WALTHER
CHRISTIAN ACADEMY

2026-2027
Family Handbook

For by grace you have been saved through faith. And this is not your own doing; it is the gift of God, not a result of works, so that no one may boast. For we are his workmanship, created in Christ Jesus for good works, which God prepared beforehand, that we should walk in them.

Ephesians 2: 8-10

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Walther Christian Academy

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Mr. Tim Bouman, Head of School

Dr. Terence Swims, Principal

Andre Lodree, Dean of Culture

SCHOOL MASCOT
"Broncos"

SCHOