Metro East

LUTHERAN HIGH SCHOOL

Student / Parent Handbook 2026-2027 School Year

KNIGHTS

Updated 8/1/26

As students and parents of Lutheran High, you are responsible for knowing the material found in this handbook. It contains guidelines and regulations covering most phases of student life. It will contribute to your success and happiness as a student or a parent of Lutheran High School and to a well-functioning student body.

All students and their parents should read and review this handbook and consult the administration if any questions arise. Parents, by enrolling their child at Metro-East Lutheran High School, are acknowledging and accepting the policies contained in this handbook.

TABLE OF CONTENTS

MISSION STATEMENT **5**

Vision Statement **5**

Philosophy and Goals **5**

Statement of Philosophy 5

School Fight Song 5

Student Life & School Goals 6

ADMISSION INFORMATION **6**

Application and Enrollment Policies and Procedures 6

Freshmen Enrollment 6

Grade Level Size and Enrollment Preference 7

Non-Discrimination Policy 7

State Health Requirement 7

Transfer Enrollment 7

ACADEMIC INFORMATION & POLICIES **7**

Academic Probation & Termination of Services 7

Cheating, Academic Dishonesty, & P Cheating, Academic Dishonesty, & Plagiarism 7

Credit Recovery 8

Driver's Education 8

Dropping a Course 8

COLLEGE CREDIT OPPORTUNITIES 8

Advanced Placement (AP) 8

Dual Credit 9

Dual Enrollment – Early Start Program 9

Early Graduation 9

Freshmen Placement 9

Grade Point Average (GPA) 10

Grading Scale 10

Graduation Requirements 10

Honor Roll 11

Cum Laude Recognition 11

Parent-Teacher Conferences 11

Physical Education Waivers and Exemptions 11

Report Cards and Monitoring Academic Progress 11

Teacher Aides, Office Aides, Study Halls 12

Transfer of Credit 12

Transcripts 12

Valedictorian / Salutatorian / Other Academic Awards 12

ATTENDANCE POLICIES **12**
Attendance and Participation in School Activities 12
Absence notification 12
Planned Absences 12
Categories of Absences 12
Excused Absences 13
School Activity Absences 13
Unexcused Absences 13
Absence Penalties 13
Absence Penalties for Participation-based Classes 13
Prolonged Absences 13
College Visits 13
Make-up Assignments, Make-up Tests and Incompletes 13
School Closings 14
Tardies 14

DISCIPLINE POLICIES **14**
CODE OF CONDUCT 14
Administrative Action 15
Disciplinary Consequences 15
Detention 15
Saturday Detentions 15
In-school Suspension 16
Out-of-school Suspension 16
Probation 16
Expulsion 16
Expulsion Procedures 16
Community/School Service 16
Controlled Substance Policy 16
Testing 16
Positive Test 16
Refusal to Test 17
Alcohol Use, Possession & Detection 17
Accountability for Off-Campus Behavior 17
Conflict Resolution & Appeal Process 17
Corporal Punishment 17
Harassment Policy 17
Parent Support 18

DRESS CODE **18**

EXTRACURRICULAR POLICIES & INFORMATION **19**
Administrative Responsibility 19
Attendance – Athletics and Extracurricular Activities 19
Coaches, Assistant Coaches & Advisors 19
Code of Conduct for Athletics and Extracurricular Activities 20
Early Dismissal for Athletics & Extracurricular Activities 21
Letters 21

Limits on Athletic Practices & Activity Gatherings 21
Permission Forms 21
Transportation 21
Uniforms and Equipment 21

FINANCIAL INFORMATION 22
Financial Policies and Procedures 22
Non-payment of Tuition and Financial Obligations 22
Payment Options 22
Textbooks and Materials 22
Tuition Assistance 22
Tuition and Fees 23

GENERAL INFORMATION 23
Asbestos Hazard Management 23
Assemblies 23
Before and After School Hours 23
Care of School Facilities 23
Chapel 23
Chewing Gum 23
Class Activities & Fundraising 23
Closed Campus 24
Counseling 24
Crisis Management 24
Dance Guidelines 25
Electronic Devices, Cellular Phones, Cameras, Etc. 25
Energy Drinks 25
Field Trips 25
Fundraising 25
Homeroom Rules & Policies 26
Illness and Medication Use at School 26
Illness & Serious Communicable Disease 26
Lockers/Personal Valuables 27
Lost and Found 27
Lunch & Lunchroom Rules 27
Public Display of Affection 27
Residence 27
Respecting Others 27
School Day Schedule 27
Student Files 28
Student Visitors During School Hours 28
Testing 28
Vehicles 28
Video Surveillance 28
Visitors to the Campus 28
Weapons 29

IPADS & USE OF TECHNOLOGY/SOCIAL MEDIA 29
Acceptable Use Policies for Our Computer Network 29

Student Responsibility 29
Social Media & Electronic Communication Policies 29
Student Use of Social Media 30

SCHOOL PUBLICATIONS AND COMMUNICATIONS 30
Calendar of Events 30
Daily Announcements 30
Email Announcements 30
Highlights 30
Parent Alert 30
FACT Family Portal 30

APPENDIX A - Academic Integrity Code of Conduct 32

APPENDIX B - Seal of Biliteracy Information 35

MISSION STATEMENT

Lutheran High School engages young adults in a Christ-centered environment, delivering academic excellence and spiritual growth to develop Christian leaders.

Vision Statement

Strongly recognized as a dynamic and bold Christian community that is focused on quality, excellence, and personal growth, Metro-East Lutheran High School daily shows Christ to students, families, and others. We are the most desirable and capable high school in the metro-east area because of our uplifting family atmosphere, expanding opportunities, and effectiveness in ministry.

Philosophy and Goals

Core Values **-** Lutheran High embraces the following core values:
discipleship / respect / integrity / loyalty.

Statement of Philosophy

Lutheran High School (Metro-East Lutheran High, or MELHS) is a traditional high school with the huge difference being that our Christianity appears in and shines through every aspect of our school. As a school, we desire to take students where they are and help them grow in knowledge faster and deeper than they would in any other educational setting. As a ministry, we endeavor to maintain an environment so that each student may know God, His forgiving love in Christ, and the salvation we have through Jesus' death and resurrection. We hope that, with this knowledge, each student will respond in faith and love and identify himself as a child of God and a member of the Body of Christ.

The philosophy at Lutheran High is firmly rooted upon the Holy Scriptures as the Word of God and centers in Jesus Christ to whom all Scripture bears witness. The primary purpose is to provide the opportunity for the students to find identity, meaning, purpose, and power for their life in Christ by growing in grace and in their knowledge of Him as their Lord and Savior (2 Peter 3:l8). Faith in Christ finds fruitful expression in life; therefore, Christian education will help our students live out that view in unselfish Christian service in their world. The Metro-East Lutheran High School Association provides a unique educational environment in which the fellowship of believers finds encouragement in the Word in the yielding of their lives to Jesus Christ as Lord and Savior. The role of the students is to develop their God-given gifts and abilities so that they may be equipped for "good works," which God has already prepared for them to do (Mark l0:43-45). Such ministry requires spiritually mature and academically qualified faculty members who are continuously open to the Word of the Holy Spirit.

Knowledge and learning as a potential channel for God's power and grace. The curriculum of Lutheran High School is determined by the spirit and substance of the Gospel of Christ, the requirements of a complex and changing society, and by the needs and aptitudes of the individual student. Students have the opportunity to develop individual talents, skills and attitudes, and to make thoughtful Christian decisions and take positive Christian action as they live out their varying roles in society as the people of God.

School Fight Song

(It is customary and respectful to stand for the duration of the fight song.)

Hail Luth'ran Knights – strong, bold
Hail Luth'ran Green and Gold
Fight, fight –
The time is right to win – win this game!
Our team we all shall cheer
Honor and courage here –
Go Lutheran High – let's fight:
Knights win this game tonight.

Student Life & School Goals

Lutheran High is committed to provide each student with the opportunity for . . .

- active membership in a Christian community with daily exposure to God's Word and opportunities for applying Christian principles.
- close personal relationships with fellow students and with faculty and staff members.
- selecting an appropriately challenging academic program that will develop and strengthen the student's God-given abilities.
- involvement in athletics, art, drama, music, leadership and service.

Lutheran High will endeavor to maintain an educational environment so that each student may know God and His seeking and forgiving love in Christ, respond in faith and love, and identify himself as a child of God and as a member of the Body of Christ. As such, each student will . . .

- appreciate and use the Means of Grace.
- become an active, innovative participant in the program of his or her home congregation.
- witness to Christ by word and deed.
- become a responsible citizen, capable of independent thought.
- be sincerely concerned about the social needs of others.
- grow in self-understanding.
- develop proper attitudes toward work and the willingness and ability to adjust as conditions change.
- develop a satisfactory competence in the literary skills.
- develop work habits and skills necessary for creative thinking.
- develop physical skills necessary for performing creative and practical activities.
- develop creative ability and aesthetic appreciation.
- continue the quest for knowledge and the development of mental abilities.
- continue a program of physical activity to maintain a fit body.
- participate in worthwhile and God-pleasing leisure time activities.
- relate responsibly to God's whole creation while living in the Christian hope.

ADMISSION INFORMATION

Application and Enrollment Policies and Procedures

Lutheran High School will consider for admission any student of good character who is in sympathy with the philosophy and objectives of the school and who gives evidence of the ability to benefit from the experiences of the Christian academic environment. Metro-East Lutheran High School enrolls students in grades 9-12 and desires to serve families who want an academically challenging, Christian secondary education for their children. Lutheran High encourages its students and their families to be active in a Christian congregation.

Lutheran High accepts students of all Christian denominations and faiths as well as students who do not have a church home. No church attendance is required to be enrolled at Lutheran High. All students at Lutheran High attend theology classes, chapel services, and other faith-based activities.

All incoming students must go through an application process that includes completing an application, submitting appropriate recommendations, and providing proof of past academic performance, and a meeting with the administration.

Lutheran High tries to serve students of varying academic abilities. However, the school does not have the resources needed to serve students who have significant academic needs.

Lutheran High desires to surround its students with positive influences. Applicants who desire to transfer to Lutheran High because of suspension or expulsion from their present or previous school will likely be denied enrollment. However, each application is considered on an individual basis.

Lutheran High reserves the right to accept or decline any student application.

Freshmen Enrollment

Acceptance for admission to the freshman class requires successful completion of an approved eighth grade program or its equivalent and the completion of the Lutheran High application process.

Grade Level Size and Enrollment Preference

In order to be proactive in establishing the best academic and spiritual setting possible for our growing student body, the following policies and guidelines have been established:

- Lutheran High generally enrolls up to 65 students per grade level, unless acceptable applications or re-registrations for the grade level exceed 65 by May 1. Under these circumstances, additional sections of necessary classes will be added and up to 85 students will be enrolled for that grade level.
- If 65 acceptable applications or re-registrations have been received, additional applications or re-registrations will be placed on a waiting list.
- Lutheran High provides enrollment priority in the following order for applications or re-registrations received by April 1 for the following school year:
    1. Current MELHS students and siblings
    2. Students who are members or whose parents or legal guardians are members of LHS Association Congregations.
    3. Students who are members or whose parents or legal guardians are members of LHS Endorsing Congregations.
    4. Students who are graduates (or are expected to graduate) from the Lutheran elementary schools.
    5. Students who are members or whose parents or legal guardians are members of other Lutheran congregations.
    6. Students who are graduates (or are expected to graduate) from other area parochial grade schools.

Provisional Acceptance

Students may be accepted on a provisional basis due to concerns with their ability to meet the academic and/or behavioral demands of Lutheran High's curriculum and expectations. At the end of the 1st semester of enrollment, student's academic/ behavioral progress will be assessed in regards to continued enrollment.

Non-Discrimination Policy

Lutheran High admits students of any race, color, sex, and national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, sex, or national or ethnic origin in the administration of its educational policies, admission policies, tuition assistance, and other school administered programs.

State Health Requirement

All students entering high school must comply with the immunization requirements prescribed by the Department of Health. Students who do not comply with the prescribed immunizations by October 15 of each school year may not be allowed to attend classes until they are in compliance.

Transfer Enrollment

Any student interested in transferring to Lutheran High must complete the New Student application process. All transfer students are accepted on a probationary status, which lasts sixty (60) calendar days from the first day of attendance. During this time, the student may be asked to withdraw if the administration deems it to be in the best interest of the student and/or the school.

ACADEMIC INFORMATION & POLICIES

Academic Probation & Termination of Services

The Lutheran High Faculty seeks to help all students succeed in their academic endeavors. Numerous programs are in place to assist students who struggle with various classes. If a student fails multiple classes in a semester, it generally becomes clear that either

1. we don't have the resources to provide an appropriate educational program for that student, or
2. the student does not want to be a part of the Lutheran High family.

