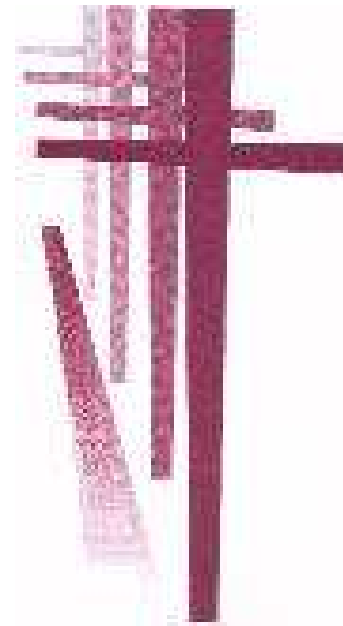


**The Student/Parent  
Handbook  
2010-2011**



***Faith  
Lutheran  
High School***

**Crystal Lake, Illinois**

**“Pray in the Spirit on all occasions with all kinds of prayers  
and requests. Be alert and always keep on praying for  
all the saints.” Ephesians 6:18**

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## **PURPOSE OF THE HANDBOOK**

The purpose of the Faith Lutheran High School Student/Parent Handbook is to assist in establishing an orderly Christian learning environment with everyone knowing the expectations and parameters while living as part of the family of FLHS. The rules, guidelines, and limitations are to be adhered to by all students regardless of grade level or age.

## **MISSION STATEMENT**

Faith Lutheran High School, a Christ-centered community, is dedicated to academic excellence, preparing students to become all that God intends them to be.

Faith Lutheran High School exists to accomplish the following objectives:

1. **Spiritual Development:** to prepare students for Christian living through worship, evangelism, decision making, and Christ-centered programs
2. **Academic Development:** to prepare students for future scholastic and career opportunities through a challenging accredited school program.
3. **Physical, Emotional, and Social Development:** to provide students with opportunities to fulfill physical, emotional and social potential through a variety of academic and extra-curricular activities.
4. **Home and Family Emphasis:** to provide programs that emphasizes family values and promotes a close relationship between home and school.
5. **Lutheran Community Emphasis:** to provide a focus for the greater Christian Community and its Lutheran congregations for joint activities, sharing of resources, and programs, which promote and strengthen the unity of congregational actions.
6. **World Community Emphasis:** to provide class and school service projects that would enable students to grow in the awareness of world needs.

## **PHILOSOPHY STATEMENT**

Lutheran secondary education is designed to develop the total abilities of the student in light of the teachings of the Holy Scripture. Its primary function is to nurture the faith and Christian life of the student by means of the Word of God. The atmosphere, instructional content, and social relationships are to be Christ-centered and lead individuals to a deeper knowledge of and appreciation for their responsibilities and privileges as a Christian citizen.

The Faith Lutheran High School Association is a cooperative member of a diversified system of education and is designed to transmit a view of life that is consistent with Lutheran doctrine and practice. We as Lutheran Christians believe that this is God's world; that nothing is so important to man as to be in the right relationship with God; that upon this relationship depends man's highest good in time and eternity. We believe that man's relationship to man can only be correctly established in the light of his personal relationship to the Triune God. Because we believe that all individuals have been created by God and purchased by Christ, every individual is valued, loved and cared for.

Because of Christ's compassion for us, we aspire to excellence. Because Christ's love is modeled and witnessed by the staff everyday, students grow in their knowledge and understanding of Christ's love for them. Because the law and gospel are demonstrated in all aspects of the school's programs, students internalize the message of God's Word. This intentional, spiritual development in an academic setting allows students to grow not only in knowledge but also in wisdom, strengthening their faith to enter the world as Christian servants.

## PURPOSE OF A CHRIST-CENTERED EDUCATION

Faith Lutheran High School is distinctively different! It is not satisfied with being just another school. Students at FLHS receive courses in the regular high school subjects plus religion in an environment where students and faculty function as the “Body of Christ”. This approach places a premium on quality education and stresses Christian attitudes. It fosters sincere concern for one another and useful service to all mankind.

Faith Lutheran High School serves congregations as one of the church programs of Christian education. It provides the conditions and occasions for the home and church to train young people in Christian living. It does not attempt to take young Christians out of the world but rather to put them into the world with Christ as the focal point in their lives.

Students, the objectives of FLHS are to have your faith in Jesus Christ strengthened and to assist you in being a responsible member of your church and our nation. When you enroll as an FLHS student, our objectives also become your objectives. If you are to gain the most from your high school experience, you will have to put forth the utmost effort in all of your classes and other activities. It will also mean daily hard work, diligent study, and regular prayer. The faculty and administration of FLHS stand ready to assist you in every way to acquire the best possible education for your life as a child of God.

Through a common bond in Jesus Christ, the student, teacher, and Board work together in an atmosphere allowing for maximum success in teaching and learning, counseling, and personal relationships. Programs in the practical arts and strong academic programs for college preparation will be available - all selected with the total development of the student as a primary concern.

This handbook is intended to help students and parents know FLHS. When numbers of students learn, play, eat and pray together every day, it is necessary that a system of organization be determined which will make the education process possible. This handbook is the answer to this need at Faith Lutheran High School. We ask that all parents and all students read and discuss it each year, even if it is familiar. Not only are you asked to read it, but to observe it.

It is our hope and prayer during this school year that our faith in God again will be reflected in our works and deeds as we work and worship together at this place.

## FAITH LUTHERAN HIGH SCHOOL DAILY CLASS SCHEDULE 2010-2011 SCHOOL YEAR

	<u>T-Th -F</u> (45 Min)	<u>Mon/Wed</u> (41 Min)	<u>1/2 Day*</u> (25 Min)
0 Hour	7:11 – 7:56	7:14 – 7:55	7:20 – 7:45
1 <sup>st</sup> Hour	8:00 - 8:45	7:59 - 8:40	7:59 - 8:23
Devotion	8:49 – 8:59	8:44 – 8:54	8:27 – 8:37
2 <sup>nd</sup> Hour	9:04 - 9:49	8:58 - 9:39	8:41 – 9:05
3 <sup>rd</sup> Hour	9:53 - 10:38	9:43 - 10:24	9:09 - 9:33
Chapel		10:28 – 10:54	
4 <sup>th</sup> Hour	10:42 - 11:27	10:58 - 11:39	9:37 – 10:01
Lunch	11:31– 11:56	11:43 - 12:12	
5 <sup>th</sup> Hour	12:00 - 12:45	12:16 – 12:57	10:05 – 10:29
6 <sup>th</sup> Hour	12:49 - 1:34	1:01 - 1:42	10:33 - 10:57
7 <sup>th</sup> Hour	1:38 - 2:23	1:46- 2:27	11:01 - 11:25
8 <sup>th</sup> Hour	2:27- 3:12	2:31- 3:12	11:29 – 11:54

Students will schedule for an eight period school day - that may be eight classes or seven classes and a study hall.

