



LUTHER NORTH  
COLLEGE PREP  
HIGH SCHOOL

Student Name \_\_\_\_\_ Yr. of Graduation \_\_\_\_\_

Luther North College Prep High School  
Parent-Student Handbook  
2015 – 2016

**Parent/Guardian:**

It is your responsibility to review the online Parent-Student Handbook posted on [www.luthernorthcollegeprep.org](http://www.luthernorthcollegeprep.org). If you as parent/guardian concur, please sign and return this form when your student attends classes on the first day. Students who have not submitted this signed form will not be able to attend classes after September 11, 2015.

*As parent or guardian of the above-named student of Luther North College Prep High School,*

*I \_\_\_\_\_,  
(Parent or guardian – please print)*

*read, understood, and pledge to support and abide by the Parent-Student Handbook and the Student Acceptable Use Policy for Computer, Network, and Internet.*

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

**Student:**

*I, the above-stated student of Luther North College Prep High School, read, understood, and pledge to abide by the guidelines explained in the Parent-Student Handbook and Student Acceptable Use Policy for Computer, Network, and Internet.*

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

*Luther North College Prep*  
*2015 – 2016*  
*Parent-Student Handbook*



*Home of the Wildcats*

5700 W. Berteau Ave.  
Chicago, IL 60634  
Phone: 773-286-3600  
Fax: 773-286-0304

[www.luthernorthcollegeprep.org](http://www.luthernorthcollegeprep.org)

# Luther North College Prep

## 2014-2015 School Administration

Ms. Sheryl Meyer  
Executive Director

Mr. Wayne Wenzel  
Principal/Dean of Students

Ms. JoAnne Rzadzki  
Assistant Principal/Registrar

Mr. David Grim  
Athletic Director

Mr. Jacob Runge  
Athletic Director

## School Mascot

Wildcats

## School Colors

Blue and Gold

## 2015-2016 Spiritual Theme

### 1 Corinthians 1:9

“God is faithful,  
By whom you were called into the fellowship of his Son,  
Jesus Christ”

## Luther North Fight Song

### (To “On Wisconsin)

On O Luther, On O Luther  
Come on team let's go,  
And we'll bring home victory  
For the flag of blue and gold;  
We're right for you  
We'll fight for you  
To protect your name,  
So on O Luther, on to victory  
And to fame.

## INTRODUCTION

Welcome to Luther North College Prep High School for the 2015-2016 academic year. We consider it a privilege to include you as a member of the Luther North family. We are knit together by the faith that we profess, confess, and practice at Luther North.

Luther North is a Christian, non-public school. As such, an environment is established that reflects the love that Christ has for each of us. We pray that this environment enables you to develop a consistent and dynamic relationship with our Lord and Savior. This Christian perspective permeates the entire curriculum, extra- or co-curricular activities, and, in fact, our entire way of life. Your faculty is expected to be Christian role models that exhibit Christian love and concern to each student. Your fellow students, especially those who have been here for a year or more, are expected also to be role models and young Christian servant-leaders.

The spiritual life at Luther North extends well beyond the required religion classes; it envelopes each day with homeroom devotions, chapel and other activities that reflect who we are and what we stand for. It also is manifested in the care demonstrated by those in charge of disciplinary procedures and also guidance and counseling.

Each week, the student body and faculty gather for a chapel service led by faculty, pastors from supporting congregations, and student leaders. Because the intent of this practice is corporate in nature, all students and faculty are asked to be in attendance and to participate in responsive readings, singing, praying, and listening.

The program of Christian education at Luther North is not to replace your worship and attendance at your own congregation. Rather, it is designed to assist your growth in grace through the use of the Word here at Luther North and to better facilitate your use of the Word and Sacraments at your home congregation. Each week we begin the week as children of God, prepared to become all that God has in mind for us.

As our school begins its 106<sup>th</sup> academic year and 62<sup>nd</sup> year at this location, its purpose remains the same as in 1909: to provide a quality education while proclaiming a changeless Christ in a changing world. God grant that it always may be so! May this handbook contribute to your growth in living as a member of the Luther North family, and may God richly bless you in this endeavor.

Sincerely,

Sheryl Meyer, Executive Director  
Wayne Wenzel, Jr., Principal/Dean of Students  
JoAnne Rzadzki, Assistant Principal/Registrar  
David Grim, Athletic Director  
Jacob Runge, Athletic Director

# Contents

|   |    |
|---|----|
| School Calendar.....  | 6  |
| Standardized Testing.....                                   | 10 |
| Philosophy Statement.....                                   | 11 |
| A Brief History of Luther North College Prep.....           | 11 |
| Luther North Wall of Distinction.....                       | 12 |
| Mission and Vision Statements.....                          | 13 |
| School Anthem.....  | 13 |
| Non-Discrimination Policy.....                              | 14 |
| Hours of Operation.....                                     | 14 |
| Emergency Procedures.....                                   | 15 |
| Medical Emergency Plan.....                                 | 17 |
| Admissions Policies.....                                    | 18 |
| Academic Policies.....                                      | 18 |
| Athletic Policies.....                                      | 26 |
| Health Policies.....  | 28 |
| Student Services.....                                       | 29 |
| Acceptable Use Policy.....                                  | 33 |
| Student and Parent Agreements of Acceptable Use Policy..... | 37 |
| Sexual Harassment and Bullying Policy.....                  | 38 |
| Code of Behavior.....                                       | 39 |
| Attendance Policies.....                                    | 39 |
| Tardy Policies.....   | 41 |
| Detention, Suspension, Saturday School, Expulsion.....      | 44 |
| Personal Appearance and Dress Code.....                     | 47 |
| Drugs and Alcohol Policy.....                               | 49 |
| Specific Student Violations.....                            | 51 |
| Faculty and Staff.....                                      | 57 |
| Coaching Assignments.....                                   | 57 |
| Activity Assignments.....                                   | 57 |

**LUTHER NORTH COLLEGE PREP HIGH SCHOOL**  
**Calendar Outline for 2015-2016**

| <u>Date</u>                   | <u>Event</u>  |
|-------------------------------|---|
| <b>Friday, July 24</b>        | <b>Summer School ends (enrichment)</b>                                  |
| <b>Monday, August 10</b>      | <b>Football Practice begins</b>   |
| <b>Wednesday, August 12</b>   | <b>Remainder of Fall Sports' Practices begin</b>                        |
| <b>Friday, August 14</b>      | <b>Summer School ends (credit recovery)</b>                             |
| <b>Monday, August 17</b>      | <b>CLEF Networking conference (faculty)</b>                             |
| <b>Tuesday, August 18</b>     | <b>MAP Testing</b>  |
| <b>Wednesday, August 19</b>   | <b>First day of school-freshmen only; mini-schedule early dismissal</b> |
|                               | <b>Student Orientation Grades 10-12; 4:00 pm-7:00 pm</b>                |
| <b>Thursday, August 20</b>    | <b>First Day of School (late start; Chapel Schedule without Chapel)</b> |
| <b>Sunday, August 23</b>      | <b>Academic Convocation and Opening Service 6:00 pm @ St. John</b>      |
| <b>Friday, August 29</b>      | <b>Home Football Game 1:00 pm</b>                                       |
| <b>Thursday, September 3</b>  | <b>Home Volleyball Game 6:00 pm</b>                                     |
| <b>Monday, September 7</b>    | <b>Labor Day (No School)</b>  |
| <b>Saturday, September 12</b> | <b>Home Football Game 1:00 pm</b>                                       |
|                               | <b>ACT Testing</b>  |
| <b>Tuesday, September 15</b>  | <b>Home Volleyball Game 6:00 pm</b>                                     |
| <b>Thursday, September 17</b> | <b>Home Volleyball Game 6:00 pm</b>                                     |
| <b>Saturday, September 19</b> | <b>Home Football Game 1:00 pm</b>                                       |
| <b>Tuesday, September 29</b>  | <b>Home Girls' Cross Country; NAC Fly meet; Schiller Woods 4:30 p,</b>  |
|                               | <b>Powder Puff; Student Bowl-a-Thon</b>                                 |
| <b>Thursday, October 1</b>    | <b>Home Volleyball Game 5:30 pm; Pack the Place</b>                     |
| <b>Friday, October 2</b>      | <b>Homecoming Football Game-7:00 pm</b>                                 |

|                                    |  |
|------------------------------------|--|
| <b>Saturday, October 3</b>         | <b>Homecoming Dance-7:00 pm</b>                                |
| <b>Tuesday, October 6</b>          | <b>Home Volleyball Game 6:00 pm</b>                            |
| <b>Saturday, October 10</b>        | <b>Booster Club Pancake Breakfast</b>                          |
|                                    | <b>Home Football Game-1:00 pm</b>                              |
| <b>Monday, October 12</b>          | <b>Columbus Day (No School)</b>                                |
| <b>Tuesday, October 13</b>         | <b>Home Volleyball Game 6:00 pm</b>                            |
| <b>Wednesday, October 14</b>       | <b>Standardized Testing</b>                                    |
| <b>Friday, October 16</b>          | <b>End of First Quarter</b>                                    |
| <b>Saturday, October 17</b>        | <b>Cross Country NAC Championships</b>                         |
| <b>October 19-23</b>               | <b>“Pink Week”</b>   |
| <b>Thursday, October 22</b>        | <b>Parent-Teacher Conferences 4:00 pm-7:00 pm</b>              |
| <b>Friday, October 23</b>          | <b>Home Football Game 7:00 pm North</b>                        |
| <b>Saturday, October 24</b>        | <b>Cross Country Regionals</b>                                 |
|                                    | <b>ACT Testing</b>   |
| <b>October 26-29</b>               | <b>Volleyball Regionals hosted at LNCP</b>                     |
| <b>Saturday, October 31</b>        | <b>Reformation Day</b>   |
| <b>Thursday, November 5</b>        | <b>Luther North/Red Cross Blood Drive</b>                      |
| <b>Saturday, November 7</b>        | <b>Cross Country State meet</b>                                |
| <b>Monday, November 9</b>          | <b>Veterans Day Observation (No School)</b>                    |
|                                    | <b>Volleyball Team Banquet 6:30 pm</b>                         |
| <b>Wednesday, November 11</b>      | <b>Veterans Day</b>  |
| <b>Saturday, November 14</b>       | <b>Winter sports parent meeting 11:00 am</b>                   |
| <b>Monday, November 16</b>         | <b>Cross Country Team Banquet 6:30 pm</b>                      |
| <b>Tuesday, November 17</b>        | <b>Football Team Banquet 6:30 pm</b>                           |
| <b>Thursday, November 19</b>       | <b>Girls’ Basketball Home Game 7:00 pm</b>                     |
| <b>Wednesday, November 25</b>      | <b>Teacher Professional Development; no student attendance</b> |
| <b>Thurs.-Fri., November 26-27</b> | <b>Thanksgiving Break (No School)</b>                          |
| <b>Saturday, December 5</b>        | <b>8<sup>th</sup> grade admission test</b>                     |
| <b>Tuesday, December 8</b>         | <b>Girls’ and Boys’ Basketball Home Games</b>                  |

|                                  |   |
|----------------------------------|---|
| <b>Friday, December 11</b>       | <b>6:00 pm; Pack-the-Place<br/>Christmas Celebration</b>                            |
| <b>Saturday, December 12</b>     | <b>ACT Testing</b>  |
| <b>Monday, December 14</b>       | <b>Girls' Basketball Home Game 7:00 pm</b>  |
| <b>Tuesday, December 15</b>      | <b>Boys' Basketball Home Game 7:00 pm</b>   |
| <b>Wed.-Fri., December 16-18</b> | <b>First Semester Exams</b>   |
| <b>Mon.-Fri., Dec. 21-Jan. 1</b> | <b>Christmas vacation</b>   |
| <b>Friday, December 25</b>       | <b>Christmas Day</b>  |
| <b>Monday, January 4</b>         | <b>Classes resume-Winterim begins-8:00am</b>  |
| <b>Monday, January 11</b>        | <b>Boys' Basketball Home Game 7:00 pm</b>   |
| <b>Friday, January 15</b>        | <b>Winterim Ends</b>  |
|                                  | <b>Boys' Basketball Home Game 7:00 pm</b>   |
| <b>Monday, January 18</b>        | <b>Martin Luther King Holiday (No School)</b>                                       |
| <b>Tuesday, January 19</b>       | <b>Second Semester Begins</b>   |
| <b>Thursday, January 21</b>      | <b>Girls' Basketball Home Game 7:00 pm-<br/>Pack-the-Place</b>                      |
| <b>Friday, January 22</b>        | <b>Boys' Basketball Home Game 7:00 pm-<br/>Pack-the-Place</b>                       |
|                                  | <b>Boys' Basketball Home Game 7:00 pm</b>   |
| <b>Tuesday, January 26</b>       | <b>Girls' Basketball Home Game 7:00 pm</b>  |
| <b>Monday, February 1</b>        | <b>Boys' Basketball Home Game 7:00 pm</b>   |
| <b>Tuesday, February 2</b>       | <b>Girls' Basketball Home Game 7:00 pm</b>  |
| <b>Thursday, February 4</b>      | <b>ACT Testing</b>  |
| <b>Saturday, February 6</b>      | <b>Boys' Basketball Home Game 4:00 pm<br/>Booster Club Spaghetti Dinner 6:00 pm</b> |
|                                  | <b>Girls' Basketball Regionals hosted at<br/>LNCP</b>                               |
| <b>Feb. 8-12</b>                 |   |
| <b>Monday, February 15</b>       | <b>Presidents Day (No School)</b>   |
| <b>Feb. 22-26</b>                | <b>Boys' Basketball Regionals Hosted at<br/>LNCP</b>                                |
| <b>Saturday, February 27</b>     | <b>LNCP Trivia Night</b>  |



**Spring Sports' Schedules TBD**

**Thursday, March 3**

**Wed.-Thurs., March 9-10**

**Friday, March 18**

**Sunday, March 20**

**Mon.-Thur., March 21-24**

**Tuesday, March 22**

**Friday, March 25**

**Sunday, March 27**

**Mon.-Fri., March 28-April 1**

**Monday, April 4**

**Saturday, April 9**

**Friday, April 15**

**Friday, May 13**

**Monday, May 23**

**Friday, May 27**

**Monday, May 30**

**Tues.-Thurs., May 31-June 2**

**Friday, June 1**

**Saturday, June 4**

**Friday, June 11**

**Luther North/Red Cross Blood Drive**

**Booster Club Nights at Graziano's**

**End of Third Quarter**

**Palm Sunday**

**Project Based Learning Week**

**Parent-Teacher Conferences 4:00 pm-7:00 pm**

**Good Friday**

**Easter Sunday**

**Easter Break**

**Classes resume-8:00 am**

**ACT Testing**

**Senior Portfolio due**

**MAP Testing (freshmen and sophomores; times TBA); Junior Picture Day, Senior Portfolio Presentations**

**Honors Convocation**

**End of 4<sup>th</sup> Quarter**

**Memorial Day Observance (No School)**

**Second Semester Exams**

**Prom**

**Graduation-Class of 2016-10:00 am**

**ACT Testing**

### Standardized Testing 2015-16

|                         |   |
|-------------------------|---|
| Tuesday, August 18:     | MAP-freshmen & sophomores*  |
| Saturday, September 12: | ACT; register by August 7   |
| Wednesday, October 14:  | PSAT-all juniors and select sophomores;<br>ACT ASPIRE-all freshmen & sophomores |
| Saturday, October 24:   | ACT; register by September 18   |
| Saturday, December 12:  | ACT; register by November 6   |
| Saturday, February 6:   | ACT; register by January 8  |
| Saturday, April 9:      | ACT; register by March 4  |
| Tuesday, May 5:         | AP Test: Calculus   |
| Wednesday, May 6:       | AP Test: English Literature & Composition                                       |
| Friday, May 8:          | MAP testing-freshmen & sophomores*  |
| Monday, May 11:         | AP Test: Biology  |
| Tuesday, May 12:        | AP Test: Government   |
| Friday, May 15:         | MAP-freshmen & sophomores*  |
| Saturday, June 11:      | ACT; register by May 6  |

\*are school selected dates; can be changed

## **PHILOSOPHY STATEMENT OF LUTHER NORTH COLLEGE PREP HIGH SCHOOL**

What distinguishes Luther North's educational philosophy from public and private counterparts is our focus on Jesus Christ as Lord and Savior, the source of all true knowledge and wisdom, the only way to receive eternal salvation and to live an abundant, God-pleasing, good life. Because of His great love for all people, Jesus lived a sinless life and then suffered and died in our place and rose to life again to save us from the eternal destruction we deserved for our wrongdoing. He promised that if anyone believes in Him and His saving grace, that person will enjoy everlasting life with Him.

To enable us to have and to grow in faith and life, the Lord has given us the Holy Scriptures, His revealed words, which are "able to make us wise for salvation through faith in Christ Jesus" and are also "useful for teaching, rebuking, correcting and training in righteousness, that the man of God may be thoroughly equipped for every good work" [II Tim. 3.] The words of the Lord are, therefore, the true foundation of our curriculum. We do, however, utilize whatever other educational resources are available that are consistent with the truth of Scripture, which will help to develop the God-given talents of our students and assist them in becoming the most mature and well-rounded Christian people that they can be.

In brief, the mission of Luther North is to enable students to reach their potential and become lifelong learners through a challenging academic curriculum in a Christ-centered, diverse learning community.

### **A BRIEF HISTORY OF LUTHER NORTH COLLEGE PREP**

For over a century Luther North has contributed to church and society. In the early 1900's, a group of first and second generation German Lutheran immigrants, who had settled in various parts of the metropolitan area, combined their resources to establish one of the first Lutheran high schools in the world (preceded only by Milwaukee Lutheran High School, 1903.) The concept of a group of local congregations pooling their resources to provide an education beyond elementary school was unique and exciting.

Luther North originated as Luther Institute, located until the early 1950's on Wood Street, on the west side of Chicago's Loop. The proud traditions held even today by the graduates of that school evidence the power of the Spirit as many laymen and women, clergy, and commissioned teachers trace their roots to Luther Institute. So valued was that tradition, that when the building in which Luther Institute was housed was scheduled for an urban renewal project, the city of Chicago, working with congregations, wisely planned new locations to accommodate the burgeoning Lutheran community. Of the three emergent Lutheran high schools in the Chicago area, Luther High School North was the first and largest, opening its doors in 1953.