Students who earn four or more F's for the first semester of their attendance will not be allowed to return for the next semester. Students who earn 2 or 3 F's for a semester will be placed on academic probation for the next semester and told that if they fail more than one class for the next semester, they will not be allowed to return for the following year. No action will be taken for students who only fail one class for the semester. Exceptions to this policy can be made by the Principal if he determines that significant improvement and effort is being made. Students who receive a failing grade at the end of a quarter may be placed on academic probation. Whenever a student is placed on academic probation, a contract is signed by an administrator, the student, and a parent.

Cheating, Academic Dishonesty, & Plagiarism

Please see Appendix A at the end of this document for the Integrity Code of Conduct that deals with Cheating, Academic Dishonesty, and Plagiarism.

Credit Recovery

From time to time, a student at Lutheran High School may need to recover credit as a result of failing a class. As a general rule, the Board of Directors and the administration of our school firmly believe that our teachers and our curriculum offer the best academic experience for our students. Therefore, anyone enrolled in our school must obtain prior permission from the administration to take a course under the supervision of any other educational entity. Failure to obtain proper permission will result in the student not receiving credit for the course.

If a student fails a specific class required for graduation or is otherwise short the necessary number of credits to obtain a diploma, one of the following credit recovery options is mandated at the sole discretion of the administration:

1) Retake the failed class, if applicable, at Lutheran High
2) Retake the failed course at or through another administrator-approved institution.

Any course credit granted under this policy may be given on a pass/fail basis.

Driver's Education

Lutheran High's driver's education program abides by the laws of the State of Illinois, including but not limited to the following:

- Students must have passed 8 academic classes during the previous two semesters in order to enroll in driver's education, including passing work from eighth grade for freshmen.
- Students must complete 30 clock hours of instruction in the classroom led by a certified instructor. Students must complete 6 hours of behind-the-wheel instruction and must ride an additional 6 hours while another student is receiving behind-the-wheel instruction.

In addition, Lutheran High has established the following policies:

- A student may be allowed to commence the classroom portion prior to turning 15 if the student is eligible to complete the entire course within 12 months after being allowed to start classroom instruction.
- A student absent for more than three class periods of the classroom portion will not meet the 30-hour Illinois State requirement and therefore will need to schedule make-up classroom time with the Instructor before or after school. If the 30 hours are not met, the student will not receive credit for the course.
- Students must have their permit with them in order to participate in behind-the-wheel instruction.
- There is a $380 fee that must be paid-in-full to Lutheran High prior to the beginning of the driving portion of driver's education. Additionally, there is a required $20 state permit fee.
- Lutheran High will make every reasonable attempt to have students participate in behind-the-wheel instruction during their study period, PE, and/or before or after school. However, there may be a time in which students will be excused from class in order to drive. In this situation, teachers will work with the students to ensure that they receive all information from the missed class. Students who miss class to drive will be given a School Activity (S.A.) absence.

Dropping a Course

Students, with parental permission, may drop a course without penalty up to the end of the eighth school day of either semester. The administration may allow a student to drop a course later in the semester. Normally, students are only allowed to have one study period or aide period per semester. If a student already has a study period or aide period, he will normally not be allowed to drop a course. The administration can assign an "F" for a course that is dropped.

COLLEGE CREDIT OPPORTUNITIES

Advanced Placement (AP)

The Advanced Placement (AP) Program has become a nationally recognized successful strategy for introducing students to the challenge of college-level work while they are still in high school. Students who enroll in AP classes have the opportunity to take the AP exams — these scores range from 1 to 5. A score of 3, 4, or 5 may qualify the student to receive college credit and advanced placement in the college or university they plan to attend. Although almost all colleges and universities grant credit for qualifying test scores in AP courses, students and families are advised to consult with the applicable institutions regarding their AP policies. All Lutheran High AP courses are considered Honors courses, and students earn Lutheran High credit regardless of whether or not they take the AP Exam. The cost of taking AP exams is the responsibility of each student/family. Currently, Lutheran High offers the following AP courses: US Government & Politics; Microeconomics, Human Geography; US History; Physics, Calculus.

Dual Credit

Some Lutheran High courses have been established in Dual Credit partnership with Lewis & Clark Community College (LCCC), Concordia University Wisconsin (CUW) and Concordia University Nebraska (CUNE). Each institution has specific requirements – including but not limited to GPA minimums, competency pre-exams, attendance requirements and (for SLU) college credit fees. Successful completion of such courses and the fulfillment of these requirements earns college credit through the given college. Students who earn a passing grade but do not for whatever reason meet dual credit requirements will still earn credit on their Lutheran High transcripts. Dual credit classes are not guaranteed to transfer to other colleges. A representative from LCCC and SLU will coordinate with the Academic Advisor and teachers for registration and pre-testing services. The cost of any dual credit transfer paperwork/transcripts from one institution to another is the responsibility of each student/family.

Dual Enrollment – Early Start Program

Students at Lutheran High can also enroll in class at Lewis & Clark Community College (LCCC). The following policies exist:

1. Participating students must be a senior with a cumulative GPA of 2.5 or higher (or approval of the principal). The student still pays full Lutheran High tuition.
2. Lutheran High students must apply to LCCC and be accepted before enrolling for classes. All LCCC rules and guidelines must be followed while taking classes.
3. Students may take a maximum of two Early Start classes each year which cannot prevent the student from taking other Lutheran High classes required for graduation. Any Early Start classes during the school day must be taken at the LCCC Nelson Center Campus in Edwardsville.
4. MELHS students may enroll in any LCCC class (except high school equivalency/remedial classes), as long as they meet the LCCC prerequisite requirements. LCCC classes may not replace any MELHS class.
5. Normally a one-semester, three-credit class at LCCC is equal to a one-semester class at Lutheran High, earning the student .5 high school credit(s) per class. This credit will appear on the high school transcript as an elective.
6. Once LCCC publishes its schedule (and prior to official enrollment) students/families will meet with the Academic Advisor to coordinate/evaluate the feasibility of desired Early Start classes with Lutheran High schedule requirements. One or more study periods will be inserted into the student's high school schedule to allow appropriate commuting time between the Nelson Center campus and Lutheran High. Students in this program must be on the Lutheran High campus, LCCC campus, or in transition between the two during the entire school day (8:00 am to 3:15 pm).
7. Dropping a LCCC class without permission from the Principal is prohibited.
8. Tuition for these classes is split between the family and LCCC, and the student still pays full MELHS tuition.
9. Students enrolled in this program must provide Lutheran High with the original grade report from LCCC at the end of the semester. This report will be copied, placed in the student's file and the original returned to the student.

Early Graduation

Lutheran High School is a four-year institution dedicated to providing a quality Christ-centered education for its students. Early graduation is not promoted or encouraged. Early graduation will only be considered in extraordinary circumstances where early graduation will reduce or eliminate the separation of a student from parents who have relocated or where continued enrollment will impose a hardship on the student and his or her family. To be eligible for early graduation, the student must have: (a) given the principal written notice of his or her request to graduate early including an explanation of the extraordinary circumstances leading to the request; (b) completed seven semesters of course work; and (c) completed all course requirements for graduation at the end of the first semester of the student's senior year. The School Board and its committees may, in their discretion, review and consider such additional information as they deem appropriate in reaching a decision to grant or deny early graduation requests. Generally, only those credits earned at Lutheran High (and those courses previously approved in the case of transfer students) will be considered to satisfy subsection (c) above.

Freshmen Placement

All incoming freshmen must complete the Lutheran High placement tests which are given every spring.

In order to enroll in Honors English 9 or Honors Biology, they must have

- scored a 70% or higher on the Lutheran High placement exercise for that discipline, and
- *(for English only)* received the recommendation of their 8th grade teacher to be placed in honors.

For math, incoming freshmen are normally enrolled in Algebra I. Some may choose to take the MELHS Algebra Equivalency Test. A high achievement on this test may result in the student being placed into geometry. All other Incoming freshmen will take a general math placement test.

Grade Point Average (GPA)

Adding all earned letter grade point values and dividing this total by the number of credit units completed and graded determines a student's grade point average (GPA). Normally, GPA is computed to the nearest one-hundredth of a point.

Grading Scale

Letter Grade	%	GPA	Letter Grade	%	GPA
A+	97-100	4.0	C+	77-79	2.3
A	93-96	4.0	C	73-76	2.0
A-	90-92	3.7	C-	70-72	1.7
B+	87-89	3.3	D+	67-69	1.3
B	83-86	3.0	D	63-66	1.0
B-	80-82	2.7	D-	60-62	0.7
			F	Below 60	0.0

I → Incomplete
S → Working to tested potential (credit issued)
P → Pass (credit issued - for transfer credit, teacher aiding, etc.)
W → Withdrawn for medical or family reasons (no effect on GPA)

Grades and ratings are based on a wide variety of accepted evaluation techniques and the instructor's best professional judgment. Attitude and effort ratings are also reflected by the instructor's comments on the report card/progress report.

Graduation Requirements

Lutheran High School is recognized by the Illinois State Board of Education and complies with the basic standards and requirements for graduation and for the awarding of diplomas. The school is also an accredited member of the North Central Association of Colleges and Schools and holds National Lutheran School accreditation as well.

The educational program of Lutheran High is designed to challenge students, but doing so in an environment that helps each child succeed. In order to earn a diploma, students must fulfill the graduation requirements established by the State of Illinois and those set by Lutheran High as follows

Subject Area	**Required Credits**	**Notes**	**Recommended for College Preparatory**
Theology	4 credits	Or .5 credit per sem. of attendance	4 credits
English	4.5 credits	Must include English I, II, III & IV & Oral Com.	4.5 credits
Mathematics	3 credits	Must include algebra & geometry	4 credits
Science	3 credits	Must include biology & chemistry	4 credits
Social Studies	3 credits	Must include U.S. history, civics, & principles of economics ~	4 credits
Foreign Language			2 credits
Physical Education & Health	2.5 credits	See note about PE exemptions	2.5 credits
Technological Arts	.5 credit	Must include ITEC	.5 credit
Fine Arts	1 credit		1 credit
Electives	5.5 credits		1.5+ credits
TOTAL	27 credits		28+ credits

~ Fulfills the consumer education requirement of the State of Illinois

Additional Requirements and Notes:

- Students must successfully complete the Illinois and United States Constitution tests.
- Transfer students are only required to take Theology classes during their semesters of enrollment
- Any senior student that does not meet all of the academic requirements for graduation will not be permitted to participate in the graduation exercises.
- Students who successfully complete four years of the same foreign language (approved by the academic advisor) are exempt from the requirement to earn one credit in fine arts.
- Students must complete 7 credits at Lutheran High in order to receive a diploma and walk at graduation.

Honor Roll

Lutheran High publishes an honor roll each quarter according to the following criteria:

Honor Roll with High Distinction	GPA of 4.00
Honor Roll with Distinction	GPA of 3.75 to 3.99
Honor Roll	GPA of 3.50 to 3.74

Cum Laude Recognition

Graduation seniors who have achieved the following GPA's will be recognized with cords during graduation

Summa Cum Laude - GPA of 4.25 and above
Magna Cum Laude - GPA of 4.0 to 4.24
Cum Laude - GPA of 3.75 to 3.99

Honors Courses (* Denotes upper level electives)

Honors English 9, 10, 11*, 12*	CP Chemistry	Anatomy & Physiology*
Spanish Language and Culture*	Forensic Science*	AP Physics*
Advanced Topics in Theology*	Honors Biology	Pre-Calculus*
AP Human Geography*	Advanced Biology*	AP Calculus*
AP U.S. Government & Politics*	DNA & Microbiology*	Spanish 3*,4*

For returning students or transfer students to enroll in an honors class, they must have earned an A or B in the previous honors class in that discipline or an A in the previous regular class in that discipline. They must also have the approval of the teacher for that honors course and the approval of the Academic Advisor.

Parent-Teacher Conferences

Formal parent-teacher conferences occur in the middle of the first quarter. These conferences provide opportunities for specific contact between parents and teachers. All parents/guardians are encouraged to attend conferences. Parents are invited to contact their student's teachers at any time. Teachers can be contacted via email (all email addresses are listed on www.melhs.org) or through the school office.

Physical Education Waivers and Exemptions

Lutheran High requires each student to take four semesters of Physical Education in order to graduate. Traditionally, one semester is taken each school year. Both freshmen and sophomores are required to take one semester of PE during the academic year. Juniors and seniors have the opportunity to be exempt from one or both semesters of upper level Physical Education (see below).

Students who are temporarily physically disabled and thus not able to actively participate in physical education activities must furnish a doctor's statement that specifies the length of non-participation. During such time, the student may be assigned other related seat work.