\*On special occasions, the half-day schedule may end at 11:26A.M.

## ADMINISTRATION

The congregations of the Lutheran Church Missouri Synod operate Faith Lutheran High School. These congregations elect delegates to represent them in meetings of the Association. The delegates will elect a Board of Directors and this Board is responsible for the proper administration of the school. The Board is strictly a policy-making organization of the Association. The Principal is responsible for the day-to-day operations of the school.

## ADMISSIONS POLICIES

Faith Lutheran High School has been established to serve young people of the McHenry County area. It admits students of any race, color, 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 or race, color, national or ethnic origin in administration of its educational policies, admission policies, student aid, and athletic and other school administered programs.

Students must have satisfactorily completed grade eight and make application to enroll on forms available from the school office. Upon receipt of the application, FLHS will request records from the previous school, and determine through an interview with the applicant and his/her parent/guardian if FLHS is the school to best meet the student's particular needs. A placement test is administered to incoming students. Referral forms are also part of the admissions process. FLHS discourages enrollment during the school year.

## STUDY HALL

**Faith Lutheran High School students are reminded that Study Halls are for study. Talking, eating and visiting create a poor study atmosphere and are not allowed. Working together is to be considered a privilege and, as such, is only allowed by teacher approval.**

**Students may be allowed to go to the rest room, to the drinking fountain, to the office or to confer with another teacher at the Study Hall teacher's discretion. Only one student should be allowed out of Study Hall at one time.**

## ATHLETICS / EXTRACURRICULAR ACTIVITIES

An invitation is made to all students who meet eligibility requirements to try out for the school teams. Eligibility standards can be found in the Athletic / Extracurricular Handbook.

FLHS is a member of the Illinois High School Association and is governed by its constitution and by-laws. Faith Lutheran High School will strive to become a member of an athletic conference. Faith Lutheran High School currently competes in the following sports: volleyball, cross country, basketball, and track & field with plans to add the following in the future: baseball, cheerleading, football, golf, soccer, and softball.

Eligibility standards are maintained in the areas of drama, student council and other non-class school sponsored applicable activities.

The main objectives stressed are as follows:

1. That the student recognize the human body as a gift of God to be used to His glory and people's happiness.
2. To cultivate such traits of Christian character as leadership, courage, loyalty, cooperation, self-discipline, and sportsmanship.
3. To gain recreational experience and skills for a God-pleasing use of leisure time in adolescent and adult life.
4. To maintain mental, emotional and physical fitness.

To be eligible to participate in extra-curricular activities, a student must have a 2.0 GPA and be passing all classes.

## ATTENDANCE

Regular attendance and prompt arrival at classes and study halls are important. Faith Lutheran High School discourages absences for reasons other than sickness or death in the immediate family. It is important for students to be in class for planned learning to take place. Absences from class(es) for any reason detract from educational time for individual students and for his/her classmates

**When a student is absent, the parent must notify the school office prior to 8:30 a.m. Homework may be requested via email or given to the student when he/she returns to school.**

**GUIDELINES FOR ATTENDANCE:**

1. A student coming to class late must have a pass. Tardy students are not allowed to class without a pass.
2. If a student is tardy to five classes during one quarter, a one hour detention will be served on the Wednesday at 6:45 a.m. closest to receiving the tardy and the parents will be notified by phone. If a student is tardy to seven classes during one quarter, two one-hour detentions will be served on the two consecutive Wednesdays closest to receiving the tardy and the parents will be notified by phone. If a student is tardy to nine classes during one quarter, a student will serve a one-day in-school suspension, and parents will be notified by phone. If a student is tardy to more than eleven classes in one quarter a two-day in-school suspension will be given the day following the tardy. Parents will be notified by phone. If a student receives thirteen tardies in one quarter, a meeting will take place with the parent(s), student, and the principal to discuss the situation. Detentions take precedence over any other activity - sports, work, or rides home. **If a detention is missed, the consequence is moving to the next level of offense.**
3. If a student is absent for any reason more than nine (9) class hours during a quarter's work for any class, the instructor may require that the student retake the class in order to receive credit.
4. A student is only permitted to participate in school-sponsored activities or sports when he/she has been present for at least half of the school day. If a student misses school on Friday (or the last day of school in a week), he/she will not be eligible to participate in weekend school activities or sports.

5. Students not attending class because of a FLHS school-sponsored activity will not be marked absent. Class work for that day must be taken care of prior to the absence. It is the student's responsibility to contact the teacher(s) involved.
6. All other absences, other than illness or emergency, need to be requested by parents **in writing at least 2 days prior to the absence. If this is not done, make-up privileges may be denied.** The student must also get a Planned Absence Form from the office, have each teacher sign it, and return the form to the office. Dental or medical appointments and trips or vacations on school days may be necessary, but if they are not cleared first with the school, they may be considered unexcused absences. It is our hope that families will be able to work out family vacations so that students miss few or no school days. We require that during the last week of each quarter, students must be present to take tests, exams, and complete any of the quarter's work.
7. When unexcused absences or suspensions occur, the student will not be given an opportunity to make up tests or assignments. Further punishment deemed appropriate by the principal may also be given. The school reserves the right to determine whether or not an absence is excused.
8. Truancy: if a student receives an unexcused absence from school, the student will receive a zero in each class missed. Parents will be immediately contacted. If a student receives two unexcused absences from school in one year, a two day in-school suspension will be given. The student will receive zeros for each class missed. If a student receives three unexcused absences, more severe disciplinary action will be taken by the principal to work with the student to resolve the problem.
9. If a student misses the morning of a school day, any test/quiz missed must be made up that day in the afternoon or after school. If a student misses the afternoon of a day of school, any test/quiz missed must be made up during study hall or after school on the next day the student returns to school. For full day absences, any test/quiz missed must be made up within one week of the student's return to school. It is the student's responsibility to make scheduling arrangements with the teacher.. Tests/Quizzes not made up within a week may result in a Zero.
10. Absences will be recorded by half days. If a student comes to school between 8:30 a.m. and 12:30 p.m., it will be marked as a half day absence. If a student comes in after 12:30 p.m. it will be marked as a full day absence.