The present location of Luther North has served both the north and northwest sides of the Chicago community and also the north and northwest suburban community for over 50 years. Growing with the population of this area, Luther High School North, by the late 1960's, exceeded even the largest years of Luther Institute's student enrollment. By 1971, Luther High School North (built for 1000 potential students) had grown to almost 1400 students and was the largest Lutheran high school in the world.

During the 2011-2012 school year, Luther High School North changed its name to Luther North College Prep. Plans were put into place to build a curriculum based on the academy model. Since the 2012-2013 school year, incoming students at Luther North College Prep have had the opportunity to enroll in academies that allow them to complete their necessary graduation requirements along with a greater emphasis on the fine arts, health sciences, or business.

The almost 10,000 graduates of Luther North have built a legacy of academic excellence, spiritual growth, and athletic and fine arts achievements.

As Luther North journeys through the twenty-first century, its graduates will continue to serve church and society as productive and responsible Christian servant-leaders.

## **CLARENCE AND MARILYN SCHAWK WALL OF DISTINCTION**

Because of Luther North's long and storied history, various alumni have been named to the Clarence and Marilyn Schawk Wall of Distinction. This wall symbolizes the hard work and dedication of numerous alumni and Luther North supporters. It is named in honor of Clarence and Marilyn Schawk who both contributed immensely to Lutheran education in the city of Chicago. It should be the goal of each and every student at Luther North College Prep to emulate these men and women.

### **Members**

**Mr. David Anderson-1971**  
**Mr. Thomas Bagley-1970**  
**Mrs. Dorothy (Asch) Belau-1943**  
**Mr. Richard Bradley-1974**  
**Mr. Brian Clauss-1983**  
**Dr. Gerald Danzer-1956**  
**Mr. Nick Digilio-1983**  
**Mrs. Lynne (Vana) Exley-1964**  
**Mr. Roland Filippi-1971**  
**Dr. Sheila Fleishhacker-1996**  
**Mrs. Myrtle (Ramming) Geiger-1937**  
**Mr. Paul Greig-1973**  
**Hon. Perry Gulbrandsen-1958**  
**Dr. Carl Hagen-1954**  
**Dr. John Harrison-1983**  
**Mr. Edward Jepson-1973**  
**Bishop Demetrios Kantzavelos-1980**  
**Mrs. Beverly (Schwerin) Karzel-1948**  
**Mr. Scott King-1969**  
**Mr. Andrew Kletzing-1999**  
**Mr. Ralph Krueger-1946**  
**Mr. Bruce Lester-1971**  
**Mr. Timothy Loose-1972**  
**Dr. Kim Lu-1989**  
**Mr. William Mattes-1950**  
**Mrs. Judy (Birr) Moe-1967**  
**Dr. Donald Munding-1947**  
**Dr. Darlene (Duncan) Nelson-1997**  
**Mr. Garry Puetz-1969**  
**Mr. Stephen Sachman-1985**  
**Mr. Andrew Schaeffer-2007**  
**Mr. Bill Schmidt-1962**  
**Dr. Paul Sieving-1966**  
**Mr. Glenn Sugiyama-1976**  
**Mr. Paul Veith-1983**  
**Mr. Wayne Wagemann-1966**  
**Mr. David Wickline-1972**  
**Mrs. Carol (Lohrentz) Wiemann-1948**  
**Mr. Ervin Wiemann-1948**

## MISSION STATEMENT

The mission of Luther North College Prep High School is to enable students to reach their potential and to become lifelong learners through a challenging academic curriculum in a Christ-centered, diverse learning community.

## VISION STATEMENT

It is the Vision of Luther North College Prep High School to:

- Be academically rigorous with a differentiated curriculum;
- Be a community defined by Christian values;
- Be a leader in education that challenges and motivates students to excel;
- Encourage students to grow in Christian faith;
- Challenge students to develop leadership, character, and passion to contribute globally.

## THE SCHOOL ANTHEM – “O GOD OF YOUTH” –

(Arranged by Luther North’s first choir director, G. Schroth (1954) – dedicated to Luther North in 1953 and the International Walther League in 1954)

Written by: Bates G. Bart

1. O God of youth, whose Spirit in our hearts stirring,  
Hope and desire for noble lives and true;  
Keep us we pray Thee steadfast and unerring;  
With light and love divine our souls endue.
2. Fill Thou our hearts with zeal in every brave endeavor,  
To right the wrongs that shame this mortal life,  
Give us the valiant spirit that shall never  
Falter or fail, however long the strife.
3. Teach us to know the way of Jesus Christ, our Master;  
Give us a clear-eyed faith, a fearless heart,  
And through life’s darkness, danger, and disaster;  
Oh, may we never from His side depart.
4. May we be true to Him, the Giver of salvation,  
Bearing His cross in service glad and free,  
Winning the world to that last consummation,  
When all its kingdom shall His kingdom be.  
AMEN.

## **LUTHER NORTH COLLEGE PREP NON-DISCRIMINATION POLICY**

Luther North College Prep High School admits students of any sex, race, color, religion, or 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 sex, race, color, national and ethnic origin in the administration of its educational policies and athletic and other school-administered programs.

### **HANDBOOK PROVISIONS**

The provisions of this handbook are not to be considered as irrevocable contractual commitments between the current status of the rules, practices, and procedures as currently in force and **are subject to change**.

### **SCHOOL HOURS OF OPERATION**

Students may enter the building at 7 a.m. All students **must enter** through the main entrance located on Berteau or the courtyard entrance located off the parking lot, nearest to the main hallway. These are the doors labeled #2 and #10. All other doors will not allow student entrance into the building and cannot be opened from the outside. The main entrance and courtyard entrance doors will be locked at the end of homeroom each day. Students will be allowed entrance into the building by the main office. Students should not open any doors for other students or potential visitors. All students must leave after **I period**, unless they are involved in an after school supervised activity or have made arrangements with a teacher. No student may leave the building during the school day without the written consent of a parent or guardian and the authorization of the administration. The building will officially close at 4:30, with building closure beginning at approximately 4:15 each day. No student may be in the building after that time unless under the direct supervision of a teacher, moderator, or coach. If a student needs to remain in the building because of a practice or a meeting of an official school group, the student will be required to remain in the supervised areas designated by that official group. A meeting will be requested with the parents of students who constantly remain in the building after 4:30, without being part of an official school group or organization.

#### **Closed Campus**

Luther North College Prep is a closed campus school. Students must remain on the school campus during school hours unless they have the approval of the administration to leave the campus. Students who need to leave campus before the end of the school day because of illness, etc., must be signed out in Office 202 after getting parental permission via a phone call. Those violating this policy will be subject to disciplinary consequences.

#### **Non-Student Areas**

Certain areas in and around the school building are considered Non-Student Areas. Restriction is placed on these areas for professional, legal, health, and/or security reasons. These areas include:

- Any administrative office without consent of the administrator
- The boiler room
- The gyms, weight rooms, locker rooms, and training room unless supervised
- The stage and audio area in the cafeteria
- The faculty lounge
- The business office
- The kitchen
- The teacher work room
- Coach's offices and/or athletic meeting rooms**

#### **Meetings**

The administration reserves the right to determine time, place, structure, and content of all meetings and those to be in attendance.

## EMERGENCY PROCEDURES

### Fire Drills

Fire drills are a serious safety precaution and are conducted for the prevention of injury. Therefore, it is necessary that all students comply with the regulations. Drills are conducted regularly in cooperation with the Chicago Fire Department. They are necessary for the safety of the students and faculty. For fire drills, the exit information is posted near the door in each room. At all times, special instructions may be announced over the intercom.

1. Check the direction sign in each classroom or meeting room.
2. When the fire alarm sounds, follow directions on that sign.
3. Close the windows.
4. Leave the classroom quietly.
5. Leave immediately but not hurriedly.
6. Do not run in corridors and on stairways under any circumstances.
7. When leaving the exit door, move far enough away from the building (100 feet) so that others can also move to safety.
8. The teacher should be the last one out of the room, should take the grade/attendance book and keys, close the door, and escort the students.
9. The teacher will take attendance once the group has reached its proper distance from the building.
10. All teachers and all students must leave the building during the fire drill.
11. Remain outside until the “all-clear” bell is sounded.

### Severe Weather: Tornadoes

A tornado warning means a tornado has actually been sighted or indicated by weather radar. When classroom evacuation is necessary, you will be informed over the intercom. Listed below are the essential components of the procedure to be followed during an actual tornado or a tornado drill.

1. Stay away from gymnasiums, cafeteria, wide areas, free-span roofs, and rooms with considerable areas of glass and glass enclosed walls.
2. Go to the lowest level possible.
3. Sit on the floor with head on knees and hands protecting head and eyes.
4. Maintain absolute silence when moving to assigned areas.
5. For our building, report to the following areas:

|                        |   |
|------------------------|---|
| Rooms 23 - 28          | Corridors by Rooms 22 - 23.   |
| Rooms 100 - 116        | Go to hallway directly outside classroom                                  |
| Rooms 200 - 208        | Use library stairs to fill in main floor hallway outside rooms 25 and 27  |
| Rooms 209 - 215        | Use middle stairway to fill in first floor hallway outside rooms 100-110  |
| Rooms 216 – 219        | Use north stairs to fill in west side of first floor hall between 110-116 |
| Gyms                   | Use nearest stairway to lower hallway outside shops/lower weight room     |
| Shops/Lower Weightroom | Go to hallway outside classroom   |
| Choir & Band           | Use outer area of band room   |
| Cafeteria              | Fill in first floor hallway outside rooms 100 – 116.                      |

### Severe Weather: Lightning

Stay indoors and away from electrical appliances while the storm is overhead. If you are caught outside, stay away from, and lower than, high conductors.

### Non Weather-Related Emergencies

In case of an emergency situation within the school which is not weather-related, the administration will determine the course of action which is to be followed, based on the following guidelines:

### **Code Yellow (Potential Emergency Situation)**

1. For a Code Yellow crisis, an announcement will be made over the P.A. system. Students will be retained in their current location until informed otherwise.
2. An announcement will be made when the Code Yellow crisis is resolved and normal activities may resume.

### **Code Red (Emergency Situation)**

1. For a Code Red crisis, an announcement will be made over the P.A. system. Students will be retained in their current location and all unassigned teachers will be asked to report to a designated location.
2. A call will be placed for assistance of the police or fire department as needed.
3. The Crisis Team will meet in the Principal's Office or other designated area.
4. Once a Code Red crisis has been announced, teachers:
  - will lock their classroom doors
  - will turn out lights and keep everyone out of the sight-line
  - will not leave students unattended.
  - Cafeteria supervisors will keep students together and move them to a safe location.

## **Luther North College Prep High School Evacuation/Relocation Guidelines**

- If students are evacuated/relocated call: (773) 286-3600 x 300
- The designated Reunification Site is Portage Park located at 4100 North Long Avenue
- Parents should bring a picture ID with them. Students will only be released to legal guardians and/or emergency contacts.



## **MEDICAL EMERGENCY PLAN**

### **In school during the school day, the following procedures will be followed:**

1. In the case of suspected severe injury or trauma (broken bones, dislocation, bleeding wounds, blunt trauma, burns, etc.), an adult employee of Luther North College Prep High School will evaluate whether 911 assistance is necessary. An individual will need to be responsible to direct the paramedics to the victim while that adult stays with the injured person.
2. Onlookers need be removed from the immediate area and the administration will be notified to determine whether a “Code Yellow” condition exists.
3. If the victim(s) is (are) a student(s), parents/guardians will be contacted as soon as possible through the Office of the Dean of Students.
4. The athletic trainer and/or faculty trained in first aid and CPR, if available, will be called to the scene of the injury to assist with first aid as needed until medical assistance arrives at the scene.

### **Before 7:00 a.m. and after 4:30 p.m., or on a non-school day involving a student, the following procedures will be followed:**

1. The same procedures as during a school day, with the following exceptions:
2. With no administrator likely available, the faculty member, school employee, coach or adult advisor in charge of the scheduled activity will become responsible for:
  - a. determining whether 911 needs be called
  - b. making sure parents/guardians are immediately notified
  - c. ensuring first aid is given to the injured party if needed.

### **Suspected Heart Attack**

1. In the event of a suspected heart attack or heart failure, 911 shall be called immediately as a phone with an outside line is available for every school activity. If outdoors, a cell phone needs be used to contact 911 immediately if a stationary phone is not immediately available. (An individual needs be assigned to direct the paramedics to the victim.)
2. Onlookers will be removed from the immediate area if at all possible.
3. “Code Yellow” will be announced if the situation occurs during an “in-school” time period.
4. The Automated External Defibrillator needs to be obtained immediately from the Office of the Athletic Director or the Office of the Dean of Students (whichever is closer to the scene of the incident). AED’s are also located in the parts of the building used for athletic events.
5. The victim will be checked for pulse and respiration, and appropriate CPR measures applied until either the AED or medical assistance arrives at the scene.
6. If the AED arrives first and no heartbeat or breathing is present, the directions on and inside the AED shall be followed.

Please Note: Extraordinary or crises situations inside the building (weapons, intruders, etc.) are covered by the “**Non Weather-related Emergencies**” procedures that are in the handbook.

## **SCHOOL INSURANCE**

In case of injury sustained while at school, coming to, or going from school on any school-sponsored activity, report the incident to the Dean’s Office and fill out the necessary accident report. The receipted bills, together with the forms, are then sent by the parent to his/her insurance company, which makes the adjustment according to its schedule. Under the provisions of our school insurance policy, we provide no coverage for students who do not have a primary insurance carrier. Luther North College Prep supplies supplemental coverage only.

## **ADMISSIONS POLICIES**

### **Freshmen Admission**

All students desiring to enter Luther North as freshmen must present evidence of eighth grade graduation from an elementary school. Each student completes an application, countersigned by his or her parents, asking for admission to Luther North “knowing that this is a Christian school and wishing to benefit from its Christian instruction.” The applicant is also asked to submit a copy of his or her most recent report card and standardized test scores. Per Illinois State Law 95-0439, the applicant must also submit a certified copy of his or her birth certificate.

The High School Placement Test is administered to all applicants to determine their level of skill preparation for the academic program at Luther North. These tests are used to determine a student’s placement in various courses during the freshman year.

Notice of acceptance will be sent as soon as all required evaluations have been received. Information about course registration for the freshman year will be available once the student is accepted.

### **Upperclass Student Admission/Transfer Students**

Students desiring to transfer to Luther North from other high schools complete an application, countersigned by the parents, asking for admission to Luther North “knowing that this is a Christian school and wishing to benefit from its Christian instruction.” In addition, students must present transcripts of credits from previous high schools as well as satisfactory attendance and disciplinary records. Applicants will also need to submit a certified copy of their birth certificate. Furthermore, students and parents must complete an interview with members of the Admissions Committee before a final decision on acceptance is made.

### **Shadow Day Information**

Students interested in scheduling a shadow day should contact the Admissions Office. Luther North College Prep encourages students interested in attending to schedule a shadow day either on the web, at an open house, or by phone.

## **ACADEMIC POLICIES**

### **Requirements for Graduation**

Luther North awards two types of diplomas, based on separate sets of graduation requirements. It is assumed that a large number of students will continue their education at the college level after completing the High School Diploma requirements. Students who earn the College Preparatory Diploma are identified as having completed a more rigorous course of study with a specific level of achievement (2.5/4.0 or better average) which enhances the likelihood of their success in a four-year college program. Choice of the diploma program a student wishes to follow will normally be made in the spring of the freshman year.

### **The Academy Model**

Academies are small learning communities within the school that enable students to work together in the context of an industry theme to excel in their academics. Luther North will offer academies in fine arts, business and health sciences. Students can also choose to be in an “open” academy which allows students to investigate potential careers in the context of a rigorous academic program.

Luther North has partnered with the National Academy Foundation (NAF). NAF’s mission is to support the development of America’s youth toward personal and professional success in high school, in higher education, and throughout their careers.

The NAF academy model strives to link the resources of business, education, and community to prepare students for higher education, for careers, and for active civic participation.

Theory of Action:

Using an industry theme to engage students, improve student achievement and post-secondary persistence by creating academies/pathways that fully integrate:

- A challenging academic component
- A demanding technical/theme component
- A work-based learning component
- Student supports

### **Class of 2016 and beyond**

Each student will choose the academy in which he or she will enroll. This choice is generally made prior to beginning freshman year. The requirements are as follows:

#### **High School Diploma Requirements: 27.5 Credits**

1. Four credits in chosen Academy
2. One credit in fine arts
3. Four and a half credits in English (includes speech)
4. Two credits in physical education
5. One half credit in health
6. Three credits in mathematics
7. Two credits in lab science
8. Three and a half credits in social science
9. Two credits in theology
10. Two credits in Winterim
11. Senior portfolio
12. Ten hours of service per year
13. Elective credits to complete requirement

#### **College Prep Diploma Requirements: 29.5 Credits (minimum 2.5 GPA)**

1. Four credits in chosen Academy
2. Four and a half credits in English (includes speech)
3. One credit in fine arts
4. Two credits in a world language
5. Two credits in physical education
6. One half credit in health
7. Three credits in mathematics
8. Three credits in lab science
9. Two additional credit in science, math, or foreign language
10. Three and a half credits in social science
11. Two credits in theology
12. Two credits in Winterim
13. Senior portfolio
14. Ten hours of service per year
15. Elective credits to complete requirement

\*Students transferring from other high schools must earn one-half (1/2) credit in theology and one-half (1/2) credit in Winterim for each year at Luther North College Prep.

### **Other Requirements**

1. Completion of the United States Constitution Test with a 70% or higher
2. Completion of the Illinois State Constitution Test with a 70% or higher
3. Completion of Consumer Education which can be fulfilled by passing either Introduction to Economics or Honors Economics
4. Completion of 40 Hours of service (30 for the Class of 2015) that has been documented by Registrar's Office (this does not include hours used to complete scholarship or Cross Star requirements)

### **A Luther North Graduate Will Demonstrate Via Portfolio:**

His or her growth as a Christian, a student, and a human being , in the past, present, and future as it relates to the overall mission and vision of Luther North College Prep

A more complete picture of a student's interests, abilities, expertise, and accomplishments than standardized measures or grades

His or her organizational skills, self-assessment of growth, and awareness of continuing educational needs

Tangible evidence of program assessment for the faculty and administration of Luther North College Prep

Whether the mission and vision statements of the school are being fulfilled

This will be demonstrated through a summative portfolio project which is due in the spring of senior year. A presentation is required to fully complete the process. As this is a graduation requirement, failure to complete this project on time will result in mandatory summer school. A student will not graduate until he has completed the portfolio requirement.

