specific unique wording, and information not considered common knowledge has been acquired.

I am also aware of the penalties for plagiarizing the work of another as they are stated below.

- I will receive no credit on the research paper or assignment.
- My Honor Card will be confiscated.
- I will receive two demerits.
- My application for National Honor Society will be delayed to the next semester.
- My membership in the National Honor Society will be brought before the NHS Faculty Committee for consideration of dismissal.
- My name will be brought to the faculty for possible co-curricular probation. This action may involve removal from sports teams or co-curricular activities.

I have read and understand the necessity of documenting research. I have read and understand the necessity of documenting and crediting the individuals or sources in written work when I have used statistics, quotes, specific unique wording or information not considered common knowledge. I have read and understand the penalties for plagiarizing the work of others.

__________________________  __________________________
Student Signature Date

I have read and understand the Lutheran High School Honor Pledge and the penalties of plagiarism as stated above.

__________________________  __________________________
Parent or Guardian Signature Date
Lutheran High School Honor Pledge Addendum
Avoiding Plagiarism: Guidelines for Written Work

Ask yourself the following questions when determining what information should be documented in your paper.

• **Is this a direct quote** (the exact words of an individual enclosed in quotation marks)?

  *Example*
  I did not weep, and it pained me that I could not weep. But I had no more tears. (Wiesel 106).
  ALWAYS DOCUMENT

• **Did I paraphrase an individual’s particular idea?**

  *Example*
  At the intersection of language and culture lies a concept called *langaculture* (Agar 60).
  ALWAYS DOCUMENT

• **Is this information that would NOT be considered **common knowledge**, that is information that is not generally known or found in most source books on the subject?**

  *Example*
  According to their book *Future Water*, Sheaffer and Stevens feel the hidden problem behind water conservation is the refusal on the part of established farmers to make a change because they consider the Ogallala Aquifer’s water as their private property (116).
  ALWAYS DOCUMENT

• **Is this statistical information?**

  *Example*
  As a demonstration of how helpful dogs can be in locating illegal narcotics, a black Labrador retriever was used in 155 Port of Miami drug seizures worth a record $2.4 billion (Kynaston 106).
  ALWAYS DOCUMENT

• **Is this information **common knowledge**, that is information generally known and found in most source books on the subject?**

  *Example*
  In July 1969, Neil Armstrong was the first human to set foot on the moon.
  DO NOT DOCUMENT - COMMON KNOWLEDGE

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WORKS CITED

Lutheran High School
Technology Acceptable Use Policy

Lutheran High School offers access to the school network and to the internet. In order for us to be able to continue to make the computer network and internet access available, all users must take responsibility for appropriate and lawful use of this resource. Users must understand that one user’s misuse of the network and internet access may jeopardize the ability of all users to enjoy such access. While the school’s teachers and staff will make reasonable efforts to supervise student use of the network and internet, we expect cooperation in exercising and promoting responsible use of all technological resources.

This policy and subsequent guidelines are intended for all users of technology and internet resources provided by Lutheran High School, including but not limited to students, faculty, and staff.

General Computer Use Guidelines

1. Lutheran High School requires all employees and students (with signature of parents/guardian) to accept in writing the provisions set forth in the Technology Acceptable Use Policy (AUP) by signing and submitting the Student Handbook signature page. The user will not be given network access, nor will the user be allowed to use any school computer, until this form is received. The AUP is a guide. Prohibited behaviors and consequences are not intended to be exhaustive. Users are to use good judgment and a Christian standard of ethics to guide behaviors. Lutheran High School reserves the right to sanction any behavior deemed inappropriate by the administration.

2. Technology users are responsible for proper use of computers and associated resources. Users will be financially responsible for damages to computers and associated resources caused by negligent, improper, or malicious use.

3. Students are not authorized to use any employee computer at any time. Employees are not authorized to grant access to their workstation by anyone other than Lutheran High School employees.

4. Users should have no expectation of privacy in the use of computers and internet resources provided by Lutheran High School. Computer files and data contained in these files are the property of Lutheran High School.

5. Individual data files will not be routinely monitored by Lutheran High School personnel. However, access to technology is a privilege not a right. If a user gives an administrator, teacher, or staff member cause to believe that they might be participating in prohibited behavior, the user’s data files may be searched without knowledge or permission.