11. Unexcused tardiness to school will result in a school detention.

### AUDIO / ELECTRONIC EQUIPMENT

Students are not permitted to use audio or communication equipment during the school day (i.e.: radios, pagers, iPods, electronic games and toys, etc.). At the teacher's discretion, iPods or Mp3 players may be used during study hall. If any of these types of items are seen at any other time, they will be confiscated and returned after school that day. If there is a second offense, the items will be confiscated and not returned until the end of the school year. **Cell phones, if brought to school, are to remain in lockers during the entire school day – violation will result in confiscation. It may be retrieved only by parents and a detention will be assigned.** A second offense will result in two one hour detentions and the cell phone can be retrieved by parents only at a parent conference with student. A third offense will result in a one day in-school suspension, and cell phone will be returned only to parents at a parent conference.

### CLUBS

A "School Club" is one whose membership consists exclusively of students of this school. As the need arises, new clubs may be formed upon procurement of a sponsor by the students and permission is granted by the administration.

A club shall be formed when there is genuine interest and a definite need for it. Students should not be merely "joiners", but should participate in the club's program. It is suggested that a student limit his/her activities to one club. Each club should have responsible officers and fully formulated written objectives which are in harmony with the program and objectives of the school. Each club must have faculty representation or an approved adult volunteer representative.

## COMMUNICABLE DISEASE POLICY

Through effective education, good cleaning methods, proper supervision of all teaching areas, coordination between McHenry County Public Health officials, the faculty and administration, in the monitoring of programs we will provide a healthy atmosphere for students to grow.

### Policy - AIDS and HTLV III:

Understanding that children infected with AIDS need to be cared for and educated in Christian settings and in order to provide for the welfare of all students of FLHS including the student infected with the disease (AIDS) or the virus associated with the disease (HTLV-III), we shall follow this procedure:

1. Each student reported to be infected with the disease or the virus shall be evaluated on an individual basis.
2. The evaluation shall be conducted by a team composed of the parent/guardian, the student's physician, a local health department representative, the student's pastor and chaired by the principal.
3. The team shall consider the following factors:
  - A. Clinical condition of the student
  - B. Risk of others in the classroom to the student
  - C. Risk of the student to others in the classroom
  - D. The school setting itself (psychological, social factors, etc.)
4. The team shall make recommendation to the Board of Directors (based on current evidence, casual student contact as would occur among school children appears to pose no risk for transmission of AIDS or HTLV-III).
5. The team shall conduct a review of each case it has considered prior to the beginning of each new school year and at other times deemed appropriate by the administration.

## COMPUTERS

School staff will monitor every student's use of computers. Students will be issued a password, and it should remain private. Any work/activity from the password/user name will be the responsibility of that student. Students are expected to use school computers for school activities only. Inappropriate sites include, but are not limited to, chat rooms, games, My Space, Facebook, inappropriate sites, etc. Absolutely no downloading is permitted at any time. Consequences: first offense results in a one-week suspension from all computer use. Subsequent offenses will result in a nine week suspension of computer use. If a user name/password has been compromised, that student needs to notify school staff immediately.

The computer lab will be used only with faculty supervision.

Computers will be available for student use in selected classrooms.

## COOPERATION IN CHRISTIAN LIVING

As members of Faith Lutheran High School, students are expected to adhere to the basic principles of Christianity as outlined in God's Word. Students at FLHS conduct their lives as Christians because it is God's will and because the love of Christ compels one to do so (2 Cor. 5:14). As one grows in faith and love, his Christian behavior grows accordingly. We want others to see "that we have been with Christ" by attitudes and actions. To this end, the following is a code of behavior:

1. Entrance to and departure from the building is to be orderly.
2. Loud talking or boisterous acts are out of place in and around the building.
3. Willful disobedience, disrespect, and defiance of authority will not be tolerated.
3. Public displays of affection are out of place and inappropriate. Inappropriateness, causing an embarrassment to those around you, includes:
  - laying down together
  - sitting on laps

- rubbing/touching out of place

- kissing

Quick hello or goodbye hugs are appropriate.

5. Students are not to leave the premises during school hours unless there is written permission from a parent or the principal. Cars are to be parked upon arrival at school and are not to be used again or visited until it is time to leave school at the end of the day.
6. Cursing, poor choice of language, slander and lying are out of place in the life of a child of God.
7. Smoking or intent to use tobacco products, use of alcoholic beverages, and/or illegal drug use are not permitted on or around school premises at any time. This applies to any school sponsored activity.
8. Destruction, loss, and breakage of school property and books must be paid for immediately by the student or students responsible. This includes the defacing of desks or other furniture.
9. Consider the feelings of others in all relationships. Work toward school unity.
10. Items considered harmful to Christian living or school policy will be confiscated.
11. Cheating is out of place in the life of a Christian student. Cheating may result in homework, test, or quarter grade failures. Further disciplinary action may also occur.

Those who are not constrained by the love of Jesus in behavior make it necessary to have a disciplinary measure which will help control conduct. The disciplinary consequences are:

**DETENTION:** arriving prior to school under adult supervision

**SCHOOL SERVICE:** working at school under staff supervision

**PROBATION:** a testing or trial of a student's ability to meet certain requirements, usually lasting one semester

**SUSPENSION:** dismissal from school or class. The parents must properly reinstate their child as a repentant Christian school citizen if he/she is suspended.

**EXPULSION:**

permanent dismissal from school or class. This usually means loss of credit for the term.

**CHRISTIAN COURTESY**

1. BE FRIENDLY - to students, teachers, and visitors.
2. BE THOUGHTFUL - of other's feelings, needs and rights.
3. BE TACTFUL - in words and actions.
4. BE HELPFUL - wherever needed.