The portfolio recognizes that successful students develop from a multitude of unique abilities and experiences, Luther North's educational programs encourage the cultivation and integration of academic, extracurricular, co-curricular, and spiritual experiences into life skills.

Since traditional evaluation procedures that focus on quantitative measures and grading systems sometimes fail to reveal the total picture of the student, Luther North College Prep has instituted the summative portfolio process which seeks to provide a more personal reflection of the unique abilities and accomplishments of each student.

The senior portfolio and oral presentation will act as a reflection on you as a Christian, a student, and a human being in the past, present and future as it relates to the mission and vision of LNCP. Essentially speaking, your senior portfolio is meant to reflect who you are and what you plan to be.

Students should use this portfolio to build something they will be proud to share with family, friends, teachers, employers, and recruiters.

As students become actively involved in planning their portfolios, personal learning goals and reflective self-assessments are of major importance. With it, the student will be expected to demonstrate the various dimensions referred to in the school's mission statement..

### **Academy Diploma Endorsement**

Students are encouraged to enroll into one of the three academies offered at Luther North College Prep: Business/Finance, Fine Arts, and Health Sciences. Students may enroll in academy courses as elective credits toward graduation requirements. Students that successfully complete four classes in one of the academies with no lower than a C- in any class will have an academy endorsement on their graduation diploma. Students will also have the opportunity to earn certifications within the academy courses that are applicable in those academy career strands. For more information about the academy model, please contact the Counseling Office.

### **Freshman Advisory (beginning class of 2018)**

Freshman Advisory is assigned to all freshmen for the purpose of orienting students to Luther North College Prep's programs, facilities, extracurricular activities, and academies. Advisory class assists students in their development of self and social awareness skills that will support them as they establish and maintain positive relationships and make responsible personal and academic decisions. Developing efficient and effective study skills is also an area of focus for Freshman Advisory. Specific advisory activities designed to develop self and social awareness skills, build positive relationships, and make healthy decisions are chosen from among the provided resources and included appropriately as time allows.

## **Student Load**

The normal student load in an academic year is seven credits plus Winterim. Those with a C+ or better average (2.3 or above) may choose to carry extra courses beyond the normal load. There is no grade average requirement for taking Band or Choir as an extra class.

Students may not make up credit shortages resulting from failures through overloads unless they meet the minimum grade average requirements as outline above.

Normally, students may not take fewer than seven classes per semester unless specifically approved by the student's counselor and the Principal. Juniors and Seniors who are taking AP level course work or college level course work may take a minimum of six classes per semester if they will still meet graduation requirements. This must be approved by the school counselor or Principal.

## **Summer School**

Luther North may conduct a summer school program. If Luther North decides to conduct this program, a wide variety of courses designed for remediation/recovery and enrichment will be offered. When this is the case, a complete listing of course offerings will be found in the summer school brochure published in May. Students who will be returning to Luther North in the fall and wish to attend summer classes must normally do so at Luther North College Prep if Luther North College Prep offers the corresponding class needed for remediation. Students with exceptional circumstances may apply in advance to the registrar for permission to attend another summer school and have the credits transferred to Luther North. The school reserves the right to deny recognition of courses taken at other summer schools if prior approval has not been granted.

## **Program and Schedule Change**

Students may add or drop a course to their program during the first five class days of each semester by arrangement with the registrar (\$5.00 fee charged). During days six through ten, the permission of the instructor involved is also required (\$10.00 fee charged). Changes in program normally require the approval of the student's parents.

Students may not withdraw from courses after seven weeks of the semester have elapsed. After seven weeks, a student who chooses to withdraw from a class will receive a grade of F on his or her transcript. This requires the consent of parent/guardian. Withdrawals from year-long courses are not permitted after the beginning of the second semester without permission of the instructor involved. Withdrawal from year-long Level II courses is not permitted at any time after the second week of school unless requested by the instructor.

## **Level II and III Courses**

Luther North operates with a three-level grading system. Certain courses in the curriculum have been designated as "Level II" or "Level III" courses and carry additional grade points. (See "Grading" section below.) These courses have been given this classification since they (1) are geared to an above-average level of performance; (2) require considerably more effort and concentrated study than the typical course at that grade level; and (3) have been designed to be more challenging in both depth of inquiry and breadth of coverage than the typical Luther North course at that level. These courses are open to all students who meet the prerequisites. Courses in this category are all AP level courses.

Level II courses have companion courses which carry regular grade credit. Placement in these courses is determined by faculty members, the student, and parents. The faculty assumes its responsibility in educational leadership by recommending levels of difficulty that appear most appropriate for each student. Other factors, however, are also considered. The following guidelines have therefore been established regarding student placement into one of these courses:

1. Students who demonstrate a high degree of skill in a subject area will be placed in an advanced course by the department.
2. Students who demonstrate considerable skill in a subject area will be given an opportunity to enroll in an advanced course.
3. Students not initially selected for a given Level II class may, with parental approval, petition the course instructor and then the registrar to be admitted to that course.

4. Students placed into a Level II course by a department may, with consent of their parents, petition the registrar for placement in the companion, regular level course.

Level III courses are college level courses, and distinguished as such by the Advanced Placement designation. These courses are governed by the College Board and students can earn college credit by taking the Advanced Placement Test in May. All dual-credit courses offered through Wright College and Concordia University are Level III courses. Several of the AP and Honors courses are offered in alternating years---consult the available course listing on the back of the registration form each year.

**Grading**

The following letter grades are used at Luther North:

- A** = Excellent
- B** = Above Average
- C** = Average
- D** = Below Average
- E** = Passing\*
- F** = Failure
- P** = Pass (used only in pass/fail courses)
- W** = Withdrawn
- I** = Incomplete
- WF** = Withdrawn (after third week of school)
- M** = Medical Excuse

\*An E grade is used as an indication that the student has put forth the effort to complete the required work based on his or her ability level, but has not met the grading criteria.

**Grade average and class rank are determined by converting the letter grades to the following point system:**

| <u>REGULAR COURSES</u> | <u>LEVEL II COURSES</u> | <u>LEVEL III COURSES</u> |
|------------------------|-------------------------|--------------------------|
| A+ = 4.3               | A+ = 4.8                | A+ = 5.3                 |
| A = 4.0                | A = 4.5                 | A = 5.0                  |
| A- = 3.7               | A- = 4.2                | A- = 4.7                 |
| B+ = 3.3               | B+ = 3.8                | B+ = 4.3                 |
| B = 3.0                | B = 3.5                 | B = 4.0                  |
| B- = 2.7               | B- = 3.2                | B- = 3.7                 |
| C+ = 2.3               | C+ = 2.8                | C+ = 3.3                 |
| C = 2.0                | C = 2.5                 | C = 3.0                  |
| C- = 1.7               | C- = 2.2                | C- = 2.7                 |
| D+ = 1.3               | D+ = 1.3                | D+ = 1.3                 |
| D = 1.0                | D = 1.0                 | D = 1.0                  |
| D- = 0.7               | D- = 0.7                | D- = 0.7                 |
| F = 0.0                | F = 0.0                 | F = 0.0                  |

**High Honor Roll and Honor Roll**

A student whose grade average for a given grading period is 4.0 or higher is placed on the High Honor Roll. An average of 3.5-3.99 earns Honor Roll designation. The Honorable Mention designation will be removed as of the 2015-2016 school year. At the annual Honors and Awards Banquet, students will receive distinctions. Those who were placed on High Honor Roll for the first three of the four quarters will receive High Honor Roll Distinction.

**Graduation Honors**

Students who maintain a cumulative average of 3.75 or higher throughout their high school years are officially graduated “With Distinction.” Appropriate recognition of this honor, as well as the naming of the class valedictorian and salutatorian, is made at the annual Honors Convocation and at the June Commencement. Only students who have attended Luther North College Prep for all four years are eligible to become valedictorian or salutatorian.

## Grade Reports

Report cards are distributed five times per year. Parent-teacher conferences are held at the first and third quarters. Report cards are emailed home at the end of each semester and Winterim. Students who do not receive grades within three weeks after the grading period has ended should check with the Registrar's Office. Semester report cards and transcripts will be held if the student's tuition account is not considered current. The faculty of Luther North College Prep uses computer technology to record grades. Grades will be available online through our Parent Portal. Progress Reports will be emailed home during weeks 5, 15, 25, and 35 throughout the school year. Students and parents who cannot access their accounts should contact the Registrar's Office.

## Incomplete Work

A grade of I is issued only when the instructor feels that the student can complete necessary requirements and still receive a passing grade. A student who receives a grade of incomplete should consult with the instructor who issued the grade to determine what work is to be completed and the time limits for completion. The maximum an instructor may allow is one nine-week quarter grading period. If the grade of I is not removed within the prescribed time, a semester grade of F will be automatically awarded. All incompletes must be removed four weeks prior to graduation. **All incompletes must be approved by the administration of Luther North College Prep.**

## Graduation

Formal graduation ceremonies are held each June. Diplomas are also issued at the end of the first semester in January and the summer semester in August.

Students failing to meet the requirements for graduation shall not be permitted to participate in the graduation exercises by wearing the cap and gown, marching in the procession, or sitting with the graduating class. All of these elements are symbols of attaining a specific level of achievement. Participation in the whole graduation program is therefore a privilege accorded to those who have met the necessary requirements. However, seniors who are no more than one-half credit short of the graduation requirements due to a failure will be permitted to participate in the June commencement. Such students will receive their diplomas after earning the missing credit in summer school.

**Students who are more than one-half credit short will not be allowed to participate in the graduation ceremony. Students who do not successfully complete their portfolio and/or the portfolio presentation will not be allowed to participate in the graduation ceremony.** These students will receive their diplomas after the credits are made up in summer school. **Luther North College Prep reserves the right to withhold students from the graduation ceremony as well as to withhold official transcripts and the diploma from students whose tuition accounts are not considered current.**

## Student Employment

The school reserves the right to require all students to be available for special tests, classes, and other activities outside the regular schedule of classes. Any employer engaging a student does so with this understanding.

## College Courses and Credits

**Luther North offers qualified juniors and seniors several opportunities to earn college credits while still in high school.**

**By registering for the Advanced Placement courses, students become eligible to take the national AP exams administered in designated areas each May. A satisfactory score on the exams entitles the student to credit granted by the college or university in which the student enrolls. Students who successfully complete the course in Advanced Placement English and Advanced Placement Calculus have the opportunity to earn three semester hours of college credit from Concordia University Chicago, Illinois. Students receive credit for Concordia's courses. Following high school graduation, Concordia will send a transcript of the credits to the college or university of the student's choice.**

**Luther North College Prep and Concordia University Chicago have made an academic partnership which will allow qualified junior and senior high school students (as determined by the faculty and administration of Luther North College Prep) to have an opportunity to earn college credit and high school credit simultaneously. The benefits of earning dual-credit include access to expanded course offerings while in high school, a facilitated transition between high school and post-secondary institutions, enhanced student success, shorter time to college degree, and cost**

savings. General Education courses are offered online, on campus, and onsite. The reduced cost for dual credit courses is \$40 per credit hour (\$120). Students who subsequently enroll at Concordia University Chicago as a full time undergraduate will receive a tuition grant back for dual credit tuition at Concordia Chicago. Students will also have access to various aspects of campus life, such as library use, entrance into games, etc. Concordia Chicago is accredited by the Higher Learning Commission and courses are generally transferable to most colleges and universities. Following high school graduation, Concordia will send a transcript of the credits to the college or university of the student's choice at the student's request.

Luther North College Prep also has an academic partnership with Wright College will expand the academic offerings to our students to provide dual-credit courses. This is an excellent way for Luther North students to get a jump start on their college careers. After this program, students can graduate from Luther North with a high school diploma and a college transcript, possibly an associate's degree, from Wright College. All eligible juniors and seniors will have the opportunity to take pre-approved courses. Academic eligibility is determined by a student's ACT sub-scores. A student who has not yet taken the ACT will take a placement test to determine his or her eligibility. In addition, students will need a teacher recommendation attesting to their ability to do independent work, their motivation, and their maturity. Once that is submitted, students will need to be authorized by the registrar to apply to the dual-enrollment/dual-credit program at Wright College. Students must adhere to this process or the credits **cannot** be added to the student's high school transcript. Students will take these courses at Wright College in the morning and take Luther North classes in the afternoon. Students are also allowed to take courses in the late afternoon, evening, and on the weekend.

### **Extra- and Co-Curricular Activity Requirement**

Each Luther North College Prep student must participate in at least one extra - or co-curricular activity during each year of attendance at Luther North. These may be chosen from the list of interscholastic athletic activities, Art Club, Technology Club, Student Council, Drama, Yearbook or any other authorized student activity not directly connected to an academic course. This will be monitored by the assistant principal. If a student fails to fulfill this requirement, the student must complete an additional **40 hours of community service per failure** to Luther North or another charitable organization approved by the principal before receiving a diploma.

### **Summative Portfolio and Presentation**

Each Luther North College Prep Student must compile a summative portfolio and present that portfolio during the second semester of the senior year to a select group of faculty. The student will demonstrate, by means of artifacts collected and personal presentation, that he or she is ready to graduate from Luther North College Prep. A Portfolio Handbook is available online to each student at Luther North.

### **Service Hour Requirement**

A portion of Luther North's religion curriculum requires students to perform individual service hours. A student entering Luther North College Prep as a freshman beginning in 2012-2013 (the class of 2016) will complete 40 service hours before he or she can graduate. This service enables a student to experience the joy of serving God by serving others. This is an integral part of our curriculum, requiring pre-approval by the religion department for all service hour projects as they are discussed in class. It is preferred that Luther North's service hour requirement is fulfilled through in the following manner: Service To School (10 hours freshman year), Service To Congregation (10 hours sophomore year), Service To Community (10 hours junior year), Service To School, Congregation, and/or Community (10 hours senior year). However arrangements between the student and the counseling department, with guidance from the administration, can be made. Any student who completes a mission trip of five or more days through the school or congregations will satisfy 25 hours of the requirement. These must be pre-approved by the administration.

### **Passing Periods**

Four minutes are allowed between periods for passage from one class to another. Students have adequate time to leave class, return to lockers, and arrive at the new class.

### **Homework**

Students at Luther North College Prep are expected to spend time in preparation for class through completion of assigned homework. Thorough knowledge of a given subject is possible only when accompanied by this essential



process. Parents can provide significant support by providing a quiet place to study and encouraging their students to spend at least 90 minutes each evening in academic pursuits. Teachers will inform students of homework procedures and will assign homework which supplements and reinforces in-class presentations. Meeting deadlines for homework is the responsibility of the student. Homework should have priority over all other activities, including sports and part-time employment. Students need to do their homework and turn it in on its due date as required. Individual teachers will dictate their own late work policy. Parents are strongly urged to monitor homework with the use of Plus Portal and should feel free to contact teachers if they have questions about assignments. Most students who earn poor grades do so as a result of not turning in assignments.

### **Extra Credit**

Students should not anticipate using extra credit to cover for missing assignments. Extra credit policies will be explained by teachers for their individual classes in the course syllabus. Generally, teachers do not allow students to submit extra credit if they have not completed the required work.

### **Tests**

Chapter or unit tests are given periodically in subject areas and are a major part of the student's grade. Students are encouraged to begin review for major tests several days in advance and to take advantage of review exercises provided by the teacher.

### **Final Exams**

Final examinations are scheduled at the end of each semester. These tests comprise a major part of the student's grade (up to 18%). Students who miss a final exam without a written medical excuse or prior permission from the administration will receive a zero and may fail the course as a result.

Final Exams in concept/practical-level classes are worth 12% of the student's overall grade. Final Exams in regular-level classes are worth 15% of the student's overall grade. Final Exams in Honors and AP level classes are worth 18% of the student's overall grade.

Students who have a written medical excuse from final will follow the handbook policy for excused absences (i.e., time commensurate with time missed) to make up the exam. Generally, students who miss a final examination for reasons other than a medical emergency are not allowed to make up exams, and students will earn a zero; however, the final decision is the made by the teacher.

### **Make-up Work**

All work missed because of absences is the responsibility of the student. Students are responsible for speaking to teachers, receiving missed assignment, and completing make-up work in a timely fashion. Assignments missed because of absence must be turned in according to the individual teacher's syllabus. If a student fails to adhere to the make-up work policy, the student will be subject to the late work policy explained below.

### **Late Work**

The policy of Luther North College Prep is that teachers will not accept late work beyond the end of a unit, chapter, or other logical stopping point used by the individual teacher in a given class to meet the course's specific learning objectives. However, the administration of Luther North College Prep allows individual teachers to establish their own late work policy within the confines of this time frame. These include departmental decisions regarding percentage penalties for days late and how these penalties apply to homework, projects, tests, and quizzes. Late work policies are explained in the course syllabus for each class. It is the responsibility of the student and his or her family to be aware of each teacher's late work policy.

### **Study Hall**

As a school community, student success and achievement is a top priority. Because this is so, a student will be placed in a study hall period (schedule permitting) if he or she received any one grade lower than a C or received multiple C's on the previous semester's report card. This is done because study hall periods are excellent opportunities for extra preparation and a host of other academic endeavors. If a student has multiple grades of C or below, he or she will be placed in multiple study hall periods (schedule permitting). All freshmen will begin their first school year in a study hall period (schedule permitting). A student placed in a study hall can be withdrawn

from that period at the end of each semester if he or she has a grade report that no longer qualifies him or her for a study hall period. This withdrawal request must be made by the parent or guardian and submitted to the Registrar's Office.

### **Driver's Education**

Driver's Education at Luther North College Prep generally can be obtained through a student's public high school or a private driving instruction institution. At times, a private driving instruction institution will offer classes at Luther North College Prep. Enrollment in these classes is a decision of the student and his or her family. The cost of this class will be incurred by the student's family. Classes offered at Luther North College Prep will vary each year.

## **ATHLETIC POLICIES**

### **Mission Statement of Luther North Athletic Department**

The mission of the Athletic Department of Luther North College Prep is to provide student athletes with the opportunity to build Christian character through competition in an environment that is sportsmanlike, safe, and positive for all those involved.

### **Philosophy of Athletics**

Athletic competition presents students, parents and coaches with challenges that enhance their daily living. Luther North's athletic program is dedicated to provide Christian guidance, leadership, and values that will help develop character through athletic competition.

Involvement in athletics is a PRIVILEGE and an extension of the educational program of the school. Athletics teach life lessons as well as build moral and ethical values. They allow the athlete to use his/her own talents, to reach potential, and to identify limitations while also learning to cope with the pressures of competition, successes, and setbacks.