Any junior or senior who wishes to be exempt from one or both semesters of upper level Physical Education must meet the eligibility requirements detailed below:

1. The student must be involved in at least one organized athletic activity during the upcoming school year.
   - An organized athletic activity includes, but is not necessarily limited to, any school sponsored IHSA sports team or any non-school organized athletic activity.
   - Any such activity that occurs predominantly or entirely within the summer months DOES NOT QUALIFY.
   - The student must participate in the athletic activity until its normal/typical conclusion. If the student is cut from the activity, suspended from the activity for than ¼ of the competitions, expelled from the activity, or quits the activity, the student's exemption will become completely null and void for that school year.
2. The student must be enrolled in a college preparatory program. Enrolling in PE must prohibit the student from completing necessary college readiness courses.
3. An exemption application must be filed and approved prior to the finalization of the student's semester schedule. This must be completed each year if the student wishes to be exempt each year.
4. Students will be allowed to have a study hall in the semester they are playing their sport and still receive the exemption.

Report Cards and Monitoring Academic Progress

Report cards are issued by email four times per year usually within one week after the close of each quarter. Parents are also encouraged to regularly monitor their child's progress via FACTS Family Portal and contact teachers directly about matters of schoolwork or progress. Students, likewise, are encouraged to consult with their teachers about their class performance. At the

end of each semester a hard copy of the report card will be mailed.

Teacher Aides, Office Aides, Study Halls

Students are required to attempt at least seven courses per semester. Therefore, a student may schedule only one study hall or one aide assignment per semester. Attendance to first and eighth hour study hall is mandatory when applicable.

Any junior or senior may apply to be a teacher aide or office aide by listing it on the course request form. The academic advisor will communicate with the student and teachers to approve the placement of the student. Teacher Aides cannot assist with classes (grading papers, copying information, etc.) that they may yet take as it could give them an unfair advantage in that class. A student will receive .25 credit for every semester completed as an aide. Successful completion is denoted on the report card as a "P."

Transfer of Credit

The administration reserves the right to make the final decision based on the curriculum of the school from which the student is transferring. All transfer credits will be listed as such on the student's Lutheran High transcript.

Transcripts

An official transcript is the permanent cumulative record of each student's academic performance. It includes a listing of all courses that a student has taken and the grades earned for those courses. The transcript also includes a student's attendance record and scores and ratings from such tests as the SAT and the ACT. Copies of transcripts for college admission, job applications, etc. may be requested from the Academic Advisor by submitting a completed transcript request form.

Valedictorian / Salutatorian / Other Academic Awards

The valedictorian is the student with the highest GPA from the first seven semesters, and the salutatorian is the student with the second highest GPA from the first seven semesters. The announcement will not be made until after the third quarter. If third quarter grades do not reflect the results from the first seven semesters, the principal has the authority to postpone the announcement until the end of the fourth quarter and possibly change the nominee.

Students must have attended Lutheran High for 7 semesters to be considered for Valedictorian & Salutatorian. Appeal can be made to the SSP (Student, Staff & Program) Committee to be exempt from this policy by October of the student's senior year. The SSP Committee would give special consideration to students who physically moved into the area. Students who attend Lutheran High for at least two semesters are eligible for all other awards. Honors courses are calculated on a five point scale for each semester. Transfer students will be given this credit for honors classes taken at other schools as long as they are classes that we offer at Lutheran High.

ATTENDANCE POLICIES

Attendance and Participation in School Activities

Practice and/or participation in extracurricular activities (sports, cheerleading, drama, etc.) is not permitted if, for any reason, the student has been absent *more than two class periods* unless given permission by an administrator. If a student leaves early from school due to illness, he/she cannot participate in or attend extra-curricular activities that evening.

Absence notification

On every day that a student is absent due to illness or emergency, the parent must notify the school office prior to 8:30 a.m. When the office is not notified of an absence by 8:30 a.m., Lutheran High personnel will attempt to reach the parents. Written documentation from the parent/guardian indicating the nature and the date of the student's absence must be sent with the student upon his/her return to school. This written documentation is kept in the student's file. See below for more information about taking the proper steps to notify the school of a student's absence.

Planned Absences

Planned absences for more than half of a school day must be requested by parents in writing at least two days prior to the absence. Missing a couple of class periods due to an appointment does not require prior written permission. Lutheran High discourages planned absences as they prohibit classroom learning from occurring. Please avoid planned absences during the last week of each quarter/semester when major tests and exams often occur.

Students must make class work and testing arrangements with their teachers **before** any planned absence or risk not receiving credit. This policy applies to early dismissals for school related activities such as participation in athletics.

Categories of Absences

Attendance and punctuality are key factors in a successful academic career. The attendance policy encourages a minimum of absences and tardiness. Lutheran High categorizes all absences into one of three categories: excused, school activity (SA), and

unexcused. As Lutheran High School's attendance policy can, under certain circumstances, result in the reduction of a student's grade, all students and their parents are encouraged and expected to become familiar with this policy and direct any questions or comments to the administration so misunderstandings can be avoided.

The administration has the final authority in the categorizing of all absences. Appeals may be requested in writing to the Education Council of the Board of Directors via the principal. All appeals must be made within fourteen calendar days of the close of the semester during which the absence(s) in question occurred.

Excused Absences

Excused absences are defined as absences officially excused by the administration. Examples of excused absences are . . .

- A planned absence of two consecutive days or less in which written documentation from a parent is on file with the school office.
- A planned absence of more than two days in which communication has occurred between the parent and the administration and special permission has been granted in writing prior to the absence.
- An illness or emergency absence of three consecutive days or less in which written documentation from a parent is on file with the school office.
- An illness of more than three consecutive days in which written documentation from a doctor is on file with the school office.
- An emergency absence of more than three consecutive days in which written documentation from the parent with supporting documentation is on file with the school office.
- Written documentation for illness or emergency absences are to be given to the school on the day of return. If written documentation is not provided within one week of the student's return, the absence will be considered unexcused.
- Written documentation is defined as delivered letters or notes as well as email correspondence.

School Activity Absences

Students not attending class because of a Lutheran High sponsored activity will be marked as a School Activity (S.A.)-absence. School Activity absences are not considered when applying the policies for excused and unexcused absences.

Unexcused Absences

Unexcused absences are defined as absences not excused by the administration. When unexcused absences occur, the student will not be given an opportunity to make up tests given on that day or assignments due that day. (Assignments given that day can be completed.) Examples of unexcused absences include (but are not limited to): skipping class/school, suspensions, staying home to work on projects/homework, absences in which no written documentation is provided to the school office within the established time frame, or simply sleeping in and arriving late to school. Disciplinary action may also be taken with a student who receives an unexcused absence for all or part of a school day.

Absence Penalties

A student may have up to seven absences per period per quarter with no penalty. For this policy, a one-day excused absence counts as one day, but a one-day unexcused absence counts as three days. For every period/day of absence over seven, the percentage of the quarter grade for the affected class(es) will be dropped by 1%. ***A student who is physically absent for more than 14 days to any given class in any given quarter will automatically fail that class.***

Absence Penalties for Participation-based Classes

In primarily Participation-based classes (e.g. band, choir, physical education, drama), a student who is physically absent for more than 25 days to any given class in any given semester will automatically fail that class.

Prolonged Absences

For special circumstances in which students have excessive excused absences, written appeal may be made to the Principal by the family. The principal has the authority to grant additional absences. Students who receive excused absences for an extended period of time (i.e. the student has an illness that requires extended hospitalization or isolation) will be placed into an individualized educational program and do not function under this policy.

College Visits

College visits should be scheduled on days when school is not in session. Students who need to make a college visit on a day when school is in session must obtain approval from a parent and the counseling office at least one school day in advance. Students are normally limited to two excused days for college visits during their junior year and two during their senior year. Upon return to school, students must present signed verification showing the dates and times of their visit from the admissions office of the college visited.

Make-up Assignments, Make-up Tests and Incompletes

It is the student's responsibility to meet with all teachers to get all required make-up work. Generally, students have one day more than the total number of days absent to submit all of the make-up work. (Absent n days = n+1 days of make-up time.)

Specific classroom and instructor policies regarding make-up work can be found in course syllabi

School Closings

The Lutheran High administration determines if school will be canceled, delayed, or dismissed early due to inclement weather or other circumstances. Students and parents should monitor local television stations and web sites on mornings when weather conditions warrant. Families will be notified via ParentAlert (automated phone call) and email regarding any changes in school status.

Tardies

Students who are late to school for their first hour class must report to the school office to obtain an admission slip before going to class. Only a valid excuse, verified by a parent or guardian in written form within one school day, and approved by an administrator will result in the tardy being declared excused. A tardy of more than twenty (20) minutes will be categorized as an appropriate type of absence. If students are tardy to any other class during their day, it is their responsibility to obtain a written excuse. Teachers will inform students of their expectations for prompt classroom attendance and what constitutes a tardy to their class. Tardies reset to zero at the end of a quarter. Tardies are punished as follows:

3rd tardy to any single class → 20 minute detention
4th tardy to any single class → 40 minute detention
5th tardy to any single class → 60 minute detention
6th tardy to any single class → 60 minute detention
Subsequent tardies to any single class → 60 minute detention

DISCIPLINE POLICIES

CODE OF CONDUCT

"Let your light so shine before men, that they may see your good works and glorify your Father who is in heaven."
-- Matthew 5: 16 --

The Board of Directors, administration, faculty, staff and parents have high expectations of all Lutheran High School students. Therefore, students are expected to conduct themselves in a manner that gives glory to our Lord.

Enrollment at Lutheran High School is by choice. Therefore, students make a commitment to special expectations and rules that affect them within the school and within the community. As representatives of our Lord and of our school, all students need to behave in a manner that reflects integrity upon themselves, upon any school activity, and upon the school itself.

The purpose of applied discipline is to assist each student in developing the self-control necessary to function appropriately in all personal and social relationships. Our standards and policies are based on commonly accepted social behaviors and the Word of God. Students are subject to the supervision and discipline of all school personnel at school and at all school activities (on or off campus) as set forth in school policies and expectations. Consequences are warranted when students repeatedly and/or willfully disregard school guidelines/rules or otherwise bring discredit to their Lord, their school or themselves. The administration has the authority to determine when and what consequences are warranted.

Examples of behaviors subject to a detention:

- disrespect
- use of inappropriate language
- dishonesty
- tardiness
- public display of affection
- loitering
- insubordination
- disrupting class
- inappropriate use of technology

Examples of behaviors that warrant suspension or expulsion:

- vandalism (will include mandatory restitution)
- possession of a weapon or look-alike weapon
- significant or repeated insubordination or disrespect
- fighting or other acts of violence
- verbal, written, or visual threats of physical harm
- harassment of a student or staff member
- possession of a controlled substance or look-alike substance
- possession of, smoking or chewing tobacco substances (including paraphernalia and e-cigarettes or similar products)
- dishonesty and/or misrepresentation in regard to these and other types of discipline incidents

Any discipline situation resulting in which a suspension of 5 days or more is awarded is reviewed by the SSP Committee.

When the administration becomes aware of a student's behavior that contradicts the Biblical morals promoted by Lutheran High in accordance with the beliefs and teachings of the Lutheran Church – Missouri Synod, they shall meet with the student, student's family, and the Pastor of the family. If the student recognizes and repents of the misconduct, Lutheran High will make every effort to provide uninterrupted education to the student as well as appropriate counseling and support. In situations of continued rebellion against God, the student's status as a student at Lutheran High will be re-evaluated. The school will deal with each situation on a case-by-case basis and will consider what is best for all concerned. Lutheran High seeks to continue to minister to all students and families involved with such situations.

Any student charged with a felony by the authorities may be immediately suspended for 5 to 10 days with an expulsion hearing to follow. Any student charged with a misdemeanor may also face disciplinary action from Lutheran High.

All students, regardless of age or location of residence, are to follow all the rules and guidelines of Lutheran High.

Administrative Action

The administration is charged with making decisions regarding the application of severe disciplinary action. The administration will contact the student's parents or guardians as appropriate in each case. The administration may suspend, place on probation, or recommend the expulsion of any student. Obviously some violations of school rules are much more serious than others. Because of this, any or all disciplinary steps may be omitted/modified at any time.

Disciplinary Consequences

Detention

Students may be detained before school, after school, and/or at other various times by teachers or administrators for a specified period. Detentions involve the student sitting absolutely quiet for the given amount of time. If a student is disruptive in detention, he/she will be dismissed from the room and reported to the Administration for further consequences. Detentions are issued for a variety of inappropriate behaviors. Detentions will be issued at the discretion of the faculty, staff and/or the administration.

Detentions are 20, 40, or 60 minutes in length. The actual length of the detention is dependent upon the offense and is at the discretion of the teacher or administrator assigning the detention. A student that has been assigned a detention will have three school days, including the day that the detention was issued, to serve the amount of time assigned.

A detention must be served in the increment assigned and cannot be broken into smaller pieces on multiple days. Failure to serve a 20-minute detention in the allotted three-day time period will result in the conversion of the detention to a 40-minute detention with two additional days to serve the converted detention. Failure to serve a 40-minute detention in the allotted three-day time period will result in the conversion of the detention to a 60-minute detention fee with two additional days to serve the converted detention. Failure to serve a 60-minute detention in the allotted three-day time period will result in the conversion of the detention to a one-day in-school suspension to be served the next school day.