**CORRIDOR DECORUM**

To maintain order in the hallways there should be no running while passing from room to room. Students should pass quietly and not loiter. Keep the halls clean. Waste paper and refuse should be placed in the waste containers or recycle containers. Students should not be in corridors except to pass from one class to the next.

**CURRICULUM AND GRADUATION REQUIREMENTS**

A separate Academic Handbook is available in the office which contains information on course work, scheduling and graduation requirements.

**DAMAGE TO PROPERTY**

If a student damages or loses school property, restitution (financial and/or school service) is required. In situations where the damage has been intentional, the student will receive school consequences beyond restitution.

**DANCES/SOCIALS**

Dances are school-sponsored activities, therefore all school policies apply. Dances are to begin no later than 8:00 p.m. and end no later than 11:00 p.m.

There are three basic rules for dances. The first is that once someone enters the building, he/she must remain in the building. Once the student leaves the dance, he/she will not be allowed to return. The FLHS student is responsible for the actions of his/her guest.

Each guest must be registered in the school office at least one day prior to the dance. One guest is allowed per FLHS student. Finally, one must arrive at the dance within one hour of the scheduled starting time.

All dances shall have a minimum of four (4) chaperones (one must be a faculty member). Chaperones should be contacted and arranged at least 48 hours in advance. Their names must be submitted to the Student Council advisor and the principal. If chaperones have not been arranged, the dance will be canceled.

**DRIVING PRIVILEGES**

1. Driving on school property is a privilege.
2. Park "in" one parking space, respect the reserved signs.
3. Drive slowly – 15 mph is the speed limit on campus.
4. Keep your vehicle on the pavement.
5. Please do not squeal tires or draw attention as you drive.
6. Car stereos must be set to a reasonable volume.
7. Use common sense and be considerate of other drivers.
8. Students who drive to school may give rides to others but remember that their cars are to be used only for transportation to and from school and school activities. In some cases written permission from a parent/guardian will be required.
9. Students are not allowed to go to the parking lot during the school day without permission from the office.
10. Students are not to leave the premises during school hours unless there is written permission from a parent. Cars are to be parked upon arrival at school vacated immediately, and not used again until time to leave at the end of the day.
11. Student's vehicles are to be parked only in the designated student parking area.
12. Any vehicle parked on school property is subject to search at any time.

## GRADUATION & FEES

The graduation ceremony is the final school event for any student who has successfully completed all requirements for receiving a diploma.

1. Attendance is required.
2. A \$70.00 graduation fee will be charged to cover graduation expenses such as flowers, speaker, diplomas, caps and gowns.
3. Graduation announcements may be purchased separately.
4. FLHS caps and gowns are required, but may be obtained from a previous FLHS graduate.
5. Students who have not met graduation requirements will not be allowed to participate in the ceremony.
6. Students and their parents will be regularly informed regarding their academic status.
7. The graduation ceremony is a worship service. Therefore, the baccalaureate service is part of the graduation service.
8. All graduates will be required to turn in a "check out form" before they are eligible to participate in the graduation ceremony and receive a diploma.

## DISCIPLINE

Faith Lutheran High School follows a Biblical approach to discipline taking direction from Galatians 6.1-2, "My brothers and sisters, if anyone is caught in any kind of wrongdoing, those of you who are spiritual should set him right, but you must do it in a gentle way...help carry one another's burdens, and in this way you will obey the Law of Christ.

Two principles emerge with reference to discipline:

1. Wrongdoing must not go unnoticed or unpunished.
2. It must be handled in a way that the wrongdoer is not "lost" but "gained".

When a student at Faith Lutheran High School fails to follow any of the set rules of the school, a consequence is given. This ties in with the philosophy that there needs to be direct consequences with improper behavior. The severity of the consequence is determined by the offense. The school has the right to determine the level of the offense and to carry out the disciplinary action as it sees fit. Failure of a student to comply with the penalty given will cause further disciplinary action that is more severe in an attempt to get him/her to see the error of the behavior.

**NOTE:** Any of these steps may be skipped or repeated as the administration individually deals with students in an effort to lead them to see their error, repent, and be encouraged by the leading of the Holy Spirit to live Christian lives in accord with God's will for them.

**Proper conduct applies to all students while they are at Faith Lutheran High School or Faith Lutheran High School sponsored activities. This pertains not only to the immediate building and grounds but wherever school activities take place.**

### Guidelines:

We expect that students at Faith Lutheran High School will love God above all things and they will love their neighbor as they would themselves.

We expect that the students' life and work at Faith Lutheran High School will be a reflection of their love for God. Because of this, we expect that students will:

- respect each other and those placed into authority by God
- respect the property, the facility, and all its contents
- respect one's own property and the property of others
- use God-pleasing language
- use their money and possessions wisely
- not abuse one's self with tobacco, alcoholic beverages, or other controlled substances
- respect and abide by all school procedures
- respect the commandments of our Lord in His Word

### BEHAVIOR RESULTING IN A DETENTION

1. Dress code violation (first offense)
2. Reckless driving
3. Vulgar language
4. Disobedience and disrespect

5. Vandalism
6. Offensive materials
7. Irreverence
8. Inappropriate touching
9. Other violations the faculty or staff sees as offensive and contrary to God's will.

When a detention has been issued a student, the school office will phone the parents to notify them with the reason for the detention and the date and time it will be served.

#### **BEHAVIOR RESULTING IN POSSIBLE SUSPENSION FROM SCHOOL**

1. Fighting
2. Tobacco possession, use or suspicion of use on or off school grounds
3. Truancy
4. Major disrespect
5. Continued referral or detention violations
6. Stealing

#### **BEHAVIOR RESULTING IN POSSIBLE EXPULSION FROM SCHOOL**

1. Drug or alcohol possession, use, or suspicion of use on or off school grounds
2. Weapon use or possession
3. Repeated fighting
4. Continued disrespect
5. Repeated truancy
6. Repeated stealing

If a student or parent wishes to appeal the disciplinary action, the first step is to contact the principal. If there is still concern, the final appeal will be brought to the Board of Directors. The Board's decision is final.