As athletes, coaches, and parents, let us always strive to honorably represent our Lord Jesus Christ and to advance His kingdom through our words, thoughts and deeds. Together we need to pledge to ourselves, to each other, and to our Savior that all of our actions will be to His glory.

As part of our athletic program, as an athlete, coach or fan, you act as a representative of Luther North. You are expected to show mature and appropriate behavior on and off the field or court. We need quality supporters and athletes to have a quality program. Quality athletes and fans are good winners as well as good losers, displaying Christ-like sportsmanship at all times.

### **Athletes' Code of Behavior**

WILDCATS are young men and women of Luther North who take pride in themselves as students and members of our community. They not only represent themselves and their families, but also God, their fellow classmates, the school, the alumni and their coaches. They should strive to be leaders and conduct themselves as exemplary young men and women.

WILDCATS set goals for themselves and their teammates. To attain these goals, they base their lifestyles on hard work, sacrifice, determination, punctuality, and persistence. Just as these ideals will bring athletic recognition to individual students, they will also lead to more success in the classroom.

WILDCATS always have their priorities in the proper order: God first, family second, school third, and then athletics. Consideration and courtesy for other students, staff, and visitors to our school are continually displayed. Self-control and responsibility for behavior are accepted practices. Our code of conduct is always in effect because a Luther North student is always a WILDCAT.

### **Athletic Offerings for 2014-2015**

#### **Fall Sports:**

|                                   |                 |
|-----------------------------------|-----------------|
| <b>Boys' Cross Country .....</b>  | <b>2 levels</b> |
| <b>Girls' Cross Country .....</b> | <b>2 levels</b> |

|                                |                 |
|--------------------------------|-----------------|
| <b>Girls' Volleyball</b> ..... | <b>2 levels</b> |
| <b>Football</b> .....          | <b>1 level</b>  |
| <b>Cheerleading</b> .....      | <b>1 level</b>  |

**Winter Sports:**

|                                |                 |
|--------------------------------|-----------------|
| <b>Girls' Basketball</b> ..... | <b>2 levels</b> |
| <b>Boys' Basketball</b> .....  | <b>2 levels</b> |
| <b>Cheerleading</b> .....      | <b>1 level</b>  |
| <b>Wrestling</b> .....         | <b>1 level</b>  |

**Spring Sports:**

|                                     |                 |
|-------------------------------------|-----------------|
| <b>Baseball</b> .....               | <b>2 levels</b> |
| <b>Softball</b> .....               | <b>1 level</b>  |
| <b>Boys' Track and Field</b> .....  | <b>2 levels</b> |
| <b>Girls' Track and Field</b> ..... | <b>2 levels</b> |

**Scholastic Eligibility Requirements**

Students must maintain satisfactory academic progress in order to be involved in extra-curricular activities, and only students meeting the minimum level of academic performance as set forth by the LNCP Athletic Department may participate in these activities.

**Weekly Requirements**

Luther North College Prep is a member of the Illinois High School Association, which requires that each student's academic progress be monitored on a regular basis. Each athlete will have his/her academic performance evaluated EVERY TUESDAY while he/she is participating in a sporting activity. Each athlete is required to be successfully passing each course in order to participate in extra-curricular activities.

If the student is declared ineligible by the athletic director, his/her period of ineligibility will begin on Wednesday and will conclude when the athlete is passing all of his/her classes. Teachers may inform the AD in advance of the next Tuesday grade check if the athlete has sufficiently improved his/her grade in class, at which time the athlete may become eligible.

If a student is declared ineligible before a vacation period, the student will remain ineligible until the next eligibility check has been completed or until the failing grade has been improved to passing.

A student who is ineligible will still be allowed to practice and may attend (but not participate in) athletic contests.

**Semester**

At the end of a semester, a student is required to successfully pass each of his/her classes. If a student receives a failure in any course, he/she will be considered ineligible for the next semester. A student will need to get his/her semester grade to a passing level in order to regain eligibility.

A student can regain eligibility for activities in the fall by attending summer school to make up failures.

A student who has been declared academically ineligible at the end of a semester may NOT practice, participate, or attend activities with the athletic team.

A student who feels that extenuating circumstances have contributed to his/her ineligibility may appeal in writing to the athletic director, assistant principal, and principal.

**Winterim**

A student who fails one course first semester can become athletically eligible for second semester by successfully passing his or her Winterim course(s). If a student fails more than one course and/or fails a Winterim course, the student is ineligible for sports during the second semester.

## **HEALTH POLICIES**

### **Health Records**

Before a student begins classes at Luther North College Prep as a freshman, the parent(s) or guardian(s) must provide a record of a physical examination which has been issued after the close of the previous school year. This report must include an up-to-date immunization record. Students who do not fulfill state and school requirements for health records will be withheld from school until they are in compliance. This is an Illinois State requirement and the compliance date is set by the Illinois State Board of Education.

Transfer students must provide a copy of a current medical form which includes a record of immunizations as part of the transfer process.

Student health records should also include any chronic conditions such as diabetes, allergies, etc., which may affect the student's participation in school activities. Parents are requested to update the student health records when any changes in the student's condition occur.

Any medically related condition which would exempt a student from participating in physical education classes must be excused in written from by a physician.

### **Illness**

If a student becomes ill during the school day, he or she should request a pass to the Attendance Office. If it is necessary to send the student home, the office personnel will contact a parent or other responsible party designated by the parent. For this reason, it is important each year for parents to update the emergency notification information in the office. Students should not notify their parents themselves via cell phone, but must come to Office 202 to allow the administrative assistant to contact parents.

### **Medication**

Parents need to inform the Attendance Office (Office 202) in writing if their child is taking any type of prescription or OTC medication during school hours. Office 202 will dispense medications that have been left in that office by a parent or guardian, with parental permission for dispensing to the student. The medication should be given to office personnel in the original container along with the completed "Permission to Administer Medicine at School" form. The student should report to Office 202 at the appropriate times to take the self-administered medication. A new form must be completed each year even if the medication and dosage have not changed.

### **Pregnancy**

As a Christian community, Luther North College Prep affirms and encourages the need to make good moral choices. This includes abstinence from engaging in pre-marital sex as well as not considering abortion as a possible course of action should pregnancy occur.

The administration and student service personnel will extend every effort to assist and support a pregnant student in her educational development as well as in her personal and social adjustment.

When the school becomes aware of a student who is pregnant:

1. A conference will be held with the student, her parents, and the guidance counselor to determine the appropriate course of action. If the father is also a student of Luther North College Prep, he and his parents will also be included in this process.
2. Should the student decide to stay at school, the student and her parents/guardians assume all responsibility for pre-natal care as well as all school obligations. Absence from school for maternity reasons will be addressed, as are all extended absences for medical reasons.
3. Luther North College Prep will cooperate with the student who enrolls in an alternative program. The educational program alternatives must be compatible with the program offered at Luther North College Prep so that the student will be able to return to Luther North College Prep with minimum difficulty.
4. Luther North College Prep may request periodic updates on the student's condition. To facilitate the student's return to the school community after the delivery, there will be a conference with the guidance counselor.

5. As with all Luther North College Prep students, the student is expected to abide by all academic, behavioral, and social norms of the school. Students will not be allowed to have their infant/child with them during the school day.

### **Abused and Neglected Child Reporting Act**

Illinois law requires all school personnel, who have reasonable cause to believe a child known to them in their professional or official capacity may be being abused and/or neglected, to report or cause a report to be made to the Illinois Department of Children and Family Services (DCFS).

## **STUDENT SERVICES**

### **Guidance and Counseling**

The goal of guidance is to assist students in becoming independent, mature, responsible, and healthy members of our society. The ongoing aim of this department is to aid each student in his/her quest for successful self-direction and development.

The role of the guidance counselor is to serve as the student's advocate relative to the needs and welfare of that student. To that end the counselors:

1. Encourage students to develop healthy and realistic views of themselves in relation to their environments.
2. Develop an awareness of opportunities for growth and fulfillment and knowledge of resources available to develop these opportunities;
3. Help students plan, evaluate, practice, and problem-solve, as the individual has needs;
4. Assist teachers and parents in helping students deal with their problems.

Guidance services include:

1. Assistance in course selection and course changes
2. Testing for placement, career interest, academic development, and college admission
3. Dissemination of occupational and educational information
4. Referral resources
5. Personal-social counseling
6. New student orientation
7. Guidance group instruction -- college and career
8. Tutoring
9. Study skills instruction
10. Peer counseling and peer mediation
11. Monitoring and tracking student service hours

Students should sign up to see their counselor during unscheduled time or lunch period. If concerns are serious, or there is an emergency or life-threatening situation, the student should contact the counselor immediately. The counselor may request the student to meet with him/her during unscheduled time. These are considered mandatory. A student who fails to adhere to a meeting request from the counselor may face disciplinary consequences.

### **Cafeteria-Commons**

The cafeteria at Luther North College Prep High School performs a dual function. During the lunch periods, lunch can be consumed or obtained. During the rest of the school day, it is used as an area for students to meet, relax together, and socialize. Student may either bring their own lunch or purchase their lunch from the vending machines in the hallway outside of the cafeteria. Students may not bring fast food into the building.

During lunch periods, all students must stay in the cafeteria until they are dismissed. The cafeteria supervisor may issue hall passes to students in order for them to meet with teachers, counselors, administrators, or to pursue educational endeavors in the library or computer labs.

Although lunch periods are unassigned academic periods, students are expected to be on time to the cafeteria and to clear the hallway after the passing period bell has rung. (Please see **Tardies to Cafeteria.**)

Students using the cafeteria at any time are responsible for placing their trash in the containers provided. Students failing to adhere to this policy may be required by the cafeteria supervisor to help keep clean the area (café duty) or subject themselves to further disciplinary action. Students will be asked, at times, to clean their tables and occasionally to throw away garbage that may not belong to them. Students are expected to clean up all spilled material. In excessive cases, cleaning supplies will be provided by the cafeteria supervisor.

Disruptive behavior and misconduct will not be tolerated in the cafeteria. Students found to be misbehaving in the cafeteria may be required to clean the lunchroom after cafeteria dismissal or subject themselves to further disciplinary procedures. Chronic offenders may be required to do clean-up work during Saturday School. Students at an entire table where disruptive or uncooperative behavior is occurring may be held in the cafeteria until they comply with the supervisor's request. Failure to comply with the supervisor's request will be considered insubordinate behavior.

### **Lockers**

At the beginning of the school year, locker space is provided for each student. Since students will keep the same locker for the entire year, students are not to change lockers or exchange combinations with others. Lockers are for the storage of books, coats, and the like. Lockers must be kept locked at all times. Locks can be purchased at the beginning of each school year. Students are required to have a school authorized lock on their lockers. The cost of an authorized lock is \$8.00. If a student has an unauthorized lock on his or her locker, the student will be written a disciplinary referral and must remove the lock. Locker combinations are to be provided to the Dean's Office. Under no circumstances should students share lockers or place anything in someone else's locker. Students are not permitted to store possessions in offices or classrooms. **Possessions should never be left in a hallway outside of a locker or teacher's classroom. Materials found in the hallway will be taken to an administrative office and students will be written up for the infraction.**

Lockers are the property of Luther North and are a permanent part of the building. It is expected that lockers will be kept neat and clean. **Scotch tape may not be used** to affix items to lockers either inside or outside. Anything fastened to locker doors must be easily removed at the end of the school year and must not create additional cleaning or maintenance problems. Posters, pictures, stickers, etc., must not compromise Christian values. It is expected that, at the end of each school year, students will clean out their lockers. A fee may be imposed for students whose lockers are not cleaned out at the end of the school year. Birthday decorations should never be larger than the locker itself. If a locker is broken, students should inform the dean of students and take the contents of their lockers to the Dean's Office. Students who vandalize lockers will be held accountable for restitution and face disciplinary consequences. Students are not to change lockers without approval from the dean of students.

The Dean of Students' Office will conduct periodic locker inspections, both random and for cause. The administration of the school retains the authority to examine the contents of the lockers located on school premises at any time.

Athletic lockers (used for both physical education classes and extracurricular activities) should be locked at all times. These, too, are subject to periodic locker inspections, both random and for cause.

Luther North is not to be held responsible for any lost or stolen items taken from school or athletic lockers, whether or not those items are in a locker. Luther North personnel will attempt to aid in the recovery of any and all items lost or stolen.

### **Lost and Found**

Found articles should be turned in to the lost and found section in the school library. Students seeking lost items should check with the librarian.

### **Student ID Cards**

At the beginning of each school year, students are issued a Luther North identification card. Students are expected to wear this ID on their person each and every day while in the building. ID cards also function as the students' library

cards. Students who are unable to present their ID card to faculty may be assigned a detention. Replacement ID's will be made available through the Registrar's Office and will cost students \$15.00. Temporary student ID cards can be obtained in Office 202 for a fee of \$1.00. Each student will be allowed three free temporary student ID cards each year. A student who must excessively purchase temporary student ID cards from Office 202 will be required to purchase a replacement ID and face disciplinary consequences.

### **Student Visitors**

All visitors, including parents, guardians, alumni, college and career representatives, salespeople, and law enforcement officers to our building should enter through the Main Entrance and are required to sign in at Office 202 upon their arrival. They will receive and must wear a visitor's badge. Students normally are not permitted to bring visitors to classes. If a student wishes to attend classes at Luther North because he/she is considering possible enrollment, necessary arrangements must be made through the Admissions Office. The administration of Luther North may deny visitation to any visitor during the school day and into any extra- or co-curricular event held at the school. In order to protect students and school property, non-Luther North College Prep students are not permitted in the building unless cleared by the administration. Strangers observed in the building who are not wearing a visitor's badge should be immediately reported to Office 29 or Office 202.

### **Driving Privileges and Parking**

Driving an automobile to school is a privilege. Because the safety of others is seriously affected, Luther North students will not drive recklessly, "cruise," or illegally park around the school before, during, or after school hours. Luther North exercises its legal right as a private school to determine where its students may park their cars while enrolled in our school. In the interest of good community relations, students are **required** to park their automobiles on the school side of the street adjacent to the athletic field on Berteau, Menard, or Cullom Avenues. The chain-link fence around the school also signifies the student parking areas. Limited parking spaces are available in the school lot, giving priority to seniors, on a first-come, **first-paid** basis. The \$230.00 yearly fee is due in full at the time of the request. Misuse or abuse of the parking space will result in the loss of that privilege and the balance of the fee. Unless students have rented a parking space, they are not permitted to park in the lot on any school day until after the last classes are dismissed. A parking violation will result in a warning for the first offense, a \$30.00 fine for the second, and \$50.00 for all subsequent offenses. **Students may not, under any circumstances, park south of the bridge in the lot before or after school hours. Excessive violations of the parking policy demonstrate a defiance and disrespect to the institution and the institution's disciplinary code. This will result in the appropriate disciplinary action for defiance and/or disrespect.**

### **Library Resource Center**

The vision of the Luther North College Prep Library Resource Center is to be the central means of access to information both inside and outside of the school building, to provide every student with a foundation for independent life-long learning, and to ensure that students and staff are effective users and creators of ideas and information. With these skills and strategies, students will be able to contribute responsibly and productively to society.

### **SCHEDULE**

The Luther North Library Resource Center is open every school day from 7:30 am until 4:00 pm. Students are welcome during their unscheduled or lunch periods, before and after school, and during class with permission from their teachers.

### **ACTIVITIES**

The Library Resource Center is a headquarters for learning and is the ideal place to study, do research, homework, engage in recreational reading, or produce projects.

Students whose behavior is disruptive or who demonstrate unwillingness to follow computer use guidelines risk the loss of privileges and will be referred to the dean of students.

### **Bus-Passes**

Bus passes for the CTA can be obtained through the Registrar's Office located in Office 202 during the school year.

### **Work-Permit Information**

Students under the age of 16 are required to have a valid work permit in order to be employed. Work permits may be obtained through the Registrar's Office located in Office 202.

### **Health/Immunization Record Requests**

Requests to obtain a copy of the student's health/immunization record are made through Office 202. Request forms are available in Office 202 and online. There is a fee of \$5.00 for those requests.

### **Transcripts Requests**

Transcripts are an integral part of the college application and acceptance process. Your transcript contains every class you have taken and your grade in the class, your GPA, and rank. If you have taken any standardized tests, those scores will also be shown. Please be sure that you put in code 140990 when you take the ACT, so that Luther North can record those scores. Otherwise you will have to request those from ACT each time an application requires test scores.

To request official transcripts:

1. Come to Office 202 and get a transcript request card. You will need a separate card for each school.
2. Fill in the information. Be sure you have the correct address and contact name if there is one. Transcripts **MUST** be mailed directly to the school.
3. Make sure the request is signed by a parent-even if you are 18 years old. (As long as parents pay your Luther North tuition, they must sign for transcripts. Once you graduate and are 18 or over, you are the only one who can request them. It costs \$10.00 per transcript after graduation.)
4. Bring the request back to Office 202 to be sent.
  - a. If you are only sending a transcript, you just need to bring back the card.
  - b. If you are sending more (your application, fee, recommendations, essays, etc.), please bring an addressed, stamped envelope.
    - i. If you need us to hold your transcript while other items are turned in (essays, recommendations, etc.), please make sure you tell the registrar directly.
    - ii. The registrar will hold your transcript until your application papers are complete. It is your responsibility to check the status of your transcript request.

You are allowed to send SIX transcripts for free. After that, each one costs \$2.00.

### **IMPORTANT**

In May, you **MUST** send a final transcript to the school you will be attending. Without this, the school will not have any record that you have actually graduated. Without that, they will not allow you to register for courses. Your final transcript is also free of charge.

**DO NOT SEND TRANSCRIPTS IF YOU HAVE NOT ALREADY APPLIED.**

### **Academic Planner**

Luther North College Prep will no longer provide each student with an academic planner beginning in the 2015-2016 school year. This is due to Luther North's use of Google Classroom which will act as an academic resource planner for students. Students are free to purchase their own planner at an office supply store.

### **Emergency School Closing**

In the rare occasion that Luther North College Prep closes because of weather or other emergencies, students will be informed by an e-mail, bulletin on radio stations WBBM-AM (780), WGN (720), other major Chicago radio and television stations, the Emergency School Closing Center, on the school's website, and at (773) 286-3600 extension 300.

### **Computer Labs and Network Access**

Luther North College Prep students have access to the library, computer labs and electronic network. This access is governed by the Acceptable Use Policy which follows.