When a student receives 120 minutes of detention, he/she receives a "point". Points mean further consequences:

1st point:	the administration contacts parents
2nd point:	student serves a 1- day in-school suspension with make-up privileges but no extracurriculars for that day
3rd point:	student serves a second in-school suspension, with no make-up or extra-curricular privileges, and the student is placed on disciplinary probation.
4th point:	5-day suspension with an expulsion hearing to follow

All detentions count toward points except tardy detentions. The number of minutes of detention is added throughout the year. It only "starts over" at the beginning of the next school year. This system is adjusted for students transferring to MELHS during the school year. Those students will need less detention minutes, and therefore points, to have a final result of expulsion.

In-school Suspension

Students are separated from classes and classmates (social isolation) and placed in a designated area, normally in the school office. Depending on the situation, students may be given make-up privileges or not. In-school suspensions are normally only one day suspensions although they can be extended.

Out-of-school Suspension

Students are separated from school for a period not to exceed ten consecutive school days. During that time, students will not be allowed on school grounds or at school activities. Any discipline situation in which a suspension of 5 days or more is awarded is reviewed by the SSP.

Probation
Students are held to prescribed (expected) behaviors for a length of time. Not adhering to these prescribed behaviors will result in recommendation for expulsion. A probationary period normally will be for nine weeks. The probation may also be for the remaining portion of a school year. Students on behavioral or academic probation may not participate in extracurricular activities.

Expulsion
Students are removed from the school for a period to be determined by the Lutheran High Board of Directors and are removed from the school roster. During this period, the expelled student will not receive credit, may not participate in or attend school activities and may not be on school grounds. When the expulsion period has ended, if the student desires to return to Lutheran High, he/she must go through the standard application process and Lutheran High reserves the right to decline the student's application.

Expulsion Procedures
The Principal can require an expulsion meeting. Expulsion meetings will include the Principal, student, parents, and if appropriate, a pastoral advisor. If the Principal determines that expulsion is warranted, he will make that recommendation to the Student, Staff & Program (SSP) Committee for consideration. The SSP Committee then submits its recommendation to the Board of Directors for final action. The act of expulsion must always involve Christian love and concern for the best interest of the school, the student body, the individual, and the faculty and staff. If the Board of Directors chooses to expel a student, his or her parents or guardians may appeal the expulsion by submitting a letter of appeal to the President of the Board of Directors. The President will then establish an appeal committee that will hear the appeal within one week and recommend appropriate action to the board.

Community/School Service
Community and/or school service may be required in the application of discipline.

Controlled Substance Policy
Lutheran High forbids any student from using, being in possession of, being under the influence of or being involved in the transfer of any stimulating, depressing or behavior-altering substance without a medical prescription. This list includes, but is not limited to, any form of hallucinogenic drug, marijuana, alcohol, misuse of prescription drugs, misuse of over-the-counter drugs, and look-alike drugs. This policy is in effect at school and at school activities. Any student who violates this policy is subject to suspension and expulsion. Moreover, if a student is reasonably suspected of being under the influence of drugs or alcohol during school or at a school activity, he or she will be detained until a parent or guardian arrives to take responsibility for that student.

Students, by their own initiative or by parent/guardian initiative, who seek help regarding substance abuse, will be provided supportive counseling. This counseling may include referral for clinical evaluation and other appropriate services.

Testing
Lutheran High can require any student to submit to a drug test. If at any time reasonable suspicion exists, the Administration may require a student to immediately arrange for a drug test, the results of which must be provided to the Principal in order for the student to continue his education at Lutheran High. The test will be performed at a medical facility agreed upon by the Administration and the student's parent(s). The student and/or parent shall be responsible for the expense of the test.

Positive Test
Upon communication of a positive test, the Principal will contact the parent and schedule a conference. Such conference must occur within 24 hours for the student to remain in class at Lutheran High. If such conference is not able to occur in the stated time frame, the student will be removed from Lutheran High until the time at which such conference can be held. Each positive test will be handled on an individual basis. A positive test does not mean immediate expulsion. The Principal shall determine, upon meeting with the student and parents, an action plan. The Principal shall establish a written action plan and present it to the student and parents or guardians within 48 hours of the initial conference. The Principal may determine to remove the student from Lutheran High during this time (see "Suspension" under "Disciplinary Consequences:, p. 15). Upon receipt of the action plan, the student and parents or guardians can accept it by their signature or reject the action plan. If the action plan is rejected, the student will be expelled (see "Expulsion" under "Disciplinary Consequences," p. 15) . If the action plan is accepted, it will be enacted immediately. Action plans may include but are not limited to the following provisions: suspension from school; chemical dependency treatment, counseling or education; further drug testing; and suspension from extra-curricular activities. Action plans will also state the consequences for subsequent positive tests. The goal of the action plan is to provide for the health of the student who tested positive and to ensure that the MELHS student body is surrounded by positive influences.

Refusal to Test
If a student refuses to test, the Principal will then contact the parent and schedule a conference and treat the situation as a positive test as described above.

Alcohol Use, Possession & Detection

In an effort to discourage underage drinking, Lutheran High owns and operates scientific devices that can detect alcohol use by a person and/or the presence of alcohol in a beverage. It is the intention of the school to employ these devices any time there is a reasonable suspicion that a student is under the influence of alcohol at school (or a school-sponsored event) or a reasonable suspicion that a beverage on school grounds (or at a school-sponsored event) contains alcohol. The usage of these devices when the presence or use of alcohol is suspected will be handled with as much privacy and confidentiality as the situation allows. Only members of the school's administration will be permitted to employ such devices and determine what constitutes reasonable suspicion.

The school also reserves the right to use alcohol detection devices on any student entering or leaving a school-sponsored dance or other social activity without reasonable suspicion provided that such use is for the purpose of establishing a sobriety checkpoint. Usage of these devices as a sobriety checkpoint will be conducted on all students or on a preselected random process as they arrive at an event and/or as they leave an event.

Under these guidelines, any student testing positive for the use or possession of alcohol shall be punished under the school's discipline policies which will include immediate notification of local law enforcement agencies. Any student that refuses to be tested for alcohol consumption or the presence of alcohol in a beverage will be suspended from school.

Accountability for Off-Campus Behavior

Offensive, sinful behavior that may bring public discredit to Lutheran High is unacceptable at any time and may be punished accordingly. Students are representatives of the school at public functions and in public places and are accountable for their behavior and for their commitment to the policies in this handbook at all times.

Conflict Resolution & Appeal Process

Jesus instructs us in Matthew 18 with these words: "If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. But if he does not listen, take one or two others along, so that every charge may be established by the evidence of two or three witnesses."

Lutheran High strives to follow these instructions when dealing with sin and believes that Jesus provides us with this structure to use when a conflict or disagreement exists between His children. A student or parent who is displeased with an academic or disciplinary decision made by a faculty or staff member should consult with that individual first. If not satisfied with the results of that conversation, the following procedure should be followed:

- The student or parent should consult with the appropriate administrator (athletic director, assistant principal) and/or ultimately the principal.
- If further appeal is sought, the parent may contact the chairman of the Student, Staff & Program (SSP) Committee within three school days of the consultation with the Principal
- Within two weeks of receiving a written request from the parent, the principal will schedule an appeal hearing before the SSP Committee or Board of Directors.
- At that hearing, the parent and/or student will be given the opportunity to share his/her concern with the SSP Committee or the Board. Note: prior approval from the chairman of SSP must be received in order to have additional individuals address the Committee or Board as part of this appeal.
- The Board of Directors has the ultimate authority and its decision is final.

Corporal Punishment

The faculty, staff, and volunteers of Lutheran High do not and will not use corporal punishment in any situation. School personnel reserve the right to physically restrain students in dangerous situations, but at no time will physical contact be used as a punishment or consequence.

Harassment//Bullying Policy

It shall be the responsibility of all members of the Lutheran High family (faculty, staff, students and parents) to respect the rights, feelings, and sensitivities of others. All parties should accept one another as equal in the sight of God in the spirit of Christian love, even as Jesus Christ first loved us and gave His life for the sins of all mankind.

Lutheran High will not tolerate any harassment of any individual relating to the person's sex, race, color, religion, age, disability or physical appearance. The term harassment includes but is not limited to slurs, jokes, unwanted touching as well as any other verbal, graphic, physical conduct, or posted/sent computer content relating to a person's sex, race, color, religion, age, disability, or physical appearance. Any individual who believes that he or she has been a victim of any type of harassment or discrimination should immediately report the incident(s) in confidence to any administrator, counselor, teacher or coach. Following an investigation of the incident, which may include supervised confrontation, appropriate action will be taken. Those deemed to be

guilty of harassment will meet with appropriate sanctions that may include suspension, expulsion, termination and/or prosecution by civil authorities.

Parent Support

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

DRESS CODE

Lutheran High students are expected to present a positive image and be the best they can be in all things. Neatness, cleanliness, and modesty are expected in dress and in personal hygiene and should demonstrate a concern for Christian witness to fellow students and to the community. Choice in clothing, accessories, or personal appearance inclined to draw attention and deemed to be excessive will be subject to disciplinary action.

NO EXCUSE IS ACCEPTABLE FOR NOT BEING IN COMPLIANCE WITH THE DRESS CODE.

Students are responsible for the decisions they make. Not doing or wearing what is excessive or questionable avoids confrontation and conflict. Students judged to be in non-compliance by a teacher will be sent to the school office for further action. The administration has final authority regarding dress code violations.

First Dress Code Offense

A. A warning is issued, recorded, and parents are notified.
B. The student must change appearance immediately if possible, call a parent for an acceptable change of clothing, or receive permission to return home for a change of clothing. All time missed is an excused absence. Minor violations may be permitted to return to class without a change at the discretion of an administrator.

Subsequent Dress Code Offenses

Same procedure but the student will be assigned 20, 40, or 60 minute detention, based on the offense and/or the number of offenses.

Modesty and not wearing things to draw undue attention to one's self are guidelines that Christians should abide by all the time. We expect Lutheran High students to keep this in mind as they come to evening or weekend events. If a student attends a Lutheran High event dressed immodestly or in a fashion that simply expresses values that are not in harmony with the Christian values of our school, he/she will be asked to change or to leave.

The following rules and reminders are provided to assist students in making appropriate decisions:

1. Students have the responsibility to know and comply with the school's dress code and hygiene policy.
2. Acceptable clothing does not have logos, writing or graphics pertaining to alcohol, drugs, and musical groups, vulgar and/or distasteful sayings including sexual innuendo or violence. Pictures or graphics containing skulls or other negative images are not allowed. Pictures, words or lettering located on the seat of the pants is never acceptable even as practice apparel.
3. Visible body piercing jewelry and other ornamentations, including tattoos but excepting earrings for girls, are not permitted. (Bandages, tape used as a covering for tattoos, are not permitted to gain compliance to this rule.) (Placeholders for piercings are allowed but must be clear or skin colored.)
4. Facial hair for boys is permitted as long as it is neatly groomed and maintained.
5. Hair, for boys and girls, must remain out of both eyes at all times.
6. Extreme hairstyles and hair colors are not permitted. Consult the administration before making decisions of this nature.
7. Skirts and dresses must be no more than 3 inches (3") above the bend found at the back of the knee. Shorts must be no more than five inches (5") above the bend found at the back of the knee.
8. Clothing may not be torn, have holes, or otherwise be ragged. Exterior or interior permanent patches are **NOT** permissible.
9. All clothing must be modest in nature. Clothing tops must have sleeves (no halter or spaghetti tops). All clothing must be such that undergarments, bare midriffs and other inappropriate areas of skin and/or cleavage are never exposed. Students wearing shirts/blouses containing lace or sheer material must also wear undergarments which are in dress code (i.e. no sleeveless shirts, tank tops, spaghetti straps, etc.).
10. Athletic clothing— such as sweatpants, athletic shorts, windpants, yoga pants, and leggings are not permitted. Pants should not be made of stretch material and should be modest in nature.
11. No chains or similar metallic accessories may be worn on clothing, as jewelry, or attached to wallets, backpacks or purses. Traditional metallic jewelry such as necklaces and bracelets may be worn as long as the diameter does not exceed ½ inch.
12. State law requires shoes to be worn in school. Laces must be tied. Shoes (soles) that mark or damage floors are not permitted.
13. Caps or hats are to be removed in the school building during the school day (from arrival until last bell).

14. Bulky jackets, overcoats, hoods, etc. may not be worn to class.
15. The official letter jacket of Lutheran High School is forest green and gold in color. No other colors are permitted. Students and parents are required to honor this tradition when purchasing and wearing such items.
16. All students are expected to practice appropriate hygiene.