6. Unauthorized use of computer resources includes, but not limited to:
   a. Use which violates federal or state law.
   b. Unauthorized access (or attempted access) to administrative files, other user files or protected or private computer resources.
   c. Activities that disrupt normal computer/network use and services including but not limited to propagation of viruses and/or use which ties up network resources so as to limit the access of others.
   d. Damaging or altering school technology equipment or supplies.
   e. Use of technology resources to produce, transmit, store or display text or graphics which are inappropriate or unlawful information. This includes, but is not limited to any pornographic material, material that is lewd or suggestive, alcohol or drug related, material which disparaged a particular race, gender, religion nor nationality, or material considered excessively violent in nature.
   f. Unauthorized use of technology resources for financial, commercial or political gain is prohibited.

7. Users may not attempt to circumvent any protective schemes installed on the computers or network at Lutheran High School.

8. Misuse of computing resources is subject to disciplinary action according to school disciplinary code. Consequences may include, but are not limited to, loss of all computer use privileges, suspension or expulsion from Lutheran High School. Loss of school computing privileges will not release the student from responsibility for computer related work in courses and consequently may also have negative impact on academic grades.
9. Users may not install any software on Lutheran High School computers without permission of the Lutheran High School Technology Coordinator.

**Network Use Guidelines**

All users of the school’s computing network must adhere to the following rules. These rules apply to computer hardware, data, and programs connected electronically to school networks.

1. Users may only use their own computer user ID and password. They may not use another individual’s computer ID and/or password, nor can they allow their own computer password and ID to be used by any other individual. Users are responsible for the security of their password. Users may not try to obtain another individual’s computer password or log-in name.

2. Users may not attempt to disguise the identity of the computer log-in name and/or password that is being used.

3. Users may not attempt to circumvent data protection schemes or seek security loopholes.

4. Users may not read, monitor, copy, change, or delete another’s user files without the permission of the owner.

5. Personal devices (NO phones) may be connected to the guest network only. Personal devices will not be allowed to connect to the student network.

**Internet Use Guidelines**

Internet use at Lutheran High School is intended to serve only the educational needs of students as they relate to their courses or activities at Lutheran High School.

1. Internet service during school hours is intended for academic use and school related activities. Recreational use is permitted after the academic day is over.

2. Teachers will determine appropriate computer usage for their classrooms. Students must adhere to all classroom rules and restrictions. Student use of the internet is restricted to sites related to the assignment specified by the teacher.

3. Liquids are especially damaging to electronic devices. Keep all food and drinks (including water) away from the computers at all times.

4. Students will not identify themselves by age, sex, or location in any communication over the internet, nor are they allowed to exchange addresses or phone numbers over the internet.

5. Internet users are not allowed to view or download inappropriate or unlawful information. This includes, but is not limited to any pornographic material, material that is lewd or suggestive, alcohol or drug related, material which disparaged a particular race, gender, religion or nationality, or material considered excessively violent in nature. Users are expected to demonstrate positive digital citizenship. Due to the nature of the information available on the Internet, the school filters internet access on the student network. This filtering may not prove to be exhaustive, but is a reasonable attempt to limit access to inappropriate material.

**Warranty against Damages**

Lutheran High School makes no warranties of any kind for the computer, network and internet services provided by the school or personal devices. The school will not be responsible for any loss or damages suffered from loss or delay of data, non-deliveries or service interruptions. Use of any information obtained via the internet is at the user’s risk.
STUDENT HARASSMENT

Report to: Principal or Assistant Principal

Your Name ___________________________ Date __________________

Who is harassing you?

What is/are he/she/they doing to harass you?

When is this taking place?

How long has this been going on?

What actions, if any, have you taken to address the problem?

Who else is aware of the problem?

Meet with one or both of the two listed above to share this and leave this copy of your concern.
Visitor Permission Form

IMPORTANT INFORMATION, PLEASE READ: Visitors attending a Lutheran High School event must be in AT LEAST the 9th grade, and must be under the age of 21. Visitors who are former Lutheran High School students must have their form signed by the Lutheran High School principal. STUDENTS ARE ONLY ALLOWED TO BRING ONE GUEST!! This form must be filled out completely and be returned to the principal’s office no later than the end of the school day, one day prior to the event.