All students regardless of age or location of residence are to follow all the rules and guidelines of Faith Lutheran High School. Failure to do so will result in disciplinary consequences. Students who are eighteen or older and/or not living with their parent/guardian are not exempt from any school rules

All detentions will be held on **Wednesday at 6:45 am.** In-school and out-of-school suspensions will be administered after parent notification. If detentions or suspensions are not attended, the consequence will be doubled. If there is still no compliance, more severe consequences will be enforced.

#### **DRESS CODE**

Faith Lutheran High School wishes to develop within its students a feeling for proper grooming and dress. If we look to Holy Scripture for a dress guideline that would be appropriate to the students and teachers of Faith Lutheran High School, we would look in vain. What would be considered appropriate in one culture may be lacking in another. Yet we look to Scriptures for guidelines for Christian living and find that moderation and dressing in a way so as not to draw undue attention to one's self are helpful guidelines. Personal appearance reflects self-esteem as well as school pride. With this, we will be very pleased with the bold, positive image Faith Lutheran High School projects to the entire community.

The general guidelines stated seek to help the individual students find a manner of dress and appearance that is attractive and yet not so conspicuous as to become a matter of obsession and over-concern for the individual, or a matter of disruption to the Christian educational setting. No body rings or clear retainer rings are allowed to be worn during the school day, because they may be an educational deterrent. The responsibility for proper dress and good grooming rests with the individual and his/her parents. **The principal shall have the final decision whether or not dress is appropriate as school wear.**

Arrangements have been made with a supplier for school dress. A day is scheduled at the beginning of the school year to fit on apparel and to place orders. During the year, apparel can be ordered through the school office.

#### **DRESS CODE GUIDELINES**

Faith Lutheran High School has a school dress (uniform) policy. Students are provided with a variety of clothing to wear that is acceptable to attend class. Non "school dress" apparel is not appropriate dress to be worn during the school day, i.e., other sweat shirts, jackets/coats, etc. **If a student comes to school or class out of dress code, he/she will be given a detention and the violation must be corrected immediately.** If the problem cannot be corrected immediately, the student will be sent to the office after which the student/parents will have the following options:

1. For dress violations, the student may be sold/rented appropriate clothing for which the family will be billed.

2. For other violations, the student may be sent home to correct the problem after a parent has been contacted. Time spent out of the class in this manner will be treated as an unexcused absence.
4. In the event that a student refuses to change into appropriate attire, or a parent cannot be reached to remove a student from school to correct a problem with grooming or dress, the student will be placed in In-School Suspension and considered absent and unexcused.

Along with “school dress”, students will be out of dress code when they enter the building at the beginning of the day: school dress does not fit properly or is not worn correctly as manufactured, i.e. shirt untucked, pants too baggy or rolled up, belts other than the plain black or brown, wearing earrings other than in the ear. Shoes must be either dress shoes or gym shoes. No open toe or open heel shoes are permitted. FLHS hoodies are not considered school day attire. Shirts worn under the school dress shirts must be plain white and short sleeved. In addition, male students are out of dress code if their hair touches the collar. Freshman and sophomores are not to have facial hair. Upper classman with facial hair must keep it well groomed. Dress code applies from the time a student enters the building until the last bell rings.

On “**casual Fridays**,” school attire should be appropriate, modest, fit properly and be in good repair. Negative examples are: sleeveless shirts/tank tops, bare midriffs, undergarments exposed, and inappropriate messages on apparel, clothes torn or with holes in any location, exposed cleavage or exposed skin above the belt line when standing or sitting. Footwear dress code still applies. Failure to comply with “casual Friday” dress code will result in a loss of the following “casual Friday” privileges for the remainder of the school year.

### **DRESS CODE REQUIREMENTS FOR ALL GIRLS**

**HAIR:** Hair must be neat and a natural color. Severe styles (including shaved part(s) of the head) are not acceptable. Bleached is not acceptable.

**JEWELRY/ACCESSORIES:** If jewelry is worn, it must be tasteful. Earrings may only be worn on the ear and on no other body parts. Excessive jewelry (necklaces, rings, etc.) is not allowed. Chokers, choke chains, spiked collars, wallet chains are not allowed.

### **DRESS CODE REQUIREMENTS FOR ALL BOYS**

**HAIR:** Hair must be neat and combed at all times and no longer than the eyebrows in front and top of the collar in back. Hair must be of the student’s natural color. Ponytails, shags and multi-layered cuts are not acceptable. Spiked hair is not acceptable. Severe styles (including shaved part(s) of the head) are not acceptable. The hair may not extend more than half of the ear.

**JEWELRY/ACCESSORIES:** Boys are NOT permitted to wear pierced jewelry on any body parts. Boys with pierced ears are not to wear earrings while on school grounds during the school day, at any school-sponsored event or when representing the school for any occasion. Chokers, choke chains, spiked collars and wallet chains are NOT allowed.

### **SPECIFIC RESTRICTIONS FOR BOYS AND GIRLS**

**SHOES/SOCKS:** Where applicable, shoes are to be completely laced and tied. Students must wear socks.

**SLACKS/PANTS/BELTS:** Black or khaki dress pants, shorts, skirts, or capris with belt loops must be worn. All items must be worn with a solid black or brown belt (some exceptions made beltless girl’s pants). School logos are not required.

**HATS/CAPS/SUNGLASSES/BANDANAS:** No headgear of any type is to be worn in the building at any time.

**TATTOOS:** Tattoos are highly discouraged. If a student has a tattoo(s), it must be covered AT ALL TIMES so that it is not visible. Coloring on body parts and coloring on finger nails of boys is not permitted.

**HAIR:** Any student who appears at school with bleached or inappropriately dyed hair will be sent home and not allowed to return to Faith Lutheran until the hair is restored to its natural color. Each day absent will be recorded as an unexcused absence and “F’s” will be recorded for each class period missed.

**THE FOLLOWING ITEMS ARE NOT PERMITTED:**

- Pants worn below the hips (low riders) or showing undergarments or skin
- Any spandex, cargo shorts/pants, bell-bottom, or denim/jean pants
- “Skinny jeans/pants”
- Pants with holes, patches, or frayed edges
- Athletic Wear
- Skirts and Shorts more than six (6) inches above the bottom of the kneecap

**EARLY DISMISSAL**

An early dismissal will be granted for special circumstances involving appointments with doctors, dentists, and other times when appointments are necessary. When a student has an appointment the procedure listed under “Absences” needs to be followed. A note is a must in order to allow the student to leave the campus.