EXTRACURRICULAR POLICIES & INFORMATION

Lutheran High School seeks to provide a variety of extra-curricular programs, including opportunities in athletics, music, drama, art, student council and other clubs and student organizations. Extra-curricular opportunities are provided with the total development of the student in mind.

If a student joins a sport, club or student organization, it is expected that they will be committed to that activity, completing any and all responsibilities in conjunction with that activity. Each sport, club and student organization should have responsible student leaders and fully formulated written objectives, which are in harmony with the program and objectives of this school.

Enforced under this policy are all Lutheran High sports, drama, clubs, and student organizations. "Participation" is defined as holding a roster place, office, or position, or participating in a competition, trip, or culminating event.

Academic study is a primary emphasis at Lutheran High. Participation in extracurricular activities is a privilege and is based on satisfactory class work. Students are responsible for knowing their eligibility status. Student athletic and extracurricular eligibility is checked in two ways: on a weekly basis and at the end of each quarter. Students who have two or more F's or any combination of three or more D's or F's at the end of a week will be ineligible for competition a minimum of seven (7) days. Students have this time period to achieve the passing grades necessary to regain their eligibility. In addition, any students with two or more F's or a G.P.A. of less than l.5 during the preceding quarter are ineligible for interscholastic competition or extra-curricular activity until mid-term of the following quarter and will be placed on Academic Probation, Students have this time period to achieve passing grades and/or the required G.P.A. Students failing to do so will remain ineligible for the remainder of the quarter. Classes can be taken over the summer as credit recovery. If satisfactory grades are completed for those classes the student may become eligible at the start of the next year. Practices need not be missed during periods of ineligibility at the discretion of the coach or sponsor. Ineligible students will not be allowed to leave school early for team travel. This policy is in compliance with and exceeds IHSA guidelines.

Administrative Responsibility

Lutheran High is a member of the Illinois High School Association (IHSA). The Principal is responsible to the IHSA for the conduct of the athletic and other extracurricular programs. The Athletic Director shall supervise the athletic program and shall be responsible directly to the Principal. Coaches and Assistant Coaches shall be appointed for all sports by the Board of Directors upon the recommendation of the Principal and Athletic Director. The Board of Directors shall also approve all directors, supervisors, and advisors for other extra-curricular activities upon the recommendation of the Principal.

All Lutheran High sponsored activities not on school campus must be approved by the Administration. The administration must grant approval before the communication of such events with students.

Attendance – Athletics and Extracurricular Activities

Practice and/or participation in extracurricular activities (sports, cheerleading, drama, etc.) is not permitted if the student has been absent *more than two class periods* unless given permission by an administrator. If a student leaves early from school due to illness, he/she cannot participate in extra-curricular activities that evening.

Coaches, Assistant Coaches & Advisors

Lutheran High seeks to employ coaches, assistant coaches and activity advisors that uphold and promote the mission, values, philosophies, and teachings of Lutheran High. Coaches and advisors who are not part of the Lutheran High faculty (including volunteers) yet work directly with students must provide personal information to the school, complete background checks, and sign a statement of commitment that they will perform their duties to the best of their ability. All coaches and assistant coaches must be IHSA-certified and must be approved by the Board of Directors. Coaches are directly supervised by the Athletic Director and Principal and assistant coaches are supervised by the head coach of that sport and by the Principal.

Code of Conduct for Athletics and Extracurricular Activities

Participation in athletic and other extra-curricular activities carries with it certain expectations beyond those found in the normal classroom. Attention is constantly focused on the student who participates in these types of activities, and he or she is expected to set a good example to the community. Moreover, Lutheran High opposes the use of tobacco, alcohol and controlled substances by any student. Participants must avoid situations that bring discredit to their Lord, their school, their coaches/advisors, their teammates, their parents and themselves. Therefore, Lutheran High students who participate in any school-sponsored, extra-curricular activity including, but not limited to, participation in interscholastic athletics may be penalized for violating any of

the rules listed below. This policy is effective upon enrollment of a student and remains in effect for as long as the student is enrolled at Lutheran High School. This policy is enforced on a year-round basis. Violations that occur "out of season" or during the summer will be penalized in the student's next period of competition, performance or extra-curricular activity.

Category 1

- The purchase, possession, use or act of being under the influence of any alcoholic beverage, controlled substance, look-alike drug substance, drug paraphernalia or illicit drug.
- The violation of any Lutheran High regulation that results in a suspension of more than three days.
- The possession of a weapon, explosive, or incendiary device.

First Offense

Athletics: Students will be suspended for one-third of the season with limitations as set forth by the IHSA. If applicable, students are also required to receive a clinical evaluation by a licensed physician or chemical abuse counselor. Students must participate in any prescribed treatment program. All evaluation and treatment expenses are the responsibility of the students and/or their parents.

Activities: Students will be suspended for thirty days. If applicable, students are also required to receive a clinical evaluation by a licensed physician or chemical abuse counselor. Students must participate in any prescribed treatment program. All evaluation and treatment expenses are the responsibility of the student/family.

Second Offense

Students will be suspended from all activities/athletics for one calendar year.

Third Offense

Students will be suspended from all activities/athletics for the remainder of his or her high school career.

Category 2

- Knowingly attending a gathering where illicit drugs are being used and/or alcohol is being consumed by minors
- Any intentional, knowing, or reckless act, directed against another student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team whose members are or include other students
- The possession/use of any tobacco substance (including paraphernalia and e-cigarettes or similar products)
- Stealing or vandalizing personal or school property

First Offense

Athletics: Students will be suspended from all athletics for a period of one-sixth of the competitive season, with limitations set forth by the IHSA.

Activities: Students will be suspended from all activities for a period of 14 calendar days.

Second Offense

Students will be suspended from all activities/athletics for a period of 90 calendar days.

Category 3

- The violation of any Lutheran High School regulation that results in a suspension of less than four days
- Any unexcused absence from a contest, performance, or practice
- Any activity considered by the administration to be unsportsmanlike or obviously inappropriate

First Offense

Punishment is determined by the coach/sponsor with notification given to the athletic director and the principal.

Subsequent Offenses

Students will be suspended from the team or activity with the length of time determined by the coach/sponsor and notification given to the athletic director and the principal.

Application of Code of Conduct for Athletics and Activities

- A student must attend all practices and contests during the time he or she is under suspension, unless given permission by the head coach/advisor or an administrator to be absent.
- A student must complete participation in the activity for the suspension to be considered served.
- For the suspension to be considered served, a student must start an activity or sport on the original starting date. A student

is prevented from circumventing any penalty by enrolling in an activity or sport in which he or she has not participated in during prior years. Therefore, in determining the timing of the disciplinary consequences, the administration shall take into consideration a student's participation in athletics and activities from prior years.

- "In season" violations will carry over in the next activity/athletic season in which student participates.
- "Out of season" violations normally will be enforced in the next activity/athletic season in which student participates.
- Disciplinary actions for the various violations listed in this code are the minimum actions that can be taken. A coach's/sponsor's policies can exceed the listed consequences when such information has been provided beforehand to students in the sport or activity.
- A student who participates in extracurricular activities that are a required part of an academic class, such as vocal or instrumental music, will not have his or her academic class grade impacted by this policy.
- Dishonesty and/or misrepresentation in relation to these situations may result in a more severe punishment at the discretion of the administration.

Early Dismissal for Athletics & Extracurricular Activities

It is sometimes necessary for students to be excused from class prior to the end of the school day in order to travel to a school sponsored extracurricular activity. However, each early dismissal must be approved by the Principal and every effort will be made to limit the number of early dismissals as it is important for students to be in class. It is the responsibility of the athlete or participant to make up any work missed from class because of an early dismissal for athletics or extra-curricular activities. The athlete or participant also needs to speak with the teacher before he/she is excused from the class for that day. The athlete or participant will be held to the same schedule for completion of work as the students who were in class.

Letters

Each sport or extra-curricular activity may award letters. Letters can also be earned in academic areas such as band and choir. Each coach, advisor, or teacher has the responsibility of establishing the criteria for earning a letter for that activity.

Limits on Athletic Practices & Activity Gatherings

Lutheran High recognizes the need to limit activities so that students can spend time with family, in worship, completing academic responsibilities, and getting sufficient sleep. Therefore the following guidelines have been established. There may be exceptions to these limits, but they must be approved by the Principal. No extra-curricular activity (including all sports) shall gather, compete, practice, or rehearse

- on Sundays.
- before 7:30 a.m.
- after 5:00 p.m. on Wednesdays during Advent and Lent.
- on a day in which school has been closed or dismissed early due to inclement weather.
- past 9:00 p.m.

Additionally, any gathering/competition that would normally prevent students from being home by 10:30 p.m. on a school night is prohibited.

Permission Forms

Every student who is participating in any extra-curricular activity must have a permission form signed and returned before the student can go off campus for that sport or activity. Coaches and advisors will supply these permission forms.

Transportation

Generally, Lutheran High provides transportation to and from off-campus activities.

Student participants may drive themselves or meet at the site of the activity if approved by the coach or advisor AND the student's parent.

Uniforms and Equipment

Lutheran High athletic equipment is to be worn or used for practice sessions and athletic contests only, or as directed by the coach for that sport. Athletes are financially responsible for any athletic equipment/uniform issued to him/her. All equipment is to be turned in promptly to the coach at the end of each season. Any other equipment used for extra-curricular activities is the responsibility of the student, and should be used only for that activity. Students are expected to use this equipment in a proper manner, reflecting the activity at hand. Certain sports or activities require the student/parent to purchase all or part of the uniform. Parent purchased uniforms will belong to the student. The cost of this uniform will be communicated to the students and parents by the coach or advisor.

FINANCIAL INFORMATION

Financial Policies and Procedures

A. All tuition for the school year must be paid in full by the first day of the second semester exams.

B. Tuition will be paid according to the predetermined plan as agreed to by the parent/guardian. For returning students, the plan from the previous year shall be in effect unless a change is requested in writing.
C. Non-payment due to non-sufficient funds will result in a fee of $25.
D. Enrollment at Lutheran High for any portion of a quarter (grading period) constitutes a quarter of tuition.
E. Lutheran High recognizes that occasionally circumstances make it impossible to make payments on a schedule. At such a time, please contact the Executive Director to discuss options. Lutheran High seeks to work with families in a proactive manner when financial situations arise.

Non-payment of Tuition and Financial Obligations

Services may be suspended or re-enrollment denied if payments are not kept current.

- All tuition and fees from the previous school year must be paid in full before the student will be allowed to begin the next school year.
- If payments are more than one grading period behind (one quarter of the school year), the student will not be allowed to remain enrolled for the next grading period. In other words, if payments are more than approximately 90 days delinquent, the enrollment status will be re-evaluated. Example: if in January, tuition is still owed from the first quarter, the student will not be allowed to begin the third quarter. Any exceptions to this policy can only be made by the Board of Directors.
- Families must have paid 1) the (re)registration fee in full, 2) at least 1/10 of total tuition and fees for the year (one monthly payment), and 3) submitted necessary paperwork for monthly payments to be made by automatic withdrawal (or have an approved exception) in order to continue enrollment for the second quarter.

Payment Options

All tuition and fees are to be paid according to the following options:

A. Pay-in-full
    a. By January 31—the previous year tuition rate applies and families are exempt from a tuition increase.
    b. By August 15.
B. Monthly payments—must be done through automatic withdrawal from a bank account or by credit card through RenWeb, the school and financial software used by MELHS. The minimal cost charged by RenWeb for making monthly payments is the responsibility of the family. For automatic withdrawal, the cost is presently $0.91 per transaction. For credit card, the cost will be 2 to 3% of the payment.

MELHS seeks to help families pay tuition in a way that best fits their personal financial habits. Any exceptions to the above payment options must be requested in writing and approved by the Administration.

Textbooks and Materials

Textbooks are the property of Lutheran High School or the State of Illinois. Students are expected to show proper care and concern for all books. Adhesive book covers are not acceptable. Students have the responsibility to keep their textbooks covered at all times. Students will be assessed a charge for books that are lost or abused. All textbooks must be returned to the appropriate teacher at the conclusion of the course or upon dropping of the course.

Tuition Assistance

We seek to make it possible for all interested families to select Lutheran High to educate their children. Therefore, we have established a tuition assistance program. To apply for tuition assistance, families must complete an online application through FACTS. The link can be found on www.melhs.org. The Finance Committee, a sub-committee of the Board of Directors confidentially reviews all applications and awards tuition assistance based on demonstrated financial need. See the school office for more information.

Lutheran High awards tuition assistance in two forms:

1. Numerous scholarships are available and are awarded to students who exhibit a Christian lifestyle and appreciation for the opportunities offered at Lutheran High, apply their God-given abilities as reflected in diligent work, and are in need of tuition assistance. Please contact the school office for information on available scholarships.
2. Grants that are awarded based on demonstrated financial need. Grants are basically a tuition reduction so that families pay less than it costs Lutheran High to educate their child.