Name of event: __________________________________________
Date of event: __________________________________________
Location: ________________________________________________
Time: ____________________________________________________
Group Sponsor of event: ____________________________________
Lutheran High student escort: ________________________________ Grade: ______________

Visitor's name: _
Age: _______________ Phone: __________________
Address: _________________________________________________
Parent(s)/Guardian Name: __________________________________
Parent/Guardian Signature: _________________________________
School attending: __________________________________________ Grade: ______________

I, __________________________, agree to abide by all rules and regulations established by Lutheran High School governing student participation at co-curricular events.

Visitor’s Signature

~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

THE FOLLOWING IS TO BE COMPLETED BY THE PRINCIPAL OF THE HIGH SCHOOL WHERE THE VISITING STUDENT ATTENDS.

The above named student is currently attending ____________________ and has demonstrated high standards of citizenship while enrolled as a student/employee. He/she has our recommendation to participation in the above stated event.

Sincerely,

Principal’s name ____________________________________________ Principal’s Signature ________________________________
Pre-Planned Absence Form

Please complete and return this form to the school office at least one week prior to the date of the absence. If the absence is a college visit, the Guidance Director should also be informed in advance of the visit. No college visits should occur in May. Remember, planned absences count toward the student’s allowable 15 absences per semester and all work must be completed as assigned by the student’s instructors.

Student Instructions: Please ask your teachers to complete and sign the form below before your parent/guardian signs it, then return the form to the Principal/Attendance Officer via the school office. A signed copy will be returned to you.

STUDENT NAME (Print) _______________________________________________ Grade ______

Date(s) of Absence _______________________________________________________

Reason for Absence ______________________________________________________

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<th>Period</th>
<th>CLASS</th>
<th>ASSIGNMENT(S)</th>
<th>*Teacher Initials</th>
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*Additional Teacher Comments may be made on the back of this sheet or via TeacherEase if a teacher has concern about how this absence might affect the student’s overall progress in his/her class.

Parent/Guardian Signature _______________________________________________ Date ______________

Principal’s Signature _________________________________________________ Date ______________
COVID ADDENDUM TO THE STUDENT/PARENT HANDBOOK
This addendum is a living document and may be updated at any time as changes are made by Federal and State government laws and mandates, the CDC, IDPH, SCDPH, the Lutheran High Board of Directors or the Lutheran High administration for the safety of all students, faculty, staff, parents/guardians, visitors, and vendors of Lutheran High School, hereafter referred to as the “LuHi Community”. These guidelines have been put in place with the safety and mutual respect for others, as well as our belief that in-person education is the best way to train Christian leaders to be spiritually, intellectually, and physically prepared to serve, as our topmost concern. We strongly encourage parent/guardians to partner with us in this belief and assist us in our endeavor to keep our school open and our LuHi Community safe by reviewing this addendum with your student and stressing the need for him/her to follow these guidelines for the benefit of the whole community.

**By signing the Handbook signature page, both you and your student agree to follow, and be held responsible for, the guidelines included in this addendum.**

The following additions have been made to the policies and procedures of Lutheran High School of the Greater Springfield Area outlined in the Student/Parent Handbook to address the continued COVID-19 worldwide pandemic. Again, this is a living document. Updates to this addendum will be distributed by email. If you are not receiving emails from Lutheran High School, it is your responsibility to notify Lutheran High School of a current, active email address to reach you.

- **Face coverings** are required at all times when inside the facility, as well as outdoors when unable to appropriately physically distance. Anyone violating the face covering policy will be provided a face covering. If that opportunity is declined, that individual will not be permitted entrance to the facility. Anyone under a doctor’s order to remain unmasked, must provide a physician’s note stating the reason the individual is unable to comply AND what preventative steps can be taken by the individual to protect the health and safety of the LuHi Community.

- **While face coverings** can reflect the individual, any inappropriate messages, symbols, music groups, and the like will not be allowed. (Please refer to the t-shirt guidelines of the dress code in the Student Handbook on our website for guidance on face coverings.) Students must have an adequate supply of proper face coverings as the school should not have to supply masks for student daily use.

- **LuHi does not have the resources to supply masks** to students on a daily basis. Please be sure that your student comes to school with a face covering and that he/she has an extra face covering in his/her locker.

- **Upon the 3rd issuance** of a mask by the school office, the student’s parents/guardians will be notified that their student is coming to school without a face covering. Upon the 5th occurrence, further disciplinary action may be taken.

- **Students who have to be reminded repeatedly to comply** with the face covering guidelines set forth are putting others in the LuHi Community at risk and further
disciplinary action may be necessary. Parents/guardians will be informed if noncompliance becomes an issue.

- Face shields without a face covering are not allowed.
- Facility opens at 7:15am and closes at 3:45pm, unless participating in a supervised co-curricular activity for which the supervisor is present directly after school. Please plan drop off/pickups accordingly.
- The East school entrance will be accessible from 7:30 until 7:50am at which time only the WEST entrance will be accessible. The West entrance will be accessible beginning at 7:15am. From 7:15-7:30am, students will need to enter through the school office for screening.
- EVERYONE who enters the building will go through COVID screening. Please be aware of the questions and be prepared to answer them. No-touch infrared thermometers will be used to take temperatures. ANYONE presenting ANY symptoms will not be permitted to enter.
- The screening questions are as follows:
  1. Are you experiencing any of the following symptoms:
     - Cough
     - Fever or chills
     - Muscle or body aches
     - Shortness of breath or difficulty breathing
     - New loss of taste or smell
     - New fatigue
     - Sore throat
     - Headache
  2. Have you had close contact with, or cared for, someone diagnosed with COVID-19 or have you been notified that you may have been exposed to it?
- Parents need to understand the signs and symptoms and evaluate their student each morning. If a student is sick, he/she needs to stay home and contact the office.
- Anyone presenting ANY symptom during the course of the day will be isolated in a prepared space in the office. A parent/guardian will be contacted for immediate pick up or asked for authorization to permit the student to drive home.
- Classrooms will be spaced to accommodate physical distancing to the greatest extent possible.
- If the State reinstitutes gathering limitations, it may once again be necessary to adjust to a double passing period between classes. If this occurs, it may be necessary to adjust the school day to 8:00am-3:23pm Monday-Friday to meet the State-required annual class hours.
- Chapel will still happen on Tuesdays and Thursdays, but adjustments will be made to accommodate physical spacing requirements.
• Water fountains will be bottle fillers ONLY. **Clear water bottles are a “school supply” again this year.**
• Although washing hands with soap and water for 20 seconds is the most highly recommended form of hand cleaning and will be constantly encouraged, hand sanitizing stations have been placed throughout the building.
• The building and grounds will close and all students must be picked up at 3:45pm, unless participating in a supervised activity occurring immediately after school.
• Nightly cleaning, following IDPH and CDC guidelines, will be in effect.
• Sports and activities will be determined on a case by case basis following IHSA, ISBE, and IDPH guidelines.

**Responding to COVID-19 Symptoms**

Any infectious disease symptoms observed during the school day will be addressed immediately. If symptoms of an infectious disease (COVID-19) are present, students will be quarantined and monitored in an isolation room until parents/guardians pick them up from school or give us permission to release student drivers from the premises. If symptoms of an infectious disease are present in staff, they will be sent home.

Areas of the school used by a symptomatic student/staff member will be closed off. Areas will not reopen until after they have been thoroughly cleaned/disinfected according to CDC/IDPH guidelines.

All individuals coming in close contact (as defined by the CDC/IDPH) with a symptomatic student/staff member will be notified. Individuals with close contact with a symptomatic student/staff member will be contacted by and receive information from the CDC and IDPH outlining guidelines for monitoring symptoms. Symptomatic students/staff members may not return to school unless they have met CDC and IDPH guidelines.

**Current Definition of “Close Contact”**

A “close contact” is currently defined as an individual not fully vaccinated against COVID-19 who was within 6 feet of an infected person for a cumulative total of 15 minutes or more over a 24-hour period.