## **Luther North College Prep High School Student Acceptable Use Policy for Computer, Network & Internet**

This policy indicates the privileges and rules for acceptable and unacceptable use of Luther North College Prep's personal computers, laptops, network, Internet access, and related technologies for Luther North College Prep students.

Luther North College Prep provides students access to the school's electronic network. This network includes Internet access, computer services, computer equipment, the ability for students to use the school issued Chromebooks, the ability for students to use their own devices, and related equipment for educational purposes. The purpose of this network is to assist in preparing students for success in life and work in the 21<sup>st</sup> century by providing them with electronic access to a wide range of information and the ability to communicate with people throughout the world. This portion of the handbook contains the rules and procedures for students' acceptable use of the Luther North College Prep network.

**The following policy is to be followed by Luther North College Prep students at all times.**

### **Users must respect and protect the privacy of others by:**

1. Using only assigned accounts.
2. Only viewing, using, or copying passwords, data, or networks to which they are authorized.
3. Refraining from distributing private information about others or themselves.

### **Users must respect and protect the integrity, availability, and security of all electronic resources by:**

1. Observing all Luther North College Prep Internet filters and posted network security practices.
2. Reporting security risks or violations to a teacher or network administrator.
3. Not destroying or damaging data, networks, or other resources that do not belong to them, without clear permission of the owner.
4. Conserving, protecting, and sharing these resources with other users.
5. Notifying a staff member or administrator of computer or network malfunctions.

### **Users must respect and protect the intellectual property of others by:**

1. Following copyright laws (not making illegal copies of music, games, or movies)
2. Citing sources when using others' work (not plagiarizing).

### **Users must respect and practice the principles of the school community by:**

1. Communicating only in ways that are kind and respectful and in accordance with Luther North College Prep's mission and vision statements.
2. Reporting threatening or discomfoting materials to a teacher or administrator.

3. Not intentionally accessing, transmitting, copying, or creating material that violates the school's code of behavior (such as but not limited to messages/content that are pornographic, threatening, rude, discriminatory, or meant to harass).
4. Not intentionally accessing, transmitting, copying, or creating materials that is illegal (such as obscenity, stolen materials, or illegal copies of copyrighted works).
5. Not using the resources to further other acts that are criminal or violate the school's code of behavior.
6. Avoiding spam, chain letters, or other mass unsolicited mailings.
7. Refraining from buying, selling, advertising, or otherwise conducting business, unless approved as a school project.

**Users may, if in accord with the policy above:**

1. Design and post web pages and other material from school resources (students require a teacher's or administrator's permission).
2. Communicate electronically via tools such as email, chat, text, or videoconferencing (students require a teacher's or administrator's permission).
3. Install or download software, if also in conformity with laws and licenses (students must be under the supervision of a teacher or administrator).
4. Use the resources for any educational purpose.

**Users may, if in accord with the policy above, utilize their own personal device and/or the school issued/sold Chromebook (beginning class of 2018) while at Luther North College Prep which will then be subject to the following guidelines:**

1. The definition of bring –your- own -device or technology means privately owned wireless and/or portable hand held equipment that includes, but is not limited to, existing and emerging mobile communication systems and smart technologies, portable internet devices, Personal Digital Assistants, hand held entertainment systems, or portable information technology systems that can be used for word processing, wireless Internet access, image capture/recording, sound recording, and information transmitting/receiving/storing, etc.
2. Only the Internet gateway provided by the school may be accessed while on campus. Personal Internet connective devices such as but not limited to cell phones/cell network adapters are not permitted to be used to access outside Internet sources at any time.
3. Responsibility to keep the device secure rests with the individual owner. Luther North College Prep is not liable for any device stolen or damaged on campus. If a device is stolen or damaged, it will be handled through the dean's office similar to other personal artifacts that are impacted in similar situations. It is recommended that skins and other custom touches are used to physically identify your device from others. Additionally, protective cases for technology are encouraged.
4. Students recognize that the use of their own personal device while on campus is a privilege and not a right. When abused, that privilege can be taken away. When respected, those devices will benefit the learning environment as a whole.
5. Students and parents/guardians that choose to bring their own devices (Chromebook or otherwise) must agree to adhere to the policies regarding those devices set out by the Acceptable

Use Policy in the Student-Parent Handbook, the Student-Parent Handbook's Code of Behavior, as well as all board policies.

6. In relation to the Luther North College Prep bring-your-own-device policy, students agree:

-to take full responsibility for their devices and keep them with themselves at all times unless they are locked in a locker; the school is not responsible for the security of the device

-to not leave their device in a classroom or anticipate that a teacher will monitor the device

-to keep their device in silent mode while on school campus, unless asked to play audio

- not to use their devices to cheat on assignments or tests, or for non-instructional purposes, including but not limited to making personal phone calls and text/instant messaging

-not to use their devices to record, transmit, or post photographic images or video of a person, or persons on campus during school activities and/or hours; unless otherwise permitted

-to use their devices only to access files on the computer or Internet sites which are relevant to the classroom curriculum and/or educational endeavor

-to comply with teachers' requests to shut down their devices and/or close the screen

-to acknowledge that the school's network filters will be applied to one's connection to the Internet and not attempt to bypass them

-not to use their own devices to bring on the premises or infect the network with a virus, Trojan, or program designed to damage, alter, destroy, or provide access to unauthorized data or information

-not to engage in processing or accessing information on school property related to "hacking," altering, or bypassing network security policies

-to acknowledge that Luther North College Prep has the right to collect and examine any device that is suspected of causing problems or was the source of an attack or virus infection

-to charge their device prior to bringing it to school and to run the device off its own batter while at school; charging a device will not be possible at school unless permission has been granted by the classroom teacher

-(for students bringing their own Chromebook and or other device to school) to allow the Technology department to "powerwash" the device, clearing it of all local data and adding it to the Luther North Google Apps Domain

### **Consequences for Violation**

Violations of the acceptable use policy set forth by Luther North College Prep may result in disciplinary action determined by the dean of students after conferring with the network administrator. These actions may include the loss of a user's privileges to use the school's information technology resources. Further discipline may be imposed in accordance with Luther North College Prep's Code of Behavior up to and including suspension or expulsion depending on the degree and severity of the violation.

### **Supervision and Monitoring**

The use of school owned information technology resources is not private. School and network administrators and their authorized employees monitor the use of information technology resources to help ensure that the uses are secure and in conformity with this policy. Administrators reserve the right to examine, use, and disclose data found on the school's information networks in order to further the health, safety, discipline, or security of any student or other person or to protect property. They may also use this information in disciplinary actions and will furnish evidence of crime to law enforcement.

Luther North College Prep reserves the right to determine which users constitute acceptable use and to limit access to such uses. Luther North College Prep also reserves the right to limit the time of access and use.

Luther North College Prep makes no guarantee that the functions or the services provided by or through the network will be error-free or without defect. The school will not be responsible for any damage suffered, including but not limited to, loss of data or interruptions of service. The school will not be responsible for the accuracy or quality of the information obtained through or stored on the network. In addition, the school will not be responsible for financial obligations arising through the unauthorized use of the network.

## **Student Agreement of Acceptable Use Policy**

By signing the first page of the Luther North College Prep Parent-Student Handbook for 2015-2016, I affirm that I have read, or had read to me, Luther North College Prep's Student Acceptable Use Policy (AUP) for Computer, Network & Internet, identifying Luther North's guidelines for responsible computer, network and Internet use. I understand fully and agree to follow Luther North's principles, guidelines and rules about using the computer responsibly and in a manner consistent with our mission, as described in the AUP, including those in regard to my own personal device. I understand fully and agree that I am not allowed to relocate hardware, install peripherals, or modify settings to equipment without the consent of the technology department. I understand fully and agree that I will not make any malicious attempt to harm or destroy data, the network, other network components connected to the network, hardware, or software.

I understand that Luther North is not responsible or liable for any harm, damages or charges that result from my use of the system's technology, including: loss of data, interruption of services, corruption of files or programs, purchases, hacking, or other issues.

I also understand that the school provides no guarantee of the privacy of data stored upon or transmitted by the school's computers, network, related technology, or Internet. I will not make public (i.e., send over the Internet, post to any social networking sites, etc.) any derogatory references regarding Luther North, its staff, students, team names or mascot in any format (i.e., text, images, vocal or video formats).

I understand that Luther North may use my image or voice for school publications or promotions and to identify special student accomplishments.

I understand and will abide by the above policy and guidelines. I further understand that any violation is unethical and may result in the loss of my network and/bring-your-own-device privileges as well as other disciplinary action outlined in the Acceptable Use Policy and the Code of Behavior.

## **Parent Agreement of Acceptable Use Policy**

By signing the first page of the Luther North College Prep Parent-Student handbook for 2015-2016, I affirm that as the parent or guardian of the student named on that first page, I have read the Student Acceptable Use Policy (AUP) for Computer, Network, & Internet, including those in regard to my student's own personal device.

I understand that Luther North provides computer access at school for Luther North students for educational purposes. I understand that the school system has installed filtering technology and has taken other actions as required by federal law, to protect against minors' access to materials on the Internet that are harmful, obscene, pornographic, or otherwise inappropriate. However, I further understand that the school cannot prevent such access in all cases. I agree that I will not hold the school or its employees responsible for materials my student views or acquires while using Luther North's computers, network, related technology, or the Internet. I accept responsibility for setting and conveying standards for my student to follow when selecting, sharing, or exploring information and media. If I learn of any unacceptable websites or materials accessed or viewed by my student, I agree to inform Luther North's Technology Department so that we may work together to better protect our students.

I understand that Luther North may use my student's image or voice for school publications or promotions and to identify special student accomplishments. I accept responsibility for assuring that my student does not derogatorily represent Luther North, its staff, students, teams or mascot in a public electronic forum (i.e., text, images, vocal or video formats posted to YouTube, Facebook, MySpace, or any other Internet forum).

I understand that my student, and I, as his or her parent or guardian, may be held liable for any violation of the AUP caused by my student while on or off of school property, including those in regard to my own personal device. I understand this policy and will help my student abide by it and its guidelines. I further understand that any violation committed by my student is unethical and may result in the loss of his/her network and/or bring-your-own device privileges as well as other disciplinary action outlined in the Acceptable Use Policy and the Code of Behavior.

## **SEXUAL HARASSMENT AND BULLYING POLICY**

### **Statement of Policy**

An educational environment that is free from any form of sexual harassment and bullying is essential and shall be maintained. It will be a violation of this policy for any student to harass or bully another individual in the school setting. Violation of this policy shall be considered grounds for disciplinary action. Luther North will not tolerate any harassment or bullying of any person by any staff member or students relating to the person's gender, race, color, religion, or disability. Harassment and bullying of any nature is strictly prohibited. Retaliation against any individual who makes charges of harassment or bullying is also prohibited. Those guilty of harassment, bullying, or retaliation will meet with the appropriate sanctions which may include suspension, expulsion, request for withdrawal, and/or prosecution by civil authorities.

### **Definition of Sexual Harassment**

"Sexual harassment" consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when made by any student to a student or to a staff member where:

1. Submission to such conduct is made either explicitly or implicitly as a term or condition of a person's educational development
2. Submission to or rejection of such conduct is used as the basis for any educational decisions affecting such individual
3. Such conduct has the purpose or effect of substantially interfering with an individual's educational performance or creating an intimidating, hostile, or offensive educational environment

Sexual harassment, as defined above, may include, but is not limited to:

1. Uninvited sex-oriented verbal "kidding" or demeaning sexual innuendoes, leers, gestures, teasing, sexually explicit or obscene jokes, remarks, or questions of a sexual nature
2. Graphic or suggestive comments about an individual's dress or body
3. Displaying sexually explicit objects, photographs, or drawings
4. Unwelcome touching, such as patting, pinching, or constant brushing against another's body
5. Suggesting or demanding sexual involvement of any student whether or not such suggestion or demand is accompanied by implicit or explicit threats concerning one's grades, educational opportunities, or similar personal concerns.

### **Definition of Bullying**

Bullying is a deliberate, repeated harm or threat of harm by the same student or group of students against a relatively defenseless student or staff member.

The violence may be directed at a person's body, feelings, or possessions. It may take the form of:

1. Physical (includes but not limited to hitting, tripping, shoving, pinching, etc.)
2. Social (includes but not limited to smirking, intimidating looks, ignoring, shunning, stealing)
3. Verbal (includes but not limited to ridicule, name-calling, put-downs, rumors, nasty notes)
4. Visual (includes but not limited to stalking, gesturing, drawing degrading pictures)

Luther North College Prep will follow a Zero-Tolerance Policy when it comes to Sexual Harassment and Bullying. Violations of the Sexual Harassment and/or Bullying Policy, as explained above, after the appropriate investigation by the school administration, may lead to a minimum of a one day suspension and a maximum of a 10-day suspension by the dean of students or other Luther North administrator. The privileges granted to Luther North College Prep students may also be removed as a result of violations of the sexual harassment and/or bullying policy. Violations may also lead to expulsion proceedings if deemed the appropriate course of action by the dean of students in his recommendation to the principal.

Those individuals who believe they have been the victim of any type of harassing or bullying behavior should immediately report the conduct to any administrator or counselor. These individuals will discuss the incident with the dean of students. The report will be held in confidence by these individuals. Following the appropriate investigation of the incident, appropriate action will be taken.

## **Social Networking Sites, Apps, and Text Messaging**

The use of social networking sites, apps, or text messaging by Luther North College Prep students to engage in bullying and/or harassment of others, whether implicitly or explicitly, will be subject to disciplinary action according to the policy set forth in this handbook even if these activities occur off-school grounds. Generally, Luther North will consider social networking behavior or text messaging inappropriate if it is of a bullying and/or harassing nature, it is deemed defamatory or derogatory to others, it violates school rules or any part of the disciplinary code, it has the effect of disrupting the educational environment, and/or if it has a definitive connection to the school environment or community.

## **LUTHER NORTH COLLEGE PREP CODE OF BEHAVIOR**

The purpose of discipline at Luther North College Prep High School is to establish order in the community, to create a climate conducive to education, and to protect the property and rights of others. To that end, the Code of Behavior at Luther North College Prep High School is designed to influence the development of positive attitudes and behaviors of the individual students through self-discipline and in accordance with the norms and values of the Christian community.

The disciplinary process at Luther North College Prep begins with the teachers. They are responsible for general discipline in their classrooms, activities which they may supervise, and the conduct of students on the campus. Teachers may assign detentions for offenses committed under their supervision. The dean of students will determine the length of those detentions (20, 40, 60 minutes). A teacher has the option to remove a student from class if behavior warrants such action to be taken. A student removed from class must report immediately to the Dean's Office, and he or she will be counseled by the dean of students regarding the situation. The teacher will write a disciplinary referral in response to this action and the dean of students may contact the student's parent/guardian to discuss the circumstances leading to the removal. When a student is removed from a class for a **third** time during a semester, the dean of students may require a parental appointment to discuss whether or not a student should be withdrawn from the course with a Withdraw-F grade.

If a problem goes beyond what can be immediately handled in the classroom, the responsibility for investigating the incident and assigning appropriate penalties rests with the dean of students. Parents, teachers, counselors, and the principal are notified if the situation warrants. In serious cases, the dean of students may recommend to the principal appropriate measures, including expulsion.

By signing the first page of the Parent-Student Handbook, students agree to abide by the Luther North College Prep Code of Behavior. Furthermore, the signature of the parent(s)/guardian(s) is an agreement to be supportive of the Code of Behavior.

### **Attendance**

Since the Luther North community grows together as a unit, every student should strive to be fully prepared and punctual to all classes and activities. Regular class attendance is essential. Reading the assigned material and performing satisfactorily on tests does not compensate for the educational loss that would be gained during class discussions and group interactions or the loss of competency acquired during a lesson.

If a student is absent from school, the parents should call the Attendance Office by 8:00 a.m., notifying the school of the reason for the absence and the expected length of the absence. Persons leaving a message should provide the student's name, the caller's name and relationship to the student, the reason the student is absent, and a daytime phone number where a parent can be reached if more information is required. **Parental notes or phone calls are not considered third party documentation. Third party documentation, such as a doctor's note, is needed for any absence to be considered excused.**

Absences for reasons other than illness or family emergency are to be avoided. **Family trips should be arranged outside of the school calendar.** Luther North College Prep does not condone absences due to family vacations. A student who falls behind do to this reasoning should not expect a teacher/class or the administration to go above and

beyond normal make-up procedures. Teachers are not required to provide tests, quizzes, or assignments ahead of time or create special make-up work for students who miss school because of family vacation.

### **Extended or Frequent Absence of Student**

Luther North recognizes that occasionally special circumstances require creative approaches to support the student-in-need who makes a personal commitment to expend extra effort to gain credit in spite of prolonged absence for medical or other reasons. A doctor's excuse for absences **will be** required in all cases of a week's absence or longer, or when a student has been ill with a communicable disease.

Generally, when a student is absent from any class a total of **8 unexcused days** in a semester (not including Winterim) credit will be lost in that class and a grade of W assigned. The administration of Luther North College Prep High School recognizes that various extenuating circumstances may arise in which students will exceed the 8-day rule. A doctor's note should be provided to the Attendance Office within a week of the student's return if the student and his/her family wish to have the absences considered excused. Evaluations from the dean of students, registrar, and principal will be made, and these students will be dealt with on a case-by-case basis. Students may be referred to the guidance counselor to aid in their ability to maintain class credit. Students may be required to seek outside aid in the form of tutoring in order to maintain credit.

For absences each semester, an email will be sent to the student's parent(s)/guardian(s) on the third (3<sup>rd</sup>) absence, the fifth (5<sup>th</sup>) absence and on the seventh (7<sup>th</sup>). On the eighth (8<sup>th</sup>) absence the student will be withdrawn from the class.

**Because of the special nature of some of the Luther North College Prep's scheduled time the following is also part of the attendance policy:**

- 1. Students who miss class on a block day (essentially a double period) that usually meets on Wednesday or Thursday, will be assigned two absences to that class.**
- 2. Students are only permitted to miss 4 unexcused days in classes that meet every other day because these classes only meet half of the allotted time in a given semester.**

Extended and/or frequent absences by the student, after evaluation by the administration of Luther North College Preparatory High School, may result in the student being placed on a disciplinary contract or being asked by the administration to withdraw from Luther North.