Tuition and Fees

Tuition cost and fees are determined annually by the Board of Directors.

GENERAL INFORMATION

Asbestos Hazard Management

On October 22, 1986, President Reagan signed into law the Asbestos Hazard Emergency Response Act (AHERA, Public Law 99-5l9). The law required EPA to develop regulations that provide a comprehensive framework for addressing asbestos problems in public

and private elementary and secondary schools. On October 30, 1987, EPA published the Asbestos-Containing Materials in Schools Rule (40 CFR Part 763 Subpart E). This rule requires all public and private elementary and secondary schools to inspect for friable and non-friable asbestos, develop asbestos management plans that address asbestos hazards in school buildings, and implement response actions in a timely fashion. The purpose of these regulations is to protect the health and well being of all persons entering the facilities.

Metro-East Lutheran High School conducted a complete inspection of its facilities on October 29, 2016, utilizing the services of Mead. The results of this inspection have been included in a management plan. This management plan is available in the school office during normal business hours, without cost or restriction, for inspection by representatives of the EPA and the State, the public, including teachers, other school personnel and their representatives and parents. Lutheran High School may charge a reasonable cost to make copies of the management plan.

Assemblies

On occasion, guest speakers and groups are scheduled to bring information, entertainment or cultural enrichment to the school. All students are required to attend such assemblies.

Before and After School Hours

- The official school hours are from 7:15 a.m. to 4:00 p.m.
- Students remaining on campus after 3:30 p.m. should be in a supervised activity or in the gym or office commons or other area designated by the administration.
- Students needing to remain on campus after 4:00 p.m . yet not involved with a supervised activity should receive permission from administration. Parents are encouraged to arrange transportation for their student so that they do not remain on campus past 4:00 p.m. on a regular basis.

Care of School Facilities

Lutheran High was established and is maintained by the efforts of many people. This group includes area congregations, parents of students, and many friends of the high school. The school, in this sense, belongs to everyone associated with it. All these individuals share the cost of operating the school and the cost of repairs.

Our high school is a gift of God, and everyone is expected to treat it as such. Tuition alone does not meet the cost of educating a student at Lutheran High. Littering and misuse or abuse of school property is punishable under our school's Code of Conduct.

Chapel

An important part of life at Lutheran High is attendance at chapel. It has been designed for spiritual growth and to provide a place for spiritual fellowship with the entire school family. Students should maintain a quiet and reverent attitude from the time that the candles on the altar are lit until they are extinguished. Students are discouraged from visiting, whispering or inattention. Corporate Chapel is conducted in the gym every Monday, Wednesday, and Friday.Every student should be present at every worship/devotion time unless excused. *"I was glad when they said unto me; let us go into the house of the Lord."* (Psalm 122:1).

Chewing Gum

Chewing gum is not permitted in the media center, the music room and the computer lab because of the damage it can do to carpeting and computer equipment. Teachers will enforce their individual policies in their classrooms.

Class Activities & Fundraising

Tuition and fees alone do not fully cover the many expenses that Lutheran High School incurs in a year. Therefore, students and parents are encouraged to actively participate in any fundraising efforts. Generally speaking, a class requires funds in excess of $5,000 in their four years at Lutheran High to cover expenses such as prom, honorarium for the graduation speaker, class gifts to the auction, etc. Consequently, all students are expected to participate and support all of the class-level fundraisers and to participate in all required class-level activities.

Class fundraisers, class activities, and other class expectations include:

<u>Freshman Year</u>

- participation in class fundraiser(s)

<u>Sophomore Year</u>

- participation in class fundraiser(s)

<u>Junior Year</u>

- participation in class fundraiser(s)
- plan and host the junior/senior prom (prom committee)
- participation in cleaning the gymnasium following the graduation ceremony

<u>Senior Year</u>

- attendance at the baccalaureate church service the Wednesday before graduation
- attendance at the graduation set-up and rehearsal the Friday before graduation

- attendance at graduation

Closed Campus

Lutheran High School is a closed campus. This policy means students may not leave school before designated closing times. Students are not to leave the campus after arrival unless specific permission from the office is obtained. Students should immediately, upon arrival, come into the building. There is to be no loitering in or around parked cars immediately before or after school. Furthermore, students are not allowed to loiter on campus, or otherwise gather on school grounds, during evening/early morning hours unless specific permission has been obtained from the administration.

Counseling

Students of Lutheran High School have special opportunities for personal, educational and vocational guidance and counseling. The counselor and academic advisor are available for individual and group counseling. Each member of the faculty is available as needed and requested. Students are encouraged to take the initiative in contacting the counselor(s), the principal or any teacher for any concern. All counseling information is kept in strict confidence unless disclosure is required by law.

Crisis Management

Lutheran High maintains and implements, when necessary, a formal crisis management system. While students will not be given an exhaustive explanation of all procedures, students are expected to be familiar with and follow these basic instructions.

Hold in Place – A school-wide heightened alert status which commences with a verbal announcement over the intercom system. When this alert status is initiated, all students must remain in their current classrooms and await further instructions. Students out of the classroom when this status is initiated (i.e. in the restroom) shall return to their assigned classrooms as soon as possible.

Shelter in Place – This alert status is used for weather emergencies or other natural disasters and commences with a pulsing tone over the intercom system or a verbal announcement. When this status is activated, all students will take cover with their classes in the assigned shelter area and remain absolutely quiet while awaiting further instructions. Students out of the classroom when this status is initiated (i.e. in the restroom) shall immediately report to the nearest teacher and seek shelter with that teacher's class.

Evacuation – This alert status is used for fire evacuations or similar emergencies and commences with a continuous buzzer over the fire alarm system or a verbal announcement. When this status is activated, all students will evacuate the building with their classes and remain absolutely quiet while awaiting further instructions. Students out of the classroom when this status is initiated (i.e. in the restroom) shall immediately report to the nearest teacher and evacuate with that class.

Earthquake – This status is used in response to an earthquake and commences whenever tremors are evident. (A drill will commence with a verbal announcement over the intercom.). When this status is activated, all students will immediately seek shelter under a desk, table or supported doorway in their current locations. Upon seeking shelter, all students will cover their heads with their arms and turn their bodies away from any potential breaking glass. Students in the gymnasium shall immediately move to an inside wall and drop and cover as above. Students caught outdoors during an earthquake shall immediately move away from all structures, trees and utility poles, and lie or sit down to avoid being thrown. All students, regardless of location, shall remain quiet and await further instructions after the tremors have subsided.

Intruder Alert – This status initiates a school-wide lockdown of current occupants in response to an actual or potential act of violence and commences with a verbal announcement over the intercom system. When this status is activated, all students must remain in their current classrooms and quietly await further instructions. Any student out of the classroom when this status is initiated (i.e. in the restroom) shall immediately report to the nearest teacher or staff member in the nearest lockdown shelter. If a lockdown shelter is not immediately available, students should evacuate the building and report to the first available law enforcement agent or school official.

Crisis Management - Support Staff

A team of pastors from member congregations of the high school association as well as counselors from other organizations will serve as the *Crisis Support Team* for Lutheran High.

Dance Guidelines

As in all that we do, we seek to glorify God through our actions on the dance floor. Students are expected to follow this guiding principle at dances, or their behavior will be addressed by school staff and/or chaperones. Continued inappropriate behavior may result in a student being asked to leave and parents being notified.

Dance Guest Policies

MELHS students may invite a non-MELHS student as a guest to Homecoming, Snowball, and Prom. At least one of the students must be a MELHS student. The non-MELHS guest must have graduated from 8th grade, must be younger than 21 years of age, and must not have been expelled from MELHS. Students from other schools may not purchase an individual ticket for any of the MELHS dances. The MELHS student is responsible for sharing dance applicable information with the guest and ensuring the guest will comply with MELHS behavior expectations and complete the guest form.

Additional Requirements for Prom

- MELHS junior and senior students may attend with or without a guest.
- MELHS sophomore students may only attend if invited to attend by a MELHS senior or junior of the opposite sex. MELHS and Non-MELHS students who are Freshmen may not attend prom.

Electronic Devices, Cellular Phones, Cameras, Etc.

Students are expected to have their iPads with them daily. Please see that section for information regarding iPads. Students are expected to have their IPads fully-charged with them daily.

Cell phones are not allowed in any classroom, chapel, or any assembly. The only times that phones can be used during the school day (normally 8 am to 3:15 pm) are during passing periods, homerooms (if allowed by the homeroom teacher) and lunch. If a student's cell phone is visible in the classroom at any point, it will be confiscated and consequences will be applied. Students will retrieve their cell phone from the assistant principal at the end of the day.

Any use of an electronic device (including but not limited to smart watches, etc.) that becomes disruptive to any class, meeting, assembly, or other school function is prohibited. Students are not to use any type of electronic music device or other non-academic personal gadgetry during school hours. Students are also reminded that these types of items are often targets for thieves, and appropriate precautions should be taken as the school is not responsible for lost or stolen items.

Personal headphones or external speakers are not to be used or worn in hallways, chapels, assemblies, or in any class where permission is not granted by the teacher. Violations of this policy will result in the headphones being confiscated and consequences will be applied. Students will retrieve their devices from the assistant principal at the end of the day.

Possession, production, and/or distribution of pictures, videos or any other recordings of any member of the Lutheran High family made without their consent is prohibited. Pictures and videos can be used for personal or academic use, but never in a way that could negatively impact Lutheran High or any member of our family.

Any course-required digital textbooks, applications or other downloads which require fees will be purchased and provided by Lutheran High. Students must redeem these codes within 30 days of distribution. Students are responsible for any replacement costs for these textbooks and other downloads if

1. A student loses login information or creates a new Apple ID
2. A student loses a code, or the redemption code expires because it was not redeemed within the given time constraints.

Any attempt to circumvent Lutheran High's network and protections is not allowed. This includes but is not limited to - the use of unauthorized Virtual Private Network (VPN).

Violation of the Electronic Devices and Cell Phone Policies

First Offense - Electronic items are confiscated and will remain in the custody of the school until the end of the school day. A warning is given.

Subsequent Offenses - Same procedure but the student will be assigned 20, 40, or 60 minute detention, based on the offense and/or the number of offenses.

Energy Drinks

Energy drinks, as determined by the Principal or any faculty member or coach, are not allowed on the Lutheran High campus, nor should they be consumed by any student athlete prior to or during any practice or competition. The IHSA prohibits the consumption of energy drinks by athletes.

Field Trips

Teachers who take students/classes on field trips will require permission slips from parents. In case of emergency, medical treatment may be warranted. The field trip permission slip will request authorization to have a student treated at a medical facility when a parent cannot be contacted.

Fundraising

Lutheran High Organizations (Knight Stewards, Business Class, music classes, FCA, NHS, athletic teams, etc.) have various financial needs that cannot be met by funds available through the operational budget. Therefore, these organizations have the need to raise these funds. All fundraisers must be approved by the Principal. All fundraisers will be listed on the schools fundraising calendar.

Organizations may raise funds for the following purposes:

- Provide social activities for students and/or parents at reduced or no cost,
- Reduce the cost of school-sponsored trips or activities,
- Purchase items for the school that will improve services/experiences for students,
- Promote Lutheran High or the specific organization,
- Support the faculty/staff/volunteer/friends of MELHS,
- Purchase equipment that cannot be acquired through budgetary funding.
- Support Lutheran High operational fundraisers,
- Support Lutheran High families facing adverse situations, and
- Purchase supplies to complete service projects for area community organizations.

** Items that do not specifically fit into the above categories must be approved by the Principal.*

The preferred type of fundraising is through one-day events (dinners, breakfasts, car washes, run/walk, sponsor-a-thon, etc.). These fundraisers can take a multitude of forms and have varying degrees of preparation, but take place on a single day. Events that reach people outside of the Lutheran High family and association congregations are highly favored.
Other types of fundraisers that might also be considered are . . .

- Donations as part of a competition or for service provided,
- Sales of products or services that are of no cost to Lutheran High or its organizations,
- Sales of food products obtained through fundraising organizations.

Types of fundraisers that are not acceptable are . . .

- Raffles
- Soliciting cash donations outside of a business
- Sales in which less than 40% of the sale price is profit for the MELHS organization
- Auctions or golf tournaments as these fundraisers are done annually to support the operation of MELHS.

<u>Outside Fundraisers</u> – Lutheran High will not actively promote fundraisers for other organizations. “Actively promote” is defined as anything beyond the distribution of information.

Homeroom Rules & Policies

- No food or drink without the approval of the administration.
- Tardies will be counted and penalized accordingly.
- Students attending meetings must check in with their homeroom teachers first.
- After a student attends a meeting, he or she must remain there until the end of the homeroom period unless another meeting must be attended.
- Students may not attend another homeroom unless they obtain permission from their homeroom teacher and the teacher of the homeroom they wish to attend.
- Homeroom attendance is required. If students are not where they are supposed to be, they are subject to a detention. This rule applies to chapel and assembly seating assignments as well.