For students in the classroom setting, contacts who were within 3 to 6 feet of an infected student do not require quarantine as long as both the case and the contact were consistently masked. If they were not consistently masked, then close contacts are classroom students who were within 6 feet of the infected student for a cumulative total of 15 minutes or more over a 24-hour period.
The infectious period of close contact begins two calendar days before the onset of symptoms (for a symptomatic person) or two calendar days before the positive sample was obtained (for an asymptomatic person). If the case was symptomatic (e.g., coughing, sneezing), persons with briefer periods of exposure may also be considered contacts, as determined by local health departments. Persons who have had lab-confirmed COVID-19 within the past 90 days or those fully vaccinated, according to CDC guidelines, are not required to quarantine if identified as a close contact to a confirmed case. Local health departments are the final authority on identifying close contacts.

**Responding to Confirmed Cases of COVID-19**

Faculty/staff members with a confirmed case of COVID-19 will be required to report their diagnosis to the administration. Employee confidentiality will be maintained as required by the Americans with Disabilities Act and the Health Insurance Portability and Accountability Act.

Parents/guardians of a student with a confirmed case of COVID-19 are required to report a COVID-19 diagnosis to the Lutheran High administration. Student confidentiality will be maintained as required by the Americans with Disabilities Act, the Family Education Rights and Privacy Act, state law and Illinois School Code.

The school will notify the Sangamon County Department of Public Health of any known, confirmed cases of COVID-19 within the school. The school will coordinate with local health officials to determine if, and to what extent, the school must be closed.

The school will follow recommendations from local and/or state health officials for the scope (single classroom quarantine, multiple classroom quarantine, school closure, and the duration (days, weeks, etc) of school closure.

Individual classrooms, identified areas within the school, or the entire school building will be cleaned and disinfected thoroughly prior to re-opening. The school will follow all CDC, SCDPH, IDPH, and ISBE recommendations for sanitizing schools prior to re-opening.

**Remote Learning**

Should it become necessary for the school as a whole to move to virtual learning, for any reason, the Board of Directors will make the determination and communicate with the Parents/Guardians by email via the administration.

- Should it be necessary for the school as a whole to move to virtual learning, attendance is mandatory. To be counted present, a student must be visually...
present for the entire class. At minimum, the teacher must be able to see the students face. (Please refer to additional requirements for test-taking.)

- Students are expected to attend his/her virtual learning classes appropriately clothed, stationed in an appropriate learning environment, and exhibit respectful behavior toward the teacher and other students so as to not distract the teachers’ teaching of the lessons and the learning of others in the classes. Students choosing to violate these rules will receive a warning to correct the issue immediately; if not corrected, he/she will be removed and marked as absent from the class. Parents will be notified of the violation and asked to assist with reinforcing the need to respect oneself and others by being prepared for class each day.

- Should it be necessary for the school as a whole to move to virtual learning, all grading or late work expectations as outlined in the individual instructors’ syllabi will remain in effect.

- It is key to remind your student to check his/her spiluhi email regularly!!

- Lutheran High School strongly encourages the mutual respect between student, parent/guardian, and teacher in all ways including parents/guardians asking permission of the teachers to attend virtual classes.

- Should it become necessary for the school as a whole to remain on virtual learning for an extended time, classroom tests may need to be taken virtually. These tests will be administered while students are on-screen. Students should show honesty and integrity in doing/submitting their own work. Specifics of testing will be determined.

- Students are not to participate in outside employment during school hours while learning virtually. In order to train to be a Christian leader, spiritually, intellectually, and physically prepared to serve, a student needs to be fully engaged in his/her education just as if he/she were sitting, in-person, in the classroom.

- If there is a technical issue during a virtual learning session that prevents the student’s attendance, a parent needs to contact the teacher(s) as soon as possible.

Questions should be directed to the school office at 546-6363 or admin@spiluhi.org.

It is the desire of Lutheran High to make this year the best possible learning experience for all students. This will take a concerted effort on the part of teachers, staff, students, and parents/guardians working together to comply with health and safety guidelines and being flexible and adaptable to varying rules, schedules, and learning environments.

All year, we will be blessed to rally around our school’s Bible verse from James 1:2-3: “Consider it pure joy, my brothers and sisters, whenever you face trials of many kinds, because you know that the testing of your faith produces perseverance.” This year, we need not be dismayed in the face of trials; through these trials, by faith, we will be strengthened and upheld by God’s almighty hands.