In the case of an emergency, the school administrator will decide the necessity for a student leaving campus. In the event of illness during the school day, a phone call must be made by the office to the parent/guardian to make arrangements before a student can be released.

**FIRE/TORNADO DRILLS**

State regulations require drills to take place on a regular basis. The drills are for the safety of the students. Conduct should reflect the seriousness of the situation to which the drill is related. Students are to note the fire drill exits posted in each classroom. The above also applies to tornado drills.

**FOOD IN THE CLASSROOM**

Candy, food and beverages are not permitted in the classroom unless approved by the teacher. Gum chewing is discouraged but allowed during the school day, provided that it is unseen and unheard. Closed containers with water are permitted in classrooms.

**GRADES AND REPORT CARDS**

The school year is divided into four quarters and four grading periods. Reports cards are issued at the end of each grading period. In addition to regularly scheduled conferences, Parent-Teacher meetings may be arranged at any time.

The marking system is as follows:

**A (90 - 100) Excellent** superior achievement

**B (80 - 89) Good** above average achievement

**C (70 - 79) Average** average achievement

**D (60-69) Below Average** low achievement

**F (0 - 59) Failure** failure to comprehend the work, or complete all requirements

**I Incomplete** An incomplete grade will be issued after certain work or tests are completed. Incompletes not made up within two weeks automatically change to an F. Students have full responsibility for resolving an incomplete grade.

**P Pass** A high school pass grade will be given when, at the discretion of the instructor in working with a learning disabled student, the student has completed the work and exhibited the effort. However, the student is not evaluated by the normal academic standards of the class requirements. A course in which a student receives a “P” grade will be counted as a “D” grade when the students GPA is figured.

Honor Roll: students attaining a 4 – 3.5 average for two quarters are eligible for Honor Roll status. Students receiving a 3.0 average shall receive Merit Role. In calculating averages, all semester courses shall be counted as one-half credit. (Two semesters of one subject will then equal one credit.) To justify this, all courses offered shall contain sufficient academic content as evidenced by a syllabus, be evaluated by means of periodic written tests, and contain regular homework assignments. All semester grades received by a student are used for determining GPA's and class rank.

### LOCKERS

Each student is assigned a locker for use while attending FLHS. Switching lockers with another student is prohibited. Lockers are to be kept locked only with a combination lock provided by the school. (If it is a personal lock it will be removed.) For the student's own protection, it is recommended that the lock combination not be shared with other students. Food and perishables should not be stored in the lockers. Lockers are the property of FLHS and are permitted to be searched at any time. No medications are to be kept in lockers. Announced and unannounced periodic inspections may be held. Students whose lockers require cleaning at checkout time will be assessed a \$25.00 fee.

### ATHLETIC LOCKERS

Students taking a Physical Education class or participating in a sport will be assigned a locker and a lock in a dressing room or the lower gym. Students are not permitted to store clothing or any other personal items anywhere in the building except in an assigned locker. Failure to comply with this rule will result in a detention for every infraction.

### LOST AND FOUND

Students are to bring all lost articles and books to the school office. Items may be claimed from the school office before and after school.

### LUNCH

Hot lunch is available, either through a school sponsored lunch or student council. Students can sign up for hot lunch during their first period class. All students will eat their lunches in the designated area and are expected to be in that area during the entire lunch period. Microwaves are available on a regular basis. Students may not leave the cafeteria without a pass.

### MAKE-UP WORK

Students will be allowed one make-up day for each day of excused absence to complete work for classes missed. Pre-planned absences have items listed on planned absence form, due the date of return. **If a student misses the day of the test, the test must be taken the next day in study hall, lunch or after school, unless other arrangements are made with the teacher. It is the student's responsibility to make arrangements for the test to be made up within a seven (7) day time frame. That test is subject to a failure if not made up in the appropriate time.** Semester exams cannot be missed for any reason other than emergencies or severe illness as noted by a physician.

### MEDICATION

Medication including Aspirin, Ibuprofen, Advil, and Tylenol are available from the school office if there is a parent/guardian signed Medication Sheet on file in the office. First-aid is always available.

If students or parents have a special concern about medication which has been prescribed by a physician and is to be taken during the school day, please see the principal/school office to discuss the situation. Sometimes teachers need to know of possible side-effects from medication. Again, please keep in touch through the office.

### NATIONAL HONOR SOCIETY

The National Honor Society of FLHS is sponsored by the National Association of Secondary School Principals.

It is open to juniors and seniors who have a cumulative grade point average of 3.33 or better for a minimum of eight quarters and have demonstrated Christian character, service, and potential leadership qualities. A faculty committee makes the final selection of National Honor Society candidates. Induction ceremonies will be held in the fall and/or spring.

## **PASSES**

There is an assigned place for every student throughout the day. This schedule can be varied only when a student obtains a pass from a teacher personally requesting the student's presence elsewhere. The student must obtain written permission from a teacher whenever that teacher feels it is important for the student to leave the room during the class period

## **PHYSICAL EDUCATION**

Each student must have a physical examination prior to their enrollment in FLHS. Immunizations must be current and on file at the school in order for the student to attend. Sports physicals must be renewed each year a student participates in extra-curricular sports. Sports physical forms may be obtained from the Athletic Department, coaches or the school office.

## **PREGNANCY POLICY**

Pregnancy does not mean that a student (father or mother) must automatically discontinue their education at FLHS. When the administration becomes aware of a pregnancy, the administration shall:

1. Meet with the parent/guardian of the students(s) and the Pastor of the family.
2. They shall consider what is best for:
  - a. The student and the baby.
  - b. The FLHS student body.
  - c. The general educational process.
3. The administration shall recommend a course of action to all involved and Communicate this recommendation to the FLHS Board of Directors.

## **PROBATION**

**Academic Probation:** If the faculty and administration determines that a student's effort in academics is lacking and the student's grades are far below what his/her talents might suggest, a student may be placed on academic probation for a period of time. Parents will be notified of all circumstances surrounding the situation. A student on probation is ineligible for any or all school extra-curricular activities. A behavioral contract may be established.