Illness and Medication Use at School

When ill at school, students should report to the school office. The student will then be offered the choice of lying down in the sick room or call a parent or guardian to make arrangements to go home for the remainder of the day. Any medication prescribed by a physician or parent/guardian to be taken at school MUST be brought to the office in its original packaging with an

explanatory note signed by a parent/guardian. A student is permitted to carry prescription asthma inhalers on his or her person for his or her use. Otherwise, students are not permitted to possess, use, or distribute either over-the-counter or prescription medications at school. Over the counter medicines, including Tylenol, ibuprofen and related drugs, are available through the school if the parent has given consent for their child to receive such medications. First aid is always available.

Parents are asked to complete a medical form annually. This form requests information about the student's medical needs and special situations. The office keeps a record of all doctors' prescribed medications (of which have been made known to us) and other special medical situations. In order to best serve the student, teachers need to know of possible side effects from medication or other medical situations that might affect classroom productivity or homework completion. Therefore, please keep in touch in regards to your student's medical situation.

In accordance with the Compassionate Use of Medical Cannabis Program, qualifying students are allowed to utilize medical cannabis infused products that are described in an approved cannabis action plan from a licensed physician. Please contact the building principal for additional information. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The school may not deny a student attendance at a school solely because he or she requires administration of the product during school hours.

Illness & Serious Communicable Disease

Through effective education, good cleaning methods, proper supervision of all teaching areas, and coordination between public health officials and the faculty and administration in the monitoring of programs, Lutheran High will provide a healthy atmosphere for students.

Lutheran High encourages students and their parents to use "common sense" when dealing with an illness that is contagious. We expect that students will follow their doctor's directions in regards to school attendance. However, Lutheran High expects that students with a contagious infection will remain out of school until medication or time prevents the spread of the infection.

Lutheran High understands that children infected with serious communicable diseases need to be cared for and educated in Christian settings and that Lutheran High has the responsibility to protect the welfare of all students enrolled. Therefore, when a student is diagnosed with a serious communicable disease, the Principal will work with the parent/guardian, local health department representatives, and the student's physician to provide the best possible environment and education for each enrolled student. The Principal will report and recommended any needed action to the Board of Directors. The case of each student with a persisting condition will be reviewed at the beginning of each school year and as deemed necessary

Lockers/Personal Valuables

Lockers are the property of the school and can be searched at any time, including anything contained therein or thereupon, by school authorities. All students are assigned lockers to store their books and personal articles. Students may not share lockers with another student without the expressed permission of the administration. Students are required to secure their locker with a school combination lock (only a school lock may be used) and should keep their lockers locked at all time to avoid loss, misplacement of articles, and misunderstandings. The school is not responsible for lost or stolen items. Interior locker decorations must be modest and in good taste. The locker must be clean and unmarked at the end of the school term. Decals, tape, and stickers deface lockers and are not to be used. Students are responsible for reporting any locker damage to their lockers to the school office. (Cost of unreported damage will be billed to the student to whom the locker is assigned.) Inappropriate materials will be removed. Lockers assigned in the locker rooms are to be locked at all times. All personal valuables including wallets, jewelry, purses, etc. should be secured at all times. Coaches and physical education instructors will provide specific instructions regarding athletic lockers when necessary.

Backpacks, while appropriate and often necessary for bringing items to and from school, are, nonetheless, a safety and security concern during the school day. Therefore, students are prohibited from bringing backpacks, duffel bags, purses, etc. into the classroom during the school day. Students are expected to keep them in their lockers or other appropriate places during school and are not to leave them sitting in the hallways or commons areas.

Lost and Found

The school office is in charge of lost and found articles. A fee may be charged to recover lost items. Any unclaimed items will be disposed of periodically.

Lunch & Lunchroom Rules

Eating and drinking is restricted to the lunchroom during lunch and the gym commons before or after school. Students are to display proper manners at all times. At the end of each meal, students must properly dispose of their trash. Students may NOT order food and have it delivered to them at any time without the permission of the administration. Parents are discouraged from bringing in special lunches (i.e. from a fast food restaurant).

Public Display of Affection

In keeping with Christian principles, all students are to display a genuine concern and care for others. However, it is important that in a school setting we avoid public displays of affection that are offensive or distracting to others. Holding hands is acceptable behavior but not in class or chapel. Students who embrace, kiss or engage in affectionate body contact at school are subject to a detention.

Residence

Any student of Lutheran High School must reside with a parent or legal guardian unless other living arrangements are approved by the Principal.

Respecting Others

All Lutheran High students, faculty and staff, and visitors are expected to treat each other with Christian love and respect. Therefore, the following guidelines apply:

- Any and all forms of hazing are strictly forbidden.
- Corporal punishment is not acceptable as all employees and volunteers are strictly forbidden from using all shapes and forms of corporal punishment.
- No abuse or molestation, physical or sexual, is acceptable and is strictly illegal and will not be tolerated.
- Bullying, picking on, intimidating or mistreating others is unacceptable.
- Creating, accessing, and/or distributing any written or electronic material that will cause substantial disruption of the proper and orderly operation of the school or school activities or interferes with the rights of other students or employees is strictly forbidden.
- Harassment of any person relating to the person's sex, race, color, religion, age, ancestry, national origin, physical or mental disability, or other protected group is not acceptable.

Other expectations of behavior can be found at other places in this handbook.

Lutheran High maintains a program of education regarding the respect of others. All faculty members and students will discuss these policies annually and all incoming freshmen students will receive lessons regarding the respect of others.

Lutheran High complies with State and Federal laws concerning these policies.

School Day Schedule

1st Period	8:00-8:48		43 min + 5 minutes for devotions
2nd Period	8:53-9:36		43 min
Chapel/HR	9:41-10:03		20 min
(chapel is held on M, W, F and homeroom on T, TH)			
3rd Period	10:08-10:51		43 min
4th Period	10:56-11:39		43 min
5th period	{11:39-12:03	A Lunch}	{24 min}
	{12:08-12:51	A Class}	{43 min}
	<11:44-12:27	B Class>	<43 min>
	<12:27-12:51	B Lunch>	<24 min>
6th period	12:56-1:39		43 min
7th Period	1:44-2:27		43 min
8th Period	2:32-3:15		43 min

On occasion, the schedule will be changed to accommodate assemblies, early dismissal days and other special occasions.

Student Files

Student files generally contain up-to-date academic, testing, health and progress records. Parents or students over l8 years of age may review their files in the presence of a school official. Educational records can be sent to another educational agency without a parent signature (Federal Law 99.31). Records can be released to other agencies only with the consent of a parent and/or the student of legal age.

Student Visitors During School Hours

Students who wish to bring a student visitor to school should obtain permission from an administrator at least one school day before the visit. Student visitors are generally only allowed to attend when there is a sincere and expressed interest in attending Lutheran High School. All guests must register in the office where they will be issued a visitor's pass before they are allowed to attend any classes. Student guests must follow the schedule of the host student and adhere to the school's guidelines. Student visitors must present written permission from their school's administration in order to visit on school days. Guest registration for school dances, and other similar activities, is also required. Student guests must be in good standing and enrolled in the 9th grade or higher.

Testing

Various academic tests are administered throughout the year. These tests will include achievement tests and special tests for awards/special interests. Students will be given the opportunity to review the results of their tests in order to make better personal, educational, and vocational decisions.

Vehicles

We recognize that it is a necessity to have students driving themselves and their peers to school, but we also recognize that having a vehicle on school property is a privilege. We expect student drivers to uphold the following guidelines:

1. Students must register their vehicles in the office by purchasing a parking permit which should be displayed at all times.
2. Drive slowly — speeds on campus are not to exceed 15 miles per hour.
3. All student vehicles must remain in the parking lot when the student is on campus. The student is not allowed to drive vehicles to practices or games that are on our campus.
4. Students should not drive in such a way as to draw attention to themselves. This includes (but is not limited to) spinning tires and playing music at an excessive volume.
5. Park "in" your designated parking space only - respect handicapped and reserved signs.
6. Use common sense and be considerate of other drivers.
7. Students must ask the office personnel for permission before visiting your car during the school day.

Violations of these rules will result in parent notification and consequences as listed in other sections of this handbook. Depending on the severity of the offense, a violation could also result in the revoking of driving privileges.

- Drivers are legally responsible for their actions.
- Lutheran High also expects anyone driving on campus, to abide by these driving guidelines.
- Any vehicle on Lutheran High property is subject to search.

Video Surveillance

All campus buildings and grounds, both interior and exterior, are owned by the school. Students have no reasonable expectation of privacy while on school property. All campus grounds, building classrooms, common rooms and hallways are subject to video surveillance, and our students and their parents are hereby notified of the school's intent to use such video surveillance throughout these locations.

Visitors to the Campus

Lutheran High is a closed campus located on private property. Visitors who arrive on campus during a school day (8:00 a.m. – 3:15 p.m.) must register in the main office and obtain a visitor's pass. Visitors before or after school hours are generally not allowed and must obtain prior approval to be on campus. A visitor may attend an extra-curricular activity without prior approval provided that the visitor does not arrive any earlier than thirty (30) minutes prior to the scheduled start of the event and leaves within fifteen (15) minutes of the completion of the event. Violators of this policy are trespassing and therefore subject to disciplinary action including the involvement of local law enforcement agencies.

Weapons

Possession of a weapon, or a look-alike item, on school grounds is prohibited by school rule, state law and federal law. Violations will be treated severely, based on the particular circumstances, and will include notification of local law enforcement officials. Examples of weapons include, but are not limited to, guns, knives of any size or shape, explosives of any kind, brass knuckles, martial arts weapons, etc.

IPADS & USE OF TECHNOLOGY/SOCIAL MEDIA

Acceptable Use Policies for Our Computer Network

Lutheran High School maintains a computer network for use by our students and staff. This network allows students and staff to have access to the internet as well as computers and other hardware on the Lutheran High School campus. This privilege comes responsibility. Accordingly, in order to use any portion of the network each student is expected to sign and abide by the Acceptable Use Policy Guidelines provided to them when they open their school-based account.

Student Responsibility

Lutheran High students are responsible for proper use and maintenance of their iPads and other electronics that they use or possess. Therefore, the following guidelines apply:

- If a student's iPad is missing, the student should communicate with the administration immediately. Students should maintain applications on their iPad that will assist in the location of the device.
- IPads are to be charged before each school day so as to be available throughout the day. IPads not fully charged can be charged in the designated location on the school campus.
- Students should have their iPad with them for each class unless directed by the teacher to not bring them.
- Students should report any technical problems to the Technology Manager.

- Students shall not have or use any materials of a questionable and/or unchristian nature while on the MELHS campus or at Lutheran High events. Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or other inappropriate pictures will result in referral to the office. The administration reserves the right to search iPads if there is any reason to suspect inappropriate use. This includes viewing material not saved to the device such as web sites, emails, and other online posts.
- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes. A student may have appropriate games on their iPad, but they are not to be played during the normal school day unless a teacher has an educational activity involving the use of that game.
- Students must keep track of their iPad whenever it is on the Lutheran High Campus. If an iPad is left unattended, including on the top of a locker, it will be taken to the office. Students will have to pay a $1 fee to get their iPad from the office. The fee is to encourage students to be responsible for the care of their iPads.
- Extra iPads with limited capabilities are available in the event that a student's iPad is not available or working properly.
- The administration reserves the right to search iPads if there is any reason to suspect inappropriate use.

Social Media & Electronic Communication Policies

The following standards must always be met by the Lutheran High family at large (students, faculty, staff, coaches, parents and alumni) in using social media and electronic communications – through mediums sponsored by Lutheran High or otherwise. The administration and/or the Board of Directors reserves the right to appropriately confront behavior of Lutheran High family members which falls short of these standards. These expectations include but are not limited to email, texts, Facebook, Twitter, Instagram, Snapchat, and the like:

1. Respectful, courteous and productive discussion is encouraged.
2. No posts, comments and/or communication by any member of the Lutheran High family shall:
    a. Be threatening, harassing, illegal, obscene, defamatory, slanderous, or hostile towards any individual or entity;
    b. Include phone numbers, email addresses or other confidential information of students, faculty, or any other person
    c. Be material that infringes on the rights of Lutheran High or any individual or entity, including privacy, intellectual property or publication rights;
    d. Be material that promotes or advertises a commercial product or solicits business or membership or financial or other support in any business, group or organization except those which are officially sponsored by Lutheran High;
    e. Be or promote spam or chain letters;
    f. Be made or presented under any false identity or premise.
3. For the privacy of users and their families, please assume that all postings to Lutheran High sponsored mediums will be publicly available on the internet and therefore publicly accessible without limitation or protection of any kind. Additionally, Lutheran High reserves the right to access any @melhs.org email account if circumstances warrant.
4. Lutheran High reserves the right to review and/or reject/remove comments or posts for any reason.
5. By posting a comment or other material to Lutheran High sponsored sites as outlined above, users give Lutheran High the irrevocable right and license to exercise all copyright, publicity, and moral rights with respect to any content you provide, which includes using your submission for any purpose in any form and on any media, including but not limited to: displaying, modifying, reproducing, distributing, and publishing your submission.
6. Lutheran High further reserves the right to . . .
    a. Amend these policies from time to time in our judgment to address issues that may arise and changes in our operations or the law.
    b. Ban future posts from people who repeatedly violate this Policy. We may implement such bans by refusing posts from specific email addresses or IP addresses, or through other means as necessary.
7. Users agree to indemnify and hold harmless Lutheran High, its affiliates, directors, employees, successors and assigns against any damages, losses, liabilities, judgments, causes of action, costs or expenses (including reasonable attorneys' fees and costs) arising out of any claim by a third party relating to any material users have posted on Lutheran High sponsored sites or sent from or to any email address @melhs.org.