**An unexcused tardy that is 15 minutes or longer in length will be considered an unexcused absence to the class.**

**The accumulation of tardies to a class in a given semester will result in disciplinary consequences.**

### **Authorized School Functions, Field-Trips, Recruitment Visits**

A student will not be considered absent from school when under the direct supervision of a teacher at an authorized school function. The student should, however, speak to his or her teachers about work missed, due dates, and other pertinent information. Teachers have the right to withhold students from authorized school field trips because of their concerns regarding academic progress and/or previous absences. Students placed on disciplinary contract can be withheld from field trips by the dean of students. Students who are on field trips and miss a class will not have the field trip absence count into one of their eight absences.

### **Truancies**

Any student who is absent from school without the knowledge of school authorities and his/her parent(s) or guardian(s) will be considered truant and will be subject to disciplinary action. Students who leave school during the day without permission will be considered truant. Parent(s)/guardian(s) will be notified of the truancy by the dean of students. Students who are truant will **not** be allowed to make up any missed work, quizzes, tests, or presentations. Truant students will be assigned an in-school suspension and will be placed on Disciplinary Contract.

### **Cutting a Class**

A class cut is considered an unexcused absence from class. The first class cut (of any class) will result in a 60 minute detention and a parent contact. A second class cut (of any class) and all subsequent class cuts will result in



an in-school suspension or Saturday School for three hours (9 am – 12 pm.) with a \$20 fine. Parental contact will also be made. Two class cuts will result in a Disciplinary Contract. Further class cuts may lead to the student's withdrawal from the class with a withdraw-F grade or a request for withdrawal from the school by the dean of students. Students are **not** allowed to make up work, quizzes, tests, or presentations for classes that are cut.

### **Planned Absences**

Prior arrangements should be made with the dean of students for the following absences:

1. Doctor, Dental or Other Professional Appointments. Such appointments should be made for times other than school hours. If this is impossible, the student must apply to the dean of students at least one full school day before the planned absence. When returning to school, the student must present a note from the doctor, dentist, etc.
2. Authorized School Activities. The teacher who accompanies the group will report the names of the students to the dean of students and faculty. It is the student's responsibility to obtain assignments from the classes missed and to complete make-up work.
3. College Interviews. College visits should normally be made after school, on weekends, or on days when classes are not in session at Luther North. When this is impossible, the student must apply to the Attendance Office at least three full school days in advance for a planned absence. **A maximum of three planned absences for college visits will be permitted in any given school year (including in-house college visits that take a student out of scheduled time).**

The procedure that is to be followed upon return to school after any planned absence is the same as for other types of absences. When a student is absent, all make-up work must be completed. Each student is responsible for obtaining that work. Students who will be absent for longer periods of time are expected to contact the Dean of Students' Office for assignments 24 hours in advance to receiving those assignment so teachers can prepare missed work. The online parent portal may also be used to obtain missing work.

### **Absence and Co-Curricular/Extra Curricular Participation**

A student who is involved in a co-curricular and/or extra-curricular activity, including practice, on a school day must be in school before 11:30 a.m. or the student will not be allowed to participate in an activity that day. This includes but is not limited to all athletic events, dances, drama performances, etc. Exceptions are made only with third party documentation explaining the reason for the extended absence. If a student is absent on Friday, he/she may participate in practice, a contest or activity the following day.

### **Anticipated Early Dismissal**

Parents requesting early dismissal need to inform the Attendance Office as early as possible. When possible, parents should submit a note at least 24 hours in advance of the early dismissal and call the school the day of the early dismissal to verify the note and the time of departure.

### **Tardiness**

Punctuality is expected at all times and for all situations. It demonstrates a measure of responsibility. Luther North College Prep students are expected to be on time for school, class, and all school activities.

1. A student is considered tardy when he/she arrives at school or to any class period after the bell for that class has rung. A student who is tardy fifteen (15) minutes or more to class will be considered absent from that class.
2. Students arriving at school after 8:00 a.m. must sign in with the Attendance Office (202). A student will receive an admit slip from the Attendance Office which will admit him/her into homeroom or the class period.
3. For all periods of the day, including homeroom (representing tardies to school), that represent a student's classroom obligation, the tardy count will be compiled by semester.
4. Tardies will be excused for the following reasons:
  - Administration decision
  - Doctor, dental, court, etc., appointments (third -party documentation is required)
  - Death in the family

- Extreme family emergency,
- Acts of God (fire, floods, etc.)

## **Tardies to School**

The sequence of consequences for tardies to school will be as follows:

1<sup>st</sup> tardy: Attendance Office warning

2<sup>nd</sup> tardy: Attendance Office warning

3<sup>rd</sup>-4<sup>th</sup> tardy: 20 minute detention, \$5 dollar fine per tardy

5<sup>th</sup>-6<sup>th</sup> tardy: 40 minute detention, \$5 dollar fine per tardy, parental contact will be made by dean of students via email upon 6<sup>th</sup> tardy and the Guidance Department will call the student's parents/guardians to discuss the school's concerns regarding the student.

7<sup>th</sup>-8<sup>th</sup> tardy: 60 minute detention, \$10 dollar fine per tardy, parental contact will be made by the dean of students via email upon the 8<sup>th</sup> tardy, a parent conference with Guidance Department will be scheduled upon 8<sup>th</sup> tardy no more than two days after the 8<sup>th</sup> tardy. This conference will be designed to discuss the nature of the student's tardies and concerns the school has for the student.

9<sup>th</sup>-10<sup>th</sup>-11<sup>th</sup> tardy: Saturday School, \$20 dollar fine per Saturday School

12<sup>th</sup> tardy: in-school suspension

After the 12<sup>th</sup> tardy in a given semester to school, a student will be placed on an Attendance/Disciplinary Contract. Parents and guardians will be required to meet with the dean of students and the Guidance Department. This meeting will be designed to discuss the nature of the student's tardies and concerns the school has for the student. The dean of students and the Guidance Department will outline the nature of the consequences for all further tardies to school. This contract will apply in all instances of tardies to school without appropriate third-party documentation. These may include but are not limited to any combination of 60 minute detentions, alternative homeroom, fines, in-school suspensions, out-of-school suspensions, removal from extra- or co-curricular activities, and possible request for withdrawal from Luther North College Prep.

If a student is placed on an Attendance/Disciplinary Contract, this contract will carry over for the next full semester after the contract was issued. However, if the student demonstrates considerable improvement during that semester, consequences outlined in the contract may be removed. This will be at the discretion of the dean of students and the Guidance Department.

For all non-Saturday School fines issued through the tardy policy, students will have the opportunity to perform service to the school to remove fines. Each hour of service will remove \$5 dollars from the student's fines. Since the fines are accumulated each semester, the students will have until the end of the semester to perform the service that will remove the fines. Hours of service must be approved by the dean of students. Individual teachers can work with the Dean of Students' Office to coordinate hours. Saturday School fines **must** be paid. Please note that these hours will not apply to the Service Hour Requirement and cannot be used as Portfolio Artifacts (**see Academic Policies**).

## **Tardies to Class and Study Halls**

Just as it is important to arrive on time in the morning, it is also significant to a student's success to be in each class at the appointed time. Students are given a four minute passing period between classes. This is more than sufficient time to arrive in class, be seated, and be ready to learn.

A student who fails to arrive to class on time without a pass from a previous teacher, administrator, or counselor will be sent by the classroom teacher to the Attendance Office, Office 202, to receive an admit pass. A student will not be allowed into the class without an admit pass that acknowledges his or her unexcused tardy to that class. Each class will begin each day (with the possible exception of test and quiz days) with a bell ringer activity. This bell

ringer activity will be worth a daily point value as determined by the teacher that will factor into each student's overall semester grade. Students arriving to class with an admit slip will not receive the bell ringer points for that given day. Furthermore, the sequence of consequences for unexcused tardies to classes (less than 15 minutes) will be as follows:

1<sup>st</sup>-2<sup>nd</sup> unexcused tardy: student must receive admit slip to enter class room; loss of bell ringer points

3<sup>rd</sup>- 4<sup>th</sup> unexcused tardy: student must receive admit slip to enter classroom; loss of bell ringer points; 40 minute detention will be assigned; parental phone call or email made by classroom teacher

5<sup>th</sup> unexcused tardy: student must receive admit slip to enter classroom; loss of bell ringer points; 60 minute detention will be assigned; teacher notification to Dean's Office followed by dean's action

6<sup>th</sup> unexcused tardy: student must receive admit slip to enter classroom; loss of bell ringer points; 60 minute detention will be assigned; teacher notification to Dean's Office; parent conference with guidance counselor, dean of students, and/or assistant principal

7<sup>th</sup> unexcused tardy and beyond: student must receive admit slip to enter classroom; loss of bell ringer points; Saturday School assigned (9 am-12 pm and \$20 fine)

Excessive unexcused tardies in multiple classes will lead to the student being placed on disciplinary contract. Parameters set forth in the disciplinary contract must be strictly adhered to in order for the student to remain enrolled at Luther North College Prep.

Study hall periods will follow the same guidelines as above but without the bell ringer point deductions.

A student who arrives late to a class or study hall with a pass from one of his or her other teachers, an administrator, or counselor will have this tardy excused by his or her instructor. However, students must arrive to the class period within four minutes of the departure time listed on the pass or the tardy will become unexcused. A student with an excused tardy can make up the bell ringer points allotted on that day.

### **Tardies to Library, Computer Labs, and other supervised student areas**

If a student is going to study in the library or work in one of the computer labs during his/her unscheduled time, the student should be in the library or lab before the period bell rings. Otherwise, the student is expected to have a pass from a teacher or cafeteria supervisor. The sequence of consequences for tardies to these areas for unscheduled time will be as follows:

1<sup>st</sup>-2<sup>nd</sup> tardy: student must receive admit slip to enter library or lab; no disciplinary consequence

3<sup>rd</sup>- 4<sup>th</sup> tardy: student must receive admit slip to enter classroom; 40 minute detention will be assigned; parental phone call or email made by supervising teacher

5<sup>th</sup> tardy: student must receive admit slip to enter classroom; 60 minute detention will be assigned; teacher notification to dean's office followed by dean's action

6<sup>th</sup> tardy: student must receive admit slip to enter classroom; 60 minute detention will be assigned; teacher notification to dean's office; parent conference with guidance counselor, dean of students, and/or assistant principal

7<sup>th</sup> tardy and beyond: student must receive admit slip to enter classroom; Saturday School assigned (9 am-12 pm and \$20 fine)

Excessive tardies in multiple to areas to complete unscheduled time will lead to the student being placed on disciplinary contract. Parameters set forth in the disciplinary contract must be strictly adhered to in order for the student to remain enrolled at Luther North College Prep.

A student who arrives late to the library, computer labs, or other supervised student area with a pass from one of his or her other teachers, an administrator, or counselor will have this tardy excused by his or her instructor. However, students must arrive to the class period within four minutes of the departure time listed on the pass or the tardy will become unexcused.

### **Tardies to Cafeteria**

If a student is going to go to the cafeteria for lunch during a scheduled lunch period or unscheduled time, the student must be in the cafeteria before the period bell rings. Otherwise, the student is expected to have a pass from a teacher or cafeteria supervisor. *In the cafeteria* is defined as the hallways near the parking lot doors. The first floor hallway is not defined as the cafeteria. When a student is not in the cafeteria on time, he or she will be written an infraction by the cafeteria supervisor for a hallway infraction that will result in a detention or cafeteria duty.

Students who are chronically tardy to the café may be subject to further disciplinary consequences.

### **Tardies to Chapel Services**

The weekly chapel services held at Luther North are an important component of the Christ-centered diverse learning community explained in the school's mission statement. Because this is the case, students are expected to be on time for the chapel services and ready for worship. **Excessive tardies to chapel services demonstrate a defiance and disrespect to the institution and the institution's disciplinary code. This will result in the appropriate disciplinary action.**

### **Before and After School Detention**

A student who has violated the disciplinary code will be assigned a detention. Detentions will be assigned as 20, 40, or 60 minutes depending on the nature and the frequency of the violation. Detentions are processed through the dean of students in a timely fashion. Students will receive advance notice when a detention will be served. Students are expected to arrive **on time**. If the student fails to arrive on time, which is 3:30 on both a normal and chapel schedule day, he or she will not be allowed to attend and will need to serve the detention at the next opportunity. In addition, the student will be issued a second detention of the same length. Students will be expected to remain quiet during the entire detention, stay awake, and complete school work. If students fail to do so, they will be removed from detention and will not receive credit for its completion. They will have this detention reassigned and be issued a second detention. No electronic devices may be used in detention. Usage of these devices will result in a student being removed from detention. Detentions will be held on Tuesday and Thursday afternoons from 3:30-4:30 pm and on Wednesday mornings from 7:00-7:55 am.

Students who cut detention will be reassigned another date. In addition, the student will be issued a second detention of the same length. A second cut to detention will result in an in-school suspension or Saturday School assignment.

Detentions will only be rescheduled in extreme circumstances upon parental contact with the dean of students at least one day in advance. A student's detention will not be rescheduled for extra-curricular or co-curricular activities.

### **In-School Suspension**

In-school suspension may be used at the discretion of the dean of students or other school administrator when a student breaks the Disciplinary Code. If a major paper or project is due during the suspension, the student is to turn in the assignment in Office 202 before the beginning of the suspension. Major work that requires the student's presence in class (group presentations, speeches, oral reports, tests, etc.) **can** be made up at a later date **at the teacher's discretion. An in-school suspension will be counted as an unexcused absence from class.** Prior to serving an in-school suspension, a student must speak to his or her teachers to receive the work he or she will be missing in class the morning before the in-school suspension (7:30 am-7:55 am). During in-school suspension, the student may have to copy the student handbook as part of the remediation per the recommendation of the dean of students.

## **Out-of-School Suspension**

A student may receive an out-of-school suspension for breaking the disciplinary code, for gross misconduct, for the general welfare of the school or for the benefit of the student involved, or at the discretion of the dean of students. When this occurs, the student is not allowed on school grounds and not permitted to attend or participate in any school function on campus or off campus on the day(s) of the suspension. The student's parent or guardian may need to meet with the dean of students in order for the student to be readmitted to school. If a major paper/project is due during the suspension, the student's parent/guardian is to drop off the assignment in Office 29. Major work that requires the student's presence in class (group presentations, speeches, oral reports, tests, etc.) **can** be made up at a later date **at the teacher's discretion**. **An out-of-school suspension will be counted as an unexcused absence from class.**

## **Saturday School**

Saturday School may be assigned at the discretion of the dean of students or other school administrators when a student breaks the Disciplinary Code. During the Saturday School, the student will serve a 3 hour detention (9 am-12 pm) and will be charged \$20 to cover the supervision cost. This fee must be paid the day of the Saturday School or the student will not be allowed to enter Saturday School. He/she may have to perform service to the school depending on the nature of the offense that led to the Saturday School assignment. If a student does not fulfill the requirement of Saturday School, the student will be assigned an in-school suspension along with the \$20 fine. All rules that apply to in-school suspension will then be applied. Please note that Saturday School fines cannot be removed by a student performing service to the school.

## **Disciplinary Probation and Contract**

A disciplinary contract may be developed at any time throughout the school year to modify student behavior. The school reserves the right to modify the contract in order to take additional steps, including expulsion, in cases of repeated and gross misconduct. The disciplinary contract is an intervention used to outline the steps a student must take to continue as a student at Luther North College Prep. The contents of this arrangement will be determined by the dean of students and other administrators and counselors as deemed appropriate. A disciplinary contract may also be utilized if the student's disciplinary record at a previous school warrants such action. Students will be reviewed at the end of the school year for behavioral standards. Upon review, a student may experience, but is not limited to, the following consequences: The student will be accepted for the upcoming year on Disciplinary Probation. The student will be issued a disciplinary contract. A student also may not be invited to return for the upcoming year.

## **Expulsion**

Discipline at Luther North is designed to help the student grow in responsibility. When it becomes necessary to discipline a student for violation of rules and regulations, appropriate punishments will be assigned. Parents will be notified and consulted when a student fails to respond to discipline and/or violations are major in nature. Chronic, harmful, destructive, or Satanic influence and behavior and unresponsiveness to discipline may result in a decision to exclude the student from the Luther North community.

Infractions which may result in expulsion and/or request for withdrawal include, but are not limited to: causing or attempting to cause physical injury to another person; major, willful destruction of school or personal property; possession or transmittance of any firearm, knife or destructive instrument (including "look-alike" weapons); bullying; harassment; fighting; stealing; use, possession or transmittance of any controlled substance, including the misuse of prescription drugs; and committing or attempting to commit any felony. Request for withdrawal and/or expulsion may occur at any time.

The Illinois School Code states that students may be suspended or expelled for gross disobedience or misconduct.

If the parent(s) or guardian(s) refuse to withdraw the student, the dean of students shall furnish the principal or the Executive Director with all pertinent information and the intent to expel.

The student has the option to meet with the principal or the executive director to see if there is ground for an appeal. If an appeal is granted, it shall be made by the student within 72 hours of being asked to withdraw by the dean of students. The appeal must be based on new information not already presented to the dean of students. The Appeal

Committee includes the principal or executive director and two faculty members. It is the responsibility of the parent or guardian to request an appeal to the Appeal Committee via the building principal or executive director. The decision of the Appeal Committee is final.

Students who are expelled from Luther North College Prep will be refunded collected tuition payments for full months that the student is not enrolled in class. A full month's tuition is payable to Luther North College Prep even if the student attended only one day of classes in that month.

Full payment of monies owed is required before transcripts are released.

**Students who are expelled because they violate the terms established by a Disciplinary/Probation Contract have no right of appeal.**

Students who have been asked to leave Luther North because of disciplinary reasons may not be on school grounds and may not attend any school event unless permission is given by the appropriate school administrators.

### **Due Process in Expulsion**

If the violation of Luther North's disciplinary rules is of such a nature or is so extensive as to require expulsion, the following procedure shall be used so as to guarantee the student due process.

The principal of Luther North College Preparatory High School or the principal's designate, upon receiving complete information of the intent to expel, shall give written notification to the student and parent(s) or guardian(s) of the following:

1. The rule(s) violated,
2. The intention to expel,
3. The time and place of the appeal hearing if it has been granted

At the hearing, the following procedure shall be used:

1. Written minutes or a recording of the complete hearing shall be kept.
2. The dean of students or his designee shall present information in support of the recommendation for expulsion.
3. The student and his/her parent(s) or guardian(s) shall be afforded an opportunity to present information in response.
4. At the conclusion of the hearing, the adjudicator will inform the student of the decision.

### **Student Criminal Conviction**

Students who are charged and convicted with a felonious crime or drug-related misdemeanor offense may be asked to withdraw or face expulsion from Luther North College Prep.