**Disciplinary Probation:** If a student is a repeated conduct problem, the student may be placed on disciplinary probation for a designated period of time and monitored at intervals. A behavioral contract may be established.

## **PROM / FORMAL DRESS**

It is recommended that dress for formal school related functions are modest but in good taste. If a student's dress is inappropriate, a T-shirt or sweatshirt will be provided to enable the student to participate. This is the standard that will be used to measure appropriate dress. No one younger than a sophomore or older than 20 years old is permitted to attend. Sophomores must be accompanied by a junior or senior date. Permission must be given by the FLHS administrator for guests (sophomores and non FLHS students).

## **SCHEDULE CHANGES**

Class changes, through the office and approved by the faculty members involved, can be made at the end of a semester. Class Transfer Request Forms can be obtained from the office. A student may drop a course during the first two weeks of a quarter without having it appear on his/her permanent record. Courses dropped after two weeks of a semester, with the Office's approval, receive a WP (withdraw passing) if the student is passing or WF (withdraw failing) if the student is failing. A WP will not be counted in the cumulative averages, but a WF will be counted as a failing grade. If a student drops any course without consent of the School Office, he/she receives an automatic failure.

### SCHOOL FUNCTIONS

Students attending games and functions will maintain the behavioral standards set in this handbook. Students are subject to disciplinary actions if behavior is inappropriate. School pride, loyalty, and Christian behavior are emphasized and must be observed.

### SCHOOL HOURS

The school day begins at 8:00 a.m. and ends at 3:12 p.m. (except on a half day schedule – 12:01 a.m.). Zero hour classes meet at 7:11. Those students will have availability to the building at 7:05 a.m. Students should not plan to enter the building before 7:50 a.m. or remain in the building after 3:45 p.m. unless a student is involved in a school activity under the proper faculty supervision or is in after school care. Once a student has arrived at school each day he/she is expected to be properly dressed in school uniform and report directly to the cafeteria. Students are not allowed to leave campus without permission of an instructor or the office after they arrive at school. Students who have appointments with teachers are welcome to be in the building before or after school hours.

### SERVICE HOURS

FLHS requires service hours to be logged for each of the four grade levels. Students may be involved in service projects through the school or carried out in an activity outside the school. No more than half of the required hours can be earned in school. **At least half of all hours must be complete by the end of the first semester.** Each student is required to work a specific number of hours:

- Freshman – 10 hours
- Sophomore – 15 hours
- Junior – 20 hours
- Senior – 25 hours

Failure to obtain the designated hours will result in an Incomplete in Theology class.

**Prior approval must be obtained from a designated faculty member. Approval forms are available on the web site.**

### SHADOW PROGRAM:

Shadowing is the opportunity for seventh and eighth grade students to spend the day at Faith and experience firsthand what it's like to be a member of the Faith family. Students that shadow are paired with a Faith student for the day to attend classes, go to lunch and get a true feel for student life at Faith. Faith students are encouraged to invite prospective students to shadow.

Ideally, eighth grade students will schedule their shadowing dates in the fall between the beginning of September and the end of November, while seventh grade students will schedule their shadowing visits sometimes in the months of January-May. Each student is asked to shadow only once either in the spring of their seventh grade or the fall of their eighth grade year.

### SIGNING IN/OUT

Students must be in designated school areas during the school day. Students who arrive late must check in at the office immediately. Students who are leaving school early must also check out with the office. Failure to sign in will be considered an unexcused absence. There is a log book in the office to monitor the signing in and out.

### SNOW DAYS

School will be closed when there are hazardous driving conditions. Notification will be made over the school phone tree, on EmergencyClosings.com, and over radio station Star 105.5 (WZSR FM). Parents should always use their discretion on whether to send their students. Weather conditions can be different in various areas of the county.

### STUDENT AID/GRANT-IN-AID

Student Aid information can be obtained by reading the Tuition/Financial Brochure. It is available in the school office or find the form on the website. If a student does receive a grant that student will be assigned tasks at the school. Students may also be fined or lose their grant privileges for failure to complete their tasks, or if passing (eligibility) grades are not maintained. Other questions can be addressed by calling the school office.

### STUDENT COUNCIL

The Student Council represents the student's voice at Faith Lutheran High School. It is not regarded as a legislative body which makes rules for the student body or for the organization of the school. It is primarily a service organization which can and should do much to serve the student body, the faculty, and the school. It serves as a central coordinating group for student ideas and opinions, helps create an atmosphere and environment conducive to Christian living, assists in the solution of school problems, develops and maintains school spirit, cooperates with the faculty, fosters Christian fellowship within the student body, and gives leadership in all phases of school life. Any student meeting eligibility requirements may join student council as a class representative. Class officers, who are elected in the spring for the following year, are also part of the Student Council.

### STUDENT PARTTIME EMPLOYMENT

Since we feel that this "job" of being a student is a priority, we as a school have found that a part-time job outside of school can interfere with his/her development. Therefore, if a student at FLHS chooses to have a part-time job, we recommend that the work schedule not exceed 20 hours per week, with the majority of those hours being weekend hours. We will work with students and parents to ensure that "education" comes first.

### STUDENT RECORDS

The primary purpose of student cumulative records is to assist school officials in providing a student with the best possible education. Student cumulative records are composed of academic progress and performance and behavior records. Parents/guardians may gain access to their son's/daughter's records by appointment made with the Guidance Counselor. Students under the age of 18 do not have access to their records. Copies of student records can also be obtained through the school office. Behavioral records remain with Faith Lutheran High School but academic transcripts follow the student. High school transcripts for college applicants are also available, with the first five being free. Additional copies are \$5.00 each.

### TELEPHONE USE

A telephone is provided for student use. Permission to use that phone is required. Except for emergencies, calls should be made before or after school, or during lunch. The office phone is not to be used for personal calls by students.

### TEXTBOOKS

Faith Lutheran High School has a fee for textbook rentals. Because the student does not own the books, fines will be assessed for unusually high wear and damage when the books are turned in. **GRADES WILL NOT BE RELEASED UNTIL BOOKS, MUSIC AND MUSIC FOLDERS ARE RETURNED AND/OR PAID FOR.**

### RATINGS FOR THE CONDITION OF A TEXTBOOK

Students are encouraged to take good care of their books. Due to the extremely high cost of textbooks (the price often exceeds \$100 per item), students will be fined for excessive wear and tear or damage to their textbooks. If the student loses a book, he or she must pay all the costs to buy a brand new textbook.