Student Use of Social Media

In addition to the regulations found in the handbook, students are expected to abide by the following:

- To protect the privacy of Lutheran High students and faculty, students may not, under any circumstances, post digital video recordings created on campus or at off-campus Lutheran High events.
- Students may not . . .
    - use social or electronic medium to publish disparaging or harassing remarks about Lutheran High community members, athletic or academic contest rivals, or anyone else that is related to the student's experiences at Lutheran High.
    - use social or electronic medium as weapons to hurt, embarrass or intimidate others.
    - use slurs based on race, ethnicity, religion, gender, or any other protected area as these items will be considered discrimination.
    - provoke, promote or incite violence through social or electronic medium.

- use language that is vulgar and offensive.
- gossip or spread misleading or false information via social or electronic medium

- Students who choose to post editorial content to websites or other forms of online media must ensure that their submission does not reflect poorly upon Lutheran High.
- Students shall not use social media sites or apps during the school day unless sanctioned by a staff member.
- Students alone are responsible for any and all content posted or sent through any social or electronic medium.

Failure to abide by these policies may result in disciplinary action (see "Discipline," p. 13)

Access to Student Social Networking Passwords and Websites

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the students account on a social networking website that violates a school disciplinary rule or policy. The school may not request or require a student to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website. However, in the course of an investigation, the student may be required to share the content that is reported to allow school officials to make a factual determination in the investigation.

Metro East Lutheran High School has the sole right at any time for any reason to terminate any user's access to the use of the school email and/or the school sponsored Internet. All students will abide by the rules stated in the handbook pertaining to proper use of electronics and social media. If access to technology is removed due to a violation of the usage agreement the family is responsible for finding alternative methods of gaining access to textbooks (i.e. purchasing their own hardbound copies etc.).

SCHOOL PUBLICATIONS AND COMMUNICATIONS

Calendar of Events

A monthly calendar that includes all events of Lutheran High can be found on the www.melhs.org website.

Daily Announcements

The daily announcements contain information relevant to each school day. Announcements are emailed to the student body & faculty daily, and they are posted on FACTS Family Portal.

Email Announcements

The Lutheran High administration, teachers, coaches and advisors often use email to communicate with parents. Each family is encouraged to have and use an active email address which is on file with the school. All students are issued a melhs.org email account as well.

Highlights

An electronic newsletter, entitled "Highlights" will be emailed to parents every Friday during the school year. Parents are encouraged to keep up with various announcements, activities, etc. through this newsletter.

Parent Alert

This communication system is part of the FACTS Family Portal school system that Lutheran High uses. It allows us to send phone messages to parents when any emergency, school closing, or other important message needs to be delivered.

FACT Family Portal

Lutheran High School has teamed up with FACTS Family Portal to provide consistent and reliable computer-based communication between the home and the school. FACTS Family Portal is a secure, password-protected system designed to ease the burden of communication between the school and the home by providing various types of information including grades, assignments and personalized calendars. FACTS Family Portal can be accessed through our school's website at www.melhs.org or can be accessed directly. Access to FACTS Family Portal may temporarily be blocked for those families with their accounts in arrears.

Edits July 2023

APPENDIX A

Academic Integrity Code of Conduct
Metro-East Lutheran High School

Metro-East Lutheran High School strives to create a learning community in which honesty, responsibility, and honor are the norms. Academic integrity is an expectation. Honesty is a value that holds each person to tell the truth and defend the truth. Honesty supports intellectual growth and creates a fair learning environment. The pressure to get good grades can sometimes create an incentive to cheat, but cheating removes the value of learning for the individual. Grades earned should reflect what the student has truly learned in the course. All learners must take personal responsibility for their education.

Honor is the defining characteristic of academic integrity in an educational community. Members of that community - both educators and students - must respect the contribution, work, and thought of others through proper recognition.

Academic integrity means valuing and demonstrating positive regard for:

- Intellectual honesty
- Personal truthfulness
- Learning for its own sake
- The creations and opinions of others (intellectual property)

Students act with academic integrity when they demonstrate these values:

- Take full credit for their own work and give full credit to others who have helped or influenced them, or whose work has been incorporated into their own.
- Represent their own work honestly and accurately
- Collaborate with other students only as specifically directed or authorized.
- Report breaches of academic integrity to a teacher or administrator.

What is cheating?

- Academic dishonesty - also known as cheating - involves copying or plagiarizing work that is not one's own and representing it as one's own work through verbal; written, graphic, electronic, or other means.

What is plagiarizing?

- "Plagiarism involves two kinds of wrongs. Using another person's ideas, information or expressions without acknowledging that person's work constitutes intellectual theft. Passing off another person's ideas, information or expressions as your own to get a better grade or gain some other advantage constitutes fraud." – Joseph Gibaldi. *MLA Handbook for Writers of Research Papers*. 7th ed. New York: MLA, 2009.

Violations of Academic Integrity: This list is intended to serve as a guide; it is not all inclusive.

- Copying answers from a student or a picture of a student's work
- Allowing another student to copy answers or sharing a picture of your work
- Collaborating on an assignment that is intended to be done individually
- Using forbidden materials during an exam, such as cheat sheets, answers written on the body, electronic devices, websites, apps, or Artificial Intelligence (AI)
- Discussing or sharing questions or answers to a quiz or test before all have taken it
- Taking an exam or completing an assignment for another student
- Submitting the same work for more than one assignment without teacher approval
- Altering corrections or scores with the intent of changing your grade.
- Doing more or less than your share of a group project without teacher approval
- Misrepresenting yourself to teachers in regard to the amount of work you have done (time, effort, etc.) or whether you have turned in an assignment
- Fabricating information (lying) to try to earn more time, more credit, or grading leniency for any assignment, project, or exam
- Missing class to avoid turning in assignments, giving presentations, or taking tests
- Using the ideas or exact wording published, collected, organized, or envisioned by others as your own (with or without permission) or allowing someone else to use your work as their own
- Failing to cite graphic, audio, visual, or video files
- Downloading digital information illegally
- Using unauthorized electronic resources (websites, apps, translation sites, AI)

Student Responsibilities:

- Read and know the school's Academic Integrity Code
- Strive to be your best self, using your God-given talents to honor Him and yourself
- Report to the teacher if cheating is taking place and how it is being done
- When in doubt, clarify with the teacher which aids may be used on the test or assignment
- Avoid discussing any aspect of a quiz or test until the teacher has returned them and has given permission to discuss them

Teacher Responsibilities:

- Be precise about expectations for students by clearly stating the Academic Integrity Code in class
- Address the use of study aids (SparkNotes, tutors, etc.) in course work
- Clearly specify when collaboration with other students is permitted on an assignment
- Document violations of the Academic Integrity Code in FACTS and report to administration
- Check for prior offense before determining the appropriate consequence

Parent/Guardian Responsibilities:

- Read and understand the Academic Integrity Code
- Help the student understand you value academic integrity and expect the student to comply with the school's Academic Integrity Code
- Support the imposition of consequences if the Academic Integrity Code is violated.
- Require students to do their own work

Administrator Responsibilities:

- Make a copy of the Academic Integrity Code available to all students, teachers, and parents
- Facilitate ongoing conversations and reflection about the Academic Integrity Code
- Administer fair and consistent consequences for offenses of the Academic Integrity Code

Procedures

When a student is found to have violated the Academic Integrity Code, these procedures will be followed:

- The teacher will record the violation in FACTS under the “Behavior” tab
- The teacher will review the student’s disciplinary record and determine the appropriate consequence based on the current and previous offenses
- The teacher will notify the administrator, parents/guardians, and student of the incident and its consequence(s)
- If an alleged violation is disputed, the burden of proof for innocence will lie with the student

Consequences for Academic Dishonesty

- First Offense - The student is issued a 60-minute detention and receives a zero for the homework or quiz. Tests, projects, and other major assignments may be re-done for partial credit at the sole discretion of the teacher. The student will be removed from any elected or appointed leadership positions, including but not limited to sports, extracurriculars, and membership in the National Honor Society, for the remainder of the current semester and following semester.
- Second Offense - The student receives a zero, regardless of the type of assignment, and is issued an in-school suspension. A parent conference will be scheduled with the administration. The student will be removed from any elected or appointed leadership positions for one calendar year. The student will be suspended from extra-curricular activities for two weeks.
- Third Offense – The student receives a zero, regardless of the type of assignment, and is issued two days of in-school suspension. The student will be removed from any elected or appointed leadership positions for one calendar year. The student will be suspended from extra-curricular activities for two weeks. A conference will be scheduled with the parents and the student to determine if further, more serious, discipline action will be taken which could include expulsion (see “Expulsion” under “Disciplinary Consequences” in the Student Handbook, p. 16).

Adapted from academic integrity policies by Piedmont High School, California, O’Fallon Township High School, District 203, District 201

APPENDIX B

Seal of Biliteracy

What is the State Seal of Biliteracy?
According to the Illinois State Board of Education (ISBE) website, "The Illinois State Seal of Biliteracy is a graduation award that may be presented to students who have attained a high level of proficiency in English plus at least one language other than English (LOTE). The Seal is officially designated on the student's transcript and with a graphic on the student's diploma." MELHS will also award students with a graduation cord to indicate their receipt of this honor.

What is the State Commendation towards Biliteracy?
The State Commendation towards Biliteracy is a recognition of students who are working towards high proficiency in both English and at least one language other than English (LOTE). The Commendation is officially designated on the student's transcript and with a graphic on the student's diploma. MELHS will also award students with a graduation cord to indicate their receipt of this honor.

What is the Global Seal of Biliteracy Functional Fluency award?
According to the Global Seal of Biliteracy website, "The Global Seal of Biliteracy is a free international certificate that officially documents and recognizes a person's ability to communicate (written and oral) in two or more languages. To earn the certificate, individuals must demonstrate their language skills through approved testing. " MELHS will also award students with a graduation cord to indicate their receipt of this honor.

What is the difference between being bilingual and biliterate?
According to the Global Seal of Biliteracy website, "A bilingual person can speak two languages. A biliterate person can comprehend two languages (reading and listening) as well as speak and write in two languages."

How can I demonstrate my proficiency in English?
Students have a variety of options and opportunities to demonstrate their proficiency in English. They must choose at least one of the following options and provide evidence to their instructor.

	State Commendation	Global Functional Fluency	State Seal
ACT	18 in ELA; Writing required	18	18 in ELA; Writing required
SAT	480 Evidence based reading & writing	480	480 Evidence based reading & writing
Dual Credit GPA for ELA courses	2.5 composite GPA in ELA	N/A	3.0 composite GPA in ELA
STAMP 4S - English	4 in all domains	5 in all domains	6 in all domains

How can I demonstrate my proficiency in Spanish?

MELHS students enrolled in Spanish 3 and 4 will have the opportunity to take the STAMP 4S exam in the spring semester over the four linguistic domains -- reading, writing, speaking, and listening. The exam currently costs $25 (2026-2027), and one domain may be retaken for an additional $10.

Students who earn the scores indicated below are eligible for each of the different awards.

	State Commendation	Global Award for Functional Fluency	State Seal
STAMP 4S	4 in all domains (Intermediate Low)	5 in all domains (Intermediate Mid)	6 in all domains (Intermediate High)

What are the benefits of these awards and recognitions?
Being biliterate is an incredible accomplishment that can and should be shared with prospective employers and universities. Not only can you potentially receive some college credit for each of these awards, but you may also find yourself eligible for employment opportunities.

Who is in charge of the Seal of Biliteracy program at MELHS?
Please direct all questions about the Seal of Biliteracy program at MELHS to Mr. Rob Stock or Mrs. Shanna Covarrubias.

Where can I find additional information about the Seal of Biliteracy program?
You can learn more about the Illinois State Seal of Biliteracy at the ISBE website here.

You can learn more about the Global Seal of Biliteracy award for Functional Fluency here.