## **Personal Appearance**

Certain expectations are required to support and enhance the purpose and philosophy of Luther North. The dress code has been designed to emphasize personal hygiene, as well as development of good habits of grooming and a sense of propriety.

Though our intent is to be as flexible as possible, the requirements for student dress are made for safety, philosophical, and spiritual reasons. It is understood that the code will not satisfy everyone, but all students are expected to comply for the sake of the total community.

The dress code for this year follows. All questions by teachers, parents, and students regarding dress will be referred to the dean of students, who will then make the final decision. Questionable items should be cleared with that office before they are worn to school, and all such decisions are final.

## **Student Dress Code and Expectations– 2015-2016 ACADEMIC YEAR**

Luther North College Prep is an educational institution. As such, a climate must be established to enhance learning, promote the mission statement of the institution, and consistently give the perception that Luther North's teaching and learning community takes its mission seriously. To maximize learning and teaching opportunities as many distractions as possible must be removed. Therefore, the school reserves the right to determine dress, hairstyles and jewelry or other clothing and accessories that are conducive to effective learning and teaching. Following are the expectations of students that will assist the school in providing an appropriate educational environment.

### **Footwear**

The guiding principle in determining appropriate footwear is health and safety. Therefore, ill-fitting or loosely fitted shoes are inappropriate. For safety reasons, we must insist upon shoes that fit so as to prevent tripping, flopping, or making unnecessary noise walking or climbing stairs. Acceptable footwear includes loafers, boots, deck shoes, sandals, traditional dress shoes, or athletic footwear. Footwear must be well maintained, clean, and properly laced.

**Flip-flop type sandals and slipper style shoes are unacceptable footwear.**

### **Pants, Skirts, and Shorts**

Health, safety and proper decorum for a Christian institution will be the determining guide for issues concerning pants, skirts, shorts, shirts and blouses. Jeans, khakis, corduroy or dress slacks or skirts in any color pattern (not transparent, skin tight, or worn below the waist) are acceptable. Skirts must be no shorter than 1 inch above the knee, and slits cannot be higher than mid-thigh. Additionally, pants or slacks that are "cut off" are unacceptable. Sweat pants may be used for physical education classes when outdoors or for athletic events but may not be worn in school during a school day. Athletic pants, including sweatpants, tear-away pants, nylon pants or look-a-like athletic pants are not appropriate, nor are hip-hugging pants or jeans. Leggings worn as pants are not acceptable. Any knit-fabric stretch style pants are not acceptable. Fingertip length shorts, capris, or crop pants may be worn when the weather is appropriate. Athletic shorts are not appropriate in the building during a school day, except for special circumstances approved by the dean of students. Students are expected to wear acceptable clothing appropriately. Pants of any kind should be worn as they are made to be worn at an appropriate and acceptable level above the hips, and underwear cannot be showing. Excessively baggy pants and shorts will be considered inappropriate. Pants should be free of offensive writing, pictures, or logos (including but not limited to references to drugs, alcohol, tobacco, sex, violence, or death). In addition, pants should be in good repair. Determination of what level is appropriate is entirely the jurisdiction of the faculty of Luther North.

### **Shirts and Blouses**

**Students are strongly encouraged to wear Luther North t-shirts, sweaters, or sweatshirts on any school day or to any school activity. Permission will often be granted to wear Luther North jerseys and other team apparel in conjunction with specific athletic events.** Collared or non-collared shirts, sweaters, sweatshirts or fleece are acceptable provided that no offensive writing, pictures or logos (including but not limited to references to drugs, alcohol, tobacco, sex, violence, or death) are visible. In addition to Luther North apparel, bona fide college or university shirts (not uniforms/jerseys), sweaters, or sweatshirts are acceptable. Shirts and blouses from other high schools are not appropriate. **Stomach, cleavage, or back skin should not be showing when standing or sitting.** **Students need to keep in mind that the final determination of what is acceptable is the right and responsibility of the faculty and staff.** Undershirts, tank tops, tube tops or shirts with sleeves "cut off" are unacceptable as outerwear.

### **Hair Styles**

Again, health, safety and proper decorum will guide decisions concerning hair and hairstyles. Hair must be clean, neat, and in a natural color (blonde, brown, black or red). Designs cut into the hair and unorthodox styles, including but not limited to Mohawks, symbols, wording, and completely shaved heads are unacceptable. The student will be sent home until the inappropriate hair style is corrected. Hats, bandanas, and bandana-styled head coverings are not acceptable during the school day.

**THE LUTHER NORTH STUDENT MUST STRIVE TO APPEAR NEAT AND WELL GROOMED AT ALL TIMES. This is desired human behavior in our society. As Luther North strives to “enable students to reach their potential and to become lifelong learners,” it is only appropriate that we demand students’ dress enable us to fulfill the mission of the school.**

### **Professional Dress Days**

Throughout the school year, various days will be established by the Luther North College Prep administration as Professional Dress Days. These may be designated on chapel days or seminar days. Students are to be in professional business attire on these days. Students failing to be in such attire will be considered non-compliant with the Luther North College Prep Dress Code.

### **Luther North Spirit Wear Days**

Throughout the school year, various days will be established by the Luther North College Prep administration as Luther North Spirit Wear Days. Students are to be in Luther North attire on these days. Students failing to be in such attire will be considered non-compliant with the Luther North College Prep Dress Code.

### **SUMMARY NOTE:**

All clothing and footwear must be clean, neat, and in good repair (no holes, rips, or frayed edges) and worn appropriately for the purpose for which they were designed. Unacceptable dress or dress behavior or appearance includes: extreme hairstyles or cosmetological applications including but not limited to tattoos, exposed midriffs, or visible body-piercing jewelry (except for earrings) unless a letter from parents requesting such a practice for cultural reasons is on file with the Office of the Dean of Students.

Students with tattoos should have them covered up at all times during school hours as well as during extra and co-curricular activities. Students with visible body-piercing jewelry (except for earrings) should remove this jewelry during school hours as well as during extra and co-curricular activities. Acceptable earrings for both male and female students **do not include gauge earrings or their equivalent (including but not limited to spikes and horns and plugs).**

Students refusing to comply with a teacher’s request to remove the unacceptable body-piercing jewelry, to cover tattoos, or to remedy a dress code violation will be considered insubordinate and sent to the dean of students. A dress code violation remedy may include being provided with appropriate clothing from the dean’s office. If the student further refuses the request, he or she will be sent home and a meeting with the student’s parents will be requested.

Part of good personal hygiene and appropriate high school behavior is to avoid drawing, marking, and coloring on oneself or others. Education is a serious endeavor, and dress should reflect this attitude by its appropriateness for school.

The faculty, staff, and Office of the Dean of Students are the final arbiters of what is appropriate and inappropriate for the Luther North student body during school days and school -related events.

Students must wear the appropriate clothing for which the school designates. Violations will result in the appropriate detention. The frequency of violation will determine the length of the detention. Students who violate the dress code will have the opportunity to remedy the dress code violation within the building. If this is not possible, parents will be notified so that they can bring the appropriate clothing to their son or daughter. If a student is issued a Luther North clothing to remedy a violation are required to bring that item back, clean, the next day. If the student does not do so, he or she will be charged \$20.00. This charge is not subject to student service. **A**



**student who excessively violates the dress code demonstrates a defiance and disrespect to the institution and the institution's disciplinary code. This will result in the appropriate disciplinary action and the possibility of the student being sent home even if the violation can be remedied inside the building.**

## **Drugs and Alcohol Policy**

All students enrolled at Luther North College Prep are subject to this policy:

Luther North recognizes that the use of alcohol and other drugs is a major problem in the Chicagoland area, primarily among youth. Recognizing that our mission is to “enable students to reach their potential and to become lifelong learners through a challenging academic curriculum in a Christ-centered, diverse learning community,” we take seriously our role in helping each student acquire the skills necessary to live a Christ-like life. Numerous scriptural guidelines are relevant to our policies on drug and alcohol use (Romans 13:13, Galatians 5:21, and I Peter 4:3), discouraging certain behaviors. We also know that forgiveness is granted to all who repent.

The goal of Luther North College Prep is to promote and maintain an alcohol and drug free school, and to promote an alcohol-free and drug-free lifestyle for our students. In order to accomplish this there are some critical components: A) Parental cooperation. Parental cooperation in helping to enforce school as well as Illinois statutes is vital to this success. B) Educational programming. Our school has also committed itself to enhanced drug/alcohol educational programs. C) Alternative activities. Our school plans events to encourage alternative activities and focus on encouragement of a clean, Christ-like lifestyle. D) Random drug testing of students.

Our purpose is to find avenues from which we can help each student who is involved with substance abuse to get the assistance necessary to avoid further involvement. We furthermore seek to establish healthy life habits that make it more likely that students will maintain a long-term God-pleasing lifestyle.

Why randomly test students? A) Students need to have a reason to say “no” when asked to use alcohol or drugs. This gives students a strong reason. B) The desire is to prevent the use of alcohol or drugs – NOT catch students. We CARE for each individual student. C) Our school MUST be safe and drug-free. D) Why random? Affordability is an issue. There will be NO additional cost to parents for testing unless the student tests positive.

Testing:

### A) Testing for cause

The administration reserves the right to require a student to undergo testing for alcohol and/or drugs when there is a reasonable suspicion of use. A student's failure to cooperate in the testing will result in expulsion from school. A parent or guardian may request that Luther North test their student at any given time. If this is the case, parents will be required to pay the cost of the test. Cost will be discussed with the dean of students at the time of the request.

### B) Random testing

The administration reserves the right to engage in random substance abuse testing of all students. Tests will be initiated by the administration and conducted by a professional agency. Generally four students will be tested every two to four weeks. If an individual tests positive, it is the responsibility of the student to pay for the test. A student's failure to cooperate in the testing may result in expulsion from school.

### C) Positive results

Individuals testing positive for either drug test will be subject to the consequences as outlined below.

#### 1. First Offense

- a. The student, parents, administration and guidance counselor are required to meet.
- b. Assessment evaluation, drug testing, intervention/prevention program options will be discussed.

- c.** The student will be placed on probation (disciplinary contract) for the remainder of the school year.
- d.** If the offense involves using illegal drugs, misuse of prescription drugs or alcohol, the parents and student must participate in the program chosen by the parents and approved by the administration until its completion and required to follow the recommendations made at the closing interview. The administration shall be supplied with a written evaluation of the student's progress from the professional in charge of the program upon completion.
- e.** The student must submit to a mandatory testing program found by the parents that requires the student to be tested at least once every two weeks. Parents will incur the costs of these tests. Parents and students will have one week from the date of the failed test to find this program. If this is not done, students and parents will be considered to be in noncompliance of the policy.
- f.** Refusal by the student and/or parents to fully participate and follow the recommendations will result in expulsion.
- g.** After a failed first test conducted by Luther North College Preparatory High School, a student will be tested by the school 90 days later (this will carry over from year to year). Parents will pay for the cost of the second test. A second failed drug test will result in a recommendation for expulsion.

## 2. Second Offense

The student will be suspended and must meet, along with parents, with the Administration Committee. Generally, a second offense will result in a recommendation for expulsion from the dean of students.

## 3. Self-reporting

- a.** If a student voluntarily comes forward to school officials, acknowledging a drug or alcohol problem, and seeking assistance, there will be no disciplinary action involved. The student, parents, administration, and guidance counselor must meet to implement an intervention/prevention program. After self-reporting, a student will be subject to the same procedures found in the first offense policy except for the disciplinary contract. If there is a subsequent occurrence, the student will be subject to the consequences outlined in the second offense policy.
- b.** A student has a one week period to enroll in a counseling program after an incident in which self-reporting occurs.

The school will use preventive searches to ensure a safe and drug-free environment. The school building, lockers, parking lots and parked cars may be searched by school and legal authorities at any time for illegal substances.

The procedures listed below will be followed when a student is found to be influenced by a controlled substance (drugs, which is also taken to mean the misuse of prescription drugs, or alcohol) or in possession of a controlled substance while at school or at a school-sponsored event. Parents will be notified if a student is under the influence of or in possession of a controlled substance or paraphernalia while at school or a school-sponsored activity. The student will be asked to withdraw from Luther North and the police may be notified. If the student and his family refuse to withdraw, expulsion proceedings will begin. Furthermore, if the student appears to be in physical distress, action will be taken immediately to obtain medical care as deemed appropriate by school officials. Parents will be notified immediately. The student will be kept under the supervision of designated school personnel until a guardian assumes direct responsibility.

If the student who was found to be under the influence of drugs or alcohol violation wishes to remain a student at Luther North he or she must request and be granted an appeal hearing. If the hearing is granted, he or she will be required within five days of the violation to obtain a professional evaluation to determine the nature and extent of the problem. The student, parent, or guardian will be responsible for the cost of such an evaluation. The student will be suspended until evidence of this evaluation is presented to the administration. At the hearing, documentation of the professional evaluation will be provided and discussed. This will enable the administration to understand the nature of the problem and best determine what course of action is to be taken. Results of the conference will either be readmission to Luther North under the drug and alcohol policy stipulations outlined above or dismissal from the

school. If the student is readmitted and later has a second controlled substance violation, the student will be expelled from Luther North.

Athletic Department policies and suspensions will also apply to all instances of drug or alcohol use or possession.

### **Use and Possession of Tobacco Products**

According to state law, smoking by students is not permitted on school premises or adjacent property at any time, nor is smoking permitted at any place where an activity is sponsored by the school or an organization of the school. Students should not bring smoking materials to the school. These will be confiscated. A student found to be in possession of tobacco on his person, in his locker, book bag, etc., will be fined \$10.00 for the first offense, \$20.00 for the second offense, \$30.00 for the third offense, etc. In addition, the Athletic Department will be notified. Smoking on or near campus will result in a parent contact and a \$25.00 fine for the first offense and a \$50.00 fine, parent contact, and a detention for each subsequent offense.

### **Honesty and Academic Integrity**

Students are expected to conduct themselves honestly and with integrity in their work. All forms of cheating and plagiarism are prohibited.

Behavior that is unacceptable includes, but is not limited to:

- representing another student's work as your own
- working with others on projects that are meant to be done individually
- looking at or copying answers on another student's test or quiz
- allowing another student to look at or copy answers from your test or quiz
- using any other method to get/give test or quiz answers
- taking a test or quiz in part or in whole to use or to give to others
- copying information from a source without proper attribution
- taking papers from other students, from publications, or from the Internet

The Council of Writing Program Administrators, on its website, <http://www.wpacouncil.org>, defines plagiarism in the following manner:

*In an instructional setting, plagiarism occurs when a writer deliberately uses someone else's language, ideas, or other original (not common-knowledge) material without acknowledging its source.*

The definition provided by the Council of Writing Program Administrators will guide Luther North College Prep's policy on plagiarism as it works within the protocol governing a student's honesty and academic integrity. It will be utilized across the curriculum in all academic departments.

In all cases, instances of plagiarism and lack of academic integrity will result in an automatic zero on the test, quiz, project, or assignment. The following disciplinary measures beyond the automatic zero may include, but are not limited to detentions (no less than 60 minutes), Saturday School, In-School Suspension, Out-of-School Suspensions, student withdrawal request, or expulsion. Violations of this policy will be disciplined on a case-by-case basis depending on the seriousness of the offense and prior violations of a student's academic honesty and integrity. This determination will be made by the dean of students after conferring with the offended classroom teacher and possibly other administrators and department chairs.

### **Language**

The Luther North student is expected to use only the kind of communication that is respectful to God and man. Inappropriate language (demeaning, vulgar, loud, blasphemous) will result in appropriate disciplinary measures.

### **Harassment/Bullying**

As a Christian school, Luther North respects the dignity and rights of each individual as a child of God. Harassment and bullying of others (**please see Harassment and Bullying Policy**) by an individual is a serious offense and may result in mandated counseling, suspension, or a request that the student withdraw from Luther North. A student who wishes to lodge a formal complaint of harassment or bullying should speak to the dean of students.

### **Fighting/Violence**

Students who fight on or near campus incur immediate suspension. The dean of students will schedule a conference with the student and a parent or guardian upon the student's return to school. A serious fight or repeated fighting is cause for expulsion.

### **Sportsmanship**

Fans and participants are expected to display good sportsmanship through their respect of officials, coaches, participants, and opposing fans. All in attendance are expected to abide by the rules and ethics of the particular sport or contest. Students who violate this expectation will be removed from the event and assigned an appropriate disciplinary consequence. Non Luther North students will be removed from the event and law enforcement will be contacted if necessary.

### **Homeroom Decorum**

Students are expected to maintain respectful quiet during the reading of devotions, announcements, and Channel One presentations.

### **Gang Symbols or Gang Related Activities**

Participation in gang or gang-related activity is strictly prohibited. Anyone suspected of participating in gang or gang-related activity will likely be expelled. The use of gang or tagger identification marks, signs, and symbols on textbooks, notebooks, lockers, walls etc., is strictly prohibited. These will result in a parent appointment and possible expulsion. Luther North College Prep reserves the right to work with and seek counsel from the Chicago Police Department pertaining to the status of a student's suspected gang involvement.

### **Laser Pointers**

Laser pointers are not allowed in school. They will be confiscated when found, and a detention will be assigned to the person in possession of the pointer.

### **Weapons**

It is illegal to bring any weapon to school. Violators will be detained while police are called, and the student will be asked to withdraw from Luther North or face expulsion proceedings. A student who brings a "look-alike weapon" to school will also be asked to withdraw or face expulsion proceedings.

### **Backpacks**

Students are not allowed to bring backpacks or book bags into the classrooms. Backpacks will be subject to search if carried during the day. Purses larger than 6 inches in length will be considered book bags.

### **Cell Phones and Communication Devices**

Students are allowed to use their cell phones before and after school hours, which are considered 7:55-3:30. During the school day, cell phones are to be powered off and remain out of sight, unless specific permission is granted by the instructor for an educational endeavor in a classroom setting. *Powered off* means the phone is not able to transmit or receive communication. Teachers are allowed to set their own policies regarding the use of phones for educational endeavors in their classroom settings. In as such, texting, taking photographs and images, and making recordings, are not allowed in a classroom setting unless specifically authorized by the teacher. Since this is the case, students are not allowed to utilize their phones in the hallways or the cafeteria as these are not considered educational settings. Headphones, earbuds, etc., are not to be worn in the building. Students who violate the cell phone policy may have their phones subject to confiscation by faculty/staff and will be written a 40 minute detention by the teacher. Confiscated phones may be turned into the dean of students or another administrator. Confiscated phones turned into the dean of students or another administrator may be searched by the dean or that administrator. Students who violate the cell phone policy and refuse to give their phone to a faculty/staff member will be sent to the Dean's Office immediately. This will be considered insubordination and disrespect towards faculty and staff and will be dealt with appropriately by the dean of students.