During the first week of class, students will be issued textbooks by their instructor. These books are loaned to the student. It is the student's sole responsibility to keep the book in a safe place and to prevent it from becoming damaged. With the exception of a disaster in the school building, Faith Lutheran High School will not accept responsibility for any damage that occurs to a textbook once it has been issued to a student.

When a book is issued, the teacher will rate the condition of the text, based on the criteria listed below. When the student returns the book at the end of the course, the teacher will rate the condition of the book. If the returned book drops more than one letter rating, the student will be charged 20 percent of the original cost of the textbook and another 20 percent for each additional rating drop. For example, if a student receives a textbook in condition "A" at the beginning of the course and returns it to the teacher in condition "D", the student will be charged 40 percent of the textbook's original cost. (20 percent for sliding below condition "B" and another 20 percent for sliding below condition "C")

**A** - New, unread, unused and in perfect condition with no missing or damaged pages.

**B** - Shiny, undamaged cover, dust jacket included for hard covers, no missing pages, all pages undamaged (no creased or tears), no underlining/highlighting of text, no damage to binding, no writing in margins (Could easily be mistaken for brand new).

**C** - Doesn't look brand new but has no easily noticeable damage to the cover, dust jacket included for had covers, no missing pages, all pages undamaged (no creases or tears), no underlining/highlighting of text, no writing in the margins, very minimal identifying marks inside cover, very minimal wear and tear (You would give it to a good friend as a gift).

**D** - Very minimal damage to the cover (no holes or tears, only minimal scuff marks), dust jacket not

(No student is excused from class responsibilities because of a visitation.)

**Note: If a privilege is abused, the student will be denied the use of class time for this purpose.**

necessarily included, minimal wear to binding, majority of pages undamaged (minimal creases to tears), minimal pencil underlining of text, no highlighting of text, no writing in margins, no missing pages (You would use it yourself, but wouldn't necessarily give it as a gift).

**E** - Some damage to the cover but integrity still intact, binding slightly damaged but integrity still intact, possible writing in margins, possible underlining and highlighting of text, no missing pages (Item beaten up a bit but it works).

**Unacceptable** - We won't buy it! Major damage (holes and/or tears) to a significant number on pages and/or to cover, missing or stained pages, book cover is torn or missing, book is not readable.

If there is a dispute between a teacher and a student about the condition of a returned book, the executive director will make the final decision about the textbook's condition rating.

## TUITION / FEES

Tuition information can be obtained in the Tuition/Financial Brochure which is available in the school office. Re-enrollment can be denied if balances of previous school years are not paid. **GRADUATION AND TRANSCRIPTS WILL NOT BE AWARDED OR SENT ON TO ANOTHER SCHOOL IF THERE IS A BALANCE DUE**

Faith Lutheran High School uses Tuition Management Systems as their tuition collection agent. The use of TMS is a requirement if tuition is not paid in full July 1. Payments will be made directly to TMS.

## VISITATION BY COLLEGE OR SCHOOL REPRESENTATIVES

Students may be excused from class to share information about their post-high school programs. To be excused, the following conditions must be met:

1. The student must register his/her desire to meet with the representative.
2. The student has received permission from the instructor of any class he/she might miss and made arrangements to meet all class responsibilities.

## VANDALISM

Vandalism is expensive and senseless. FLHS is your school; take pride in ownership. Students will be held financially accountable for items assigned to them (e.g.: Books, lockers, desks, etc.).

## VISITORS

Visitors to Faith Lutheran High School are welcome. All visitors to the school must secure a Visitor's Pass before going throughout the building. Students who wish to bring a visitor to school should make arrangements in the office at least one day prior to the visit. The procedure is as follows:

1. The FLHS student is to secure a Visitor's Request Form from the office at least one day before the visit.
2. The form is to be taken to all teachers the guest will visit and have each teacher sign it giving his/her approval.

3. The signed form must be returned to the school office at least one day before the visit.
4. The student must have the principal sign the form which gives final approval.
5. The form has to be completed with visitor's name, parent's name and phone number listed in the event that we need to reach them in an emergency.
6. If any or all teachers or the principal does not sign the form, the guest is not allowed to visit.
7. The guest is to meet their student host in the office on the day of the visit and receive the signed form to take with him/her.

### **WORSHIP**

Christians consider all of life a worship and praise of God. In addition, Faith Lutheran High School provides students and faculty, as the body of Christ, the special privilege of devotional periods. Students and faculty meet once a week for a chapel service. All students are encouraged to participate fully in their own congregational life and worship.

“The fear of the Lord is the beginning of wisdom; a good understanding have all those who practice it, His praise endures forever!” Psalm 111:10.

### **WORK STUDY**

As a pre-requisite to receiving work-study at FLHS, the parent/guardian must have requested financial aid from the school. The student must complete the work-study agreement form and be able to work before or after school. Working during the school day will not take place. The total number of hours a student can work will be determined before the school year begins.

### **YEARBOOK**

Faith Lutheran High School's yearbook will be distributed to students upon completion and delivery. Some of the expenses for the yearbook are met through donations from patrons and advertisers. FLHS students are encouraged to become part of the yearbook staff. The purchase price of the yearbook is announced at the beginning of each year.

**Yearbooks must be paid for when order is placed.**

### **HAZING**

#### **NO ORGANIZATION, ORGANIZATIONAL MEMBERS OR STUDENTS WILL CONDUCT OR CONDONE HAZING ACTIVITIES.**

**Hazing** is defined as: Any action taken or situation created, whether on or off school property, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include, but are not limited to the following: forced consumption of food or liquids (including alcohol), paddling in any form, interruption or inference of routine sleep patterns, physical or psychological shocks, blind-folded road trips, or any other such activities carried on outside or inside of the confines of Faith Lutheran High School, the wearing of public apparel which is conspicuous and not normally in good taste, verbal abuse, engaging in public stunts and buffoonery, morally degrading, or humility games and activities, late work sessions which are not consistent with scholastic activities, and any other activities which are not consistent with Illinois State Law or regulations and policies of Faith Lutheran High School.