When a student has a cell phone confiscated for the first time and this phone has been turned into the dean of students, he or she may get the phone returned by coming to the Dean's Office. If a student has a cell phone confiscated for a second time, he or she will have the phone returned and will be charged a five (\$5) fine. If a

student has a cell phone confiscated for a third time and for all further instances, he or she will have the phone returned and will be charged a ten (\$10) dollar fine and the phone will only be returned to a parent/guardian who comes to pick it up. **Excessive violations demonstrate a defiance and disrespect to the institution and the institution's disciplinary code. These will result in the appropriate disciplinary action for defiance and/or disrespect.**

### **Electronic Equipment**

Luther North prohibits students' use of other electronic equipment like iPods and similar electronic devices on school grounds during school hours in non-educational, teacher-directed activities. Specific permission is to be granted by the instructor for an educational endeavor in a classroom setting in accordance with the bring-your-own technology policy found in the Accepted Use Policy. Headphones, earbuds, etc., are to be removed upon entry into the building. Students who violate the electronic equipment policy may have their equipment subject to confiscation by faculty/staff. Furthermore, they may have their bring-your-own-technology policy privileges temporarily or permanently revoked. **Excessive violations demonstrate a defiance and disrespect to the institution and the institution's disciplinary code. This will result in the appropriate disciplinary action for defiance and/or disrespect.**

### **Insubordination and Disrespect**

Disobedience to an appropriate school authority figure and disrespect towards faculty, staff, and fellow students will result in appropriate disciplinary action. Insubordination is defined as refusal to comply with reasonable rules and regulations or refusal to obey reasonable directions or instructions of any school personnel. Disobedience and disrespect includes, but is not limited to, verbal abuse, obscene gestures, the use of profanity, or belligerent behavior.

### **Chapel Behavior**

The weekly chapel services held at Luther North are an important component of the Christ-centered diverse learning community stipulated in the school's mission statement. It is a time for worship and a critical component in each student's faith walk. Because this is the case, students are expected to act appropriately during chapel services. This means that students are to be attentive and respectful to the chapel message and to all chapel participants. Those that do not act appropriately during chapel will face disciplinary action.

### **Gambling**

Gambling, cards, or other games of chance are not allowed. Violations will result in the appropriate disciplinary action.

### **Public Display of Affection**

A public display of affection is not appropriate in a school setting. Students are expected to exercise restraint in displaying affection toward one another. When a staff member observes students who are not exercising restraint, the staff member will request the student(s) to stop. Students are expected to abide by the request. Failure to comply with a request will result in the appropriate disciplinary action.

### **Loitering**

Students who have finished school for the day are to wait for their friends in the library or the commons until school is dismissed. Loitering elsewhere in the building may result in loss of free time for the following day and/or a detention. Friends from outside the school must remain outside of the building.

### **School Ceremonies and Activities**

All ceremonies and extracurricular activities sponsored by Luther North College Preparatory High School are considered privileges, not rights. Removal of these privileges as disciplinary consequences may be used by the dean of students or other school administrators if it is deemed an appropriate punishment for an inappropriate behavior. These include but are not limited to homecoming, prom, and the graduation ceremony itself. **No student who was removed from Luther North through expulsion or was asked to withdraw is allowed at any school activity or ceremony. This includes the graduation ceremony, prom, sporting activities, and the like.**

### **Public Transportation Misconduct**

Many students use the CTA to and from Luther North College Prep. Any behavior that creates a question of safety for the passengers or can be considered a nuisance to others using the bus will not be tolerated.

### **Food and Drink**

Bottled water is allowed in all classrooms. Teachers have the ability to dictate what other food or drink is considered permissible in their classrooms. Students who do not adhere to a teacher's policy will be required to dispose of the food or drink. Refusal to do so will be considered insubordination and the student will be written no less than a 60-minute detention. If a teacher does allow students to bring small amounts of food or drink into the classroom, the student is responsible for proper disposal.

### **Leaving Cafeteria, Library, or Classroom without Permission**

All students must have permission from the supervising teacher(s) to leave the cafeteria/classroom/library at any time. Students leaving these areas without permission will be assigned a detention.

### **Admitting Non-Students into the Building**

A student who admits non-students into the building is subject to severe disciplinary penalties. Students may not invite anyone into the building or prevent the doors from closing/locking without permission of the administration.

### **Besmirching the Good Name of the School**

Students who damage the good name and reputation of Luther North College Prep by action in or out of the school may have penalties brought against them including expulsion. Any student whose conduct does not reflect the values and standards of Luther North College Prep will face disciplinary action and may be denied certain privileges, which include, but are not limited to, participation in the graduation ceremony, holding any office in school organizations, and/or any involvement in extra-curricular activities. Any public medium such as, but not limited to, blogging and/or web creation that uses the name of the school or the names of staff or students within its sphere is strictly prohibited. This judgment is at the discretion of the administration. Students may not take pictures of or record any member of the Luther North College Prep community without that person's consent.

### **Hazing**

Luther North College Prep does not condone any activity or situation created with the intention of causing another student mental or physical discomfort, embarrassment, or ridicule. When such activity reaches the level of hazing, it involves but is not limited to: treatment of freshmen, team or club initiations, or rites. Depending upon the circumstances, the student(s) may be referred to the dean of students for removal from the club/activity, suspension, or expulsion.

### **Social Networking Sites, Apps, and Text Messaging**

The use of social networking sites, apps, or text messaging by Luther North College Prep students to engage in bullying and/or harassment of others, whether implicitly or explicitly, is referenced in an earlier portion of the handbook (p. 36) in relation to the school's bullying and harassment policy. In addition, when referencing implicit and explicit inappropriate behavior, Luther North considers the request for and sending of inappropriate and/or pornographic pictures, including those of oneself, to be offending behavior. Students who violate this policy will be disciplined accordingly and such actions could lead to request for withdrawal or expulsion proceedings. Using such images to bully or harass others will fall within the bullying and harassment policy outlined by the school. Law enforcement will also be called to handle the legal ramifications of such behaviors. In addition, students posting pictures of themselves or making statements about behaviors that would be considered non-compliant with Luther North College Prep's Drug and Alcohol Policy will face the consequences outlined in that policy.

### **Alcohol Sale, Drug Sale, or Distribution of any Illegal Substances**

Any student found in possession of, giving away, distributing, and/or selling any illegal drugs and substances will be asked to withdraw or expelled immediately. Any student found to be misusing, giving away, distributing, and/or selling legal prescribed medication will be asked to withdraw or expelled immediately. Please reference drug and alcohol policy.

### **False Alarms/911 Calls/ Bomb Threats**

Any student issuing a false alarm or calling in a bomb threat will be expelled immediately and will have other penalties (monetary and/or legal) imposed.

### **Violations of Acceptable Use Policy**

(see **Acceptable Use Policy** for specific consequences) Violations will result in appropriate consequences. Frequent violations may result in stiffer penalties

### **Respect for Property**

Students are expected to give school property their best care and consideration. If students destroy any of this property or mar it, they are in reality destroying something which they and their parents are paying to maintain. Failure to respect school property and the property of others will result in the appropriate disciplinary action as determined by the dean of students or other school administrators.

### **Proper Disposal of Waste Materials**

All members of the community share in the responsibility of maintaining the appearance and cleanliness of the Luther North College Prep buildings and grounds by using trash receptacles and recycling bins. All members of the community are expected to help keep the buildings and grounds neat and clean.

### **Theft**

Since Luther North is a Christian, caring community working together to protect all property from loss, damage, and theft, each student is expected to ensure that all property remains in possession of its rightful owner. Stealing will result in appropriate disciplinary action. The matter may also be referred to law enforcement authorities.

### **Vandalism**

Students are expected to treat all school facilities and equipment as a valued possession of their own as members of the school community and will display an attitude of pride and concern for the school's appearance. Vandalism will result in immediate remediation, a parental contact, and possible fine (minimum of \$15). Criminal damage to property will be referred to law enforcement authorities for action. Appropriate payment toward excessive damages is expected. This policy pertains to classrooms, hallways, locker rooms, lockers, equipment, gyms, the library, the cafeteria, electronic equipment, and the building exterior.

### **Surrounding Community and Neighborhood**

Out of respect for our school and our neighbors, Luther North students are not to loiter in front of school, in the street, on lawns, or in alleyways, or to use private property as a shortcut. Cutting through neighbors' yards, or alleys, or loitering will result in a disciplinary report, loss of free time, and a disciplinary contract for repeat offenders.

### **Class Disruptions**

A student whose behavior in a given class is disruptive to the teaching-learning process will be dealt with by the instructor involved. If the disruption is sufficiently serious for the instructor to send the student to the Office of the Dean of Students, the student will be assigned to a different area of the building for that period. Appropriate disciplinary action will be taken.

### **Adhering to Office Request**

Throughout the course of the school year, it will become necessary for students to meet with their counselor, an administrator, or representatives of one of the school offices. These requests will normally be given to students during homeroom, and the appointment time will be established on that request. Students failing to adhere to this request may be subject to disciplinary action.

### **Hallways and Washroom Behavior**

Conduct in the hallways and washrooms during the school day should at all times promote a positive educational environment. The following are the school guidelines for hallway and washroom behavior:

1. The hallways are to be used by students during passing periods to collect needed materials and to proceed in a quiet, orderly fashion to their next activity.
2. Loud noises are considered disruptive to the educational process.
3. Students in a hallway or washroom during a period must possess a valid pass issued by faculty or staff.
4. Visual or oral communication with persons inside a classroom or study area will be considered an interruption to the educational atmosphere.
5. To maintain a clean and healthful atmosphere, open containers of food and beverage are not to be taken from the cafeteria.
6. There is to be no running in the halls.
7. The gyms, computer labs, and weight room may only be used under the supervision of authorized personnel.

Violations will result in appropriate disciplinary action.

### **School Dances**

So that all may enjoy themselves at our dances, the following measures are in effect:

1. All students are to arrive at the dance by one-half hour after the start of the dance. If students arrive later, they will not be allowed to attend the dance and will be asked to leave.
2. No Luther North students or guests will be allowed to attend a dance if they have not purchased tickets in advance. No dance tickets will be sold at the door.
3. Students from other high schools may be admitted with their own high school ID and prior approval from the Dean's Office through the completion of the Guest Approval Form.
4. Luther North College Prep students are only allowed one guest per student.
5. Students who have been asked to leave Luther North College Prep High School because of disciplinary reasons will not be allowed to attend dances as guests.
6. If any students leave the scene of a dance, they will not be allowed to return.
7. No drugs, liquor, or tobacco will be tolerated. If any controlled substance is found in the possession of an attendee, the following will happen: Luther North students will be governed by the Drugs and Alcohol Policy printed earlier in this handbook. In the case of a guest, the parents will be called and asked to escort their child home. This includes guests 18 years of age and older.
8. If a student is suspected of being under the influence of controlled substances when entering the dance, parents will be called and asked to escort their child home. Luther North students will be governed by the Drugs and Alcohol Policy of this handbook. Students and their guests will be subject to a breathalyzer test at the dance.
9. The band or disc jockey is not allowed to have extra guests attend the dance.
10. The dean of students or the school chaperones may request the removal of any attendees for inappropriate actions and behaviors during the course of the dance. Failure to comply with the request will be dealt with as trespassing on private property and the authorities will be notified. Luther North students who fail to comply with this request will have their parents notified of the behavior and will also be suspended (either in-school or out-of-school) on the next school day.

### **Student Fines**

Students may incur fines or charges for numerous behaviors/violations. Fines for several of these behaviors can be removed through student service to the school. Each hour of service will remove \$5 dollars from the student's fines. Since the fines are accumulated each semester, students will have until the end of the semester to perform the service that will remove the fines. Hours of service must be approved by the dean of students. Individual teachers can work with the Dean of Students' Office to coordinate hours. Several fines cannot be worked off by the student. These include Saturday School fines, dress code T-shirt charges, tobacco use and possession fines, drug-testing costs, and vandalism charges. These must be paid by the student. Please note that these hours will not apply to the Service Hour Requirement and cannot be used as Portfolio Artifacts (see **Academic Policies**).



### Faculty and Staff 2015-2016

| <b>STAFF NAME</b>       | <b>AREA</b>   | <b>EXTENSION</b> |
|-------------------------|---|------------------|
| <b>Dana Almaguer</b>    | <b>English</b>  | <b>515</b>       |
| <b>Carol Bach</b>       | <b>Information Specialist</b>                             |                  |
| <b>Georgia Bournas</b>  | <b>Administrative Assistant Office 202</b>                | <b>221</b>       |
| <b>Debbie Fasshauer</b> | <b>Administrative Assistant Office 29</b>                 | <b>247</b>       |
| <b>John Franklin</b>    | <b>Physical Education/Theology</b>                        | <b>230</b>       |
| <b>Linda Galek</b>      | <b>Fine Arts (Visual)</b>                                 | <b>242</b>       |
| <b>Jennifer Gawenda</b> | <b>Counseling/Social Studies</b>                          | <b>248</b>       |
| <b>David Grim</b>       | <b>Athletic Director/Science</b>                          | <b>254</b>       |
| <b>Jenny Jones</b>      | <b>Mathematics</b>  | <b>502</b>       |
| <b>Katrina Jurica</b>   | <b>Choir Director</b>                                     | <b>240</b>       |
| <b>Susane Lichner</b>   | <b>Recruitment/Development/Marketing</b>                  | <b>249</b>       |
| <b>Heather Lindgren</b> | <b>Mathematics</b>  | <b>506</b>       |
| <b>Matt Lindgren</b>    | <b>Technology/Science/Mathematics</b>                     | <b>251</b>       |
| <b>Sheri Meyer</b>      | <b>Executive Director</b>                                 | <b>247</b>       |
| <b>Ann Rundio</b>       | <b>English</b>  | <b>514</b>       |
| <b>Jake Runge</b>       | <b>Theology/Business/Math<br/>Athletic Director</b>       | <b>254</b>       |
| <b>JoAnne Rzadzki</b>   | <b>Assistant Principal/Registrar<br/>World Language /</b> | <b>225</b>       |
| <b>Nancy Sadek</b>      | <b>Special Services</b>                                   | <b>244</b>       |
| <b>Kathy Schmidt</b>    | <b>English</b>  | <b>513</b>       |
| <b>Gene Sims</b>        | <b>Social Studies</b>                                     | <b>252</b>       |
| <b>Wayne Wenzel</b>     | <b>Principal/Social Studies</b>                           | <b>246</b>       |
| <b>Josh Wiechert</b>    | <b>Science</b>  |                  |

## COACHING ASSIGNMENTS 2015-2016

| <b>COACH NAME</b>       | <b>ASSIGNMENT</b>   |
|-------------------------|---|
| <b>Sean Conley</b>      | <b>Assistant Football</b>                                       |
| <b>John Franklin</b>    | <b>Assistant Cross Country/<br/>Assistant Track</b>             |
| <b>Jennifer Gawenda</b> | <b>Assistant Volleyball</b>                                     |
| <b>David Grim</b>       | <b>Head Coach Cross Country/<br/>Head Coach Track</b>           |
| <b>Sara Grim</b>        | <b>Assistant Softball</b>                                       |
| <b>Chuck Goss</b>       | <b>Head Coach Softball</b>                                      |
| <b>Keith Hammerberg</b> | <b>Assistant Baseball</b>                                       |
| <b>Susan Lichner</b>    | <b>Assistant Softball</b>                                       |
| <b>Heather Lindgren</b> | <b>Head Coach Volleyball/<br/>Head Coach Basketball (Girls)</b> |
| <b>Matt Lindgren</b>    | <b>Head Coach Wrestling</b>                                     |
| <b>Rick Ludwig</b>      | <b>Head Coach Football</b>                                      |
| <b>Doug McClain</b>     | <b>Assistant Coach Football</b>                                 |
| <b>Jake Runge</b>       | <b>Assistant Basketball (Boys)</b>                              |
| <b>Gene Sims</b>        | <b>Head Coach Wrestling</b>                                     |
| <b>Jason Tucker</b>     | <b>Head Coach Basketball (Boys)</b>                             |
| <b>Bob Tuytens</b>      | <b>Assistant Football</b>                                       |
| <b>Joe Tuytens</b>      | <b>Assistant Football</b>                                       |
| <b>Wayne Wenzel</b>     | <b>Head Coach Baseball</b>                                      |
| <b>Josh Wiechert</b>    | <b>Assistant Coach Track</b>                                    |

## ACTIVITY ASSIGNMENTS 2015-2016

| <b>CLUB/ORGANIZATION</b>                | <b>SUPERVISOR/FACULTY MENTOR</b> |
|---|----------------------------------|
| <b>Art Club</b>                         | <b>Linda Galek</b>               |
| <b>Business Club</b>                    | <b>Jake Runge</b>                |
| <b>Chapel Committee</b>                 | <b>Dave Grim</b>                 |
| <b>Cooking</b>                          | <b>John Franklin</b>             |
| <b>Debate &amp; Mock Trial</b>          | <b>Gene Sims</b>                 |
| <b>Drama &amp; Improv</b>               | <b>Dana Almaguer</b>             |
| <b>Fellowship of Christian Athletes</b> | <b>John Franklin</b>             |
| <b>International Students/Leaders</b>   | <b>Jennifer Gawenda</b>          |
| <b>Leadership Bible Club</b>            | <b>Jake Runge</b>                |
| <b>Lego Builders</b>                    | <b>Nancy Sadek</b>               |
| <b>Mathletes</b>                        | <b>Heather Lindgren</b>          |
| <b>Movie Club</b>                       | <b>Wayne Wenzel</b>              |
| <b>National Honor Society</b>           | <b>Gene Sims</b>                 |
| <b>Pep Club</b>                         | <b>Heather Lindgren</b>          |
| <b>Rube Goldberg</b>                    | <b>Josh Wiechert</b>             |
| <b>Strategic Board Games</b>            | <b>Gene Sims/Wayne Wenzel</b>    |
| <b>Student Council</b>                  | <b>Gene Sims</b>                 |
| <b>Tech Club</b>                        | <b>Matt Lindgren</b>             |
| <b>Veterans Club</b>                    | <b>Josh Wiechert</b>             |
| <b>WYSE</b>                             | <b>Heather Lindgren</b>          |
| <b>Yearbook</b>                         | <b>JoAnne Rzadzki</b>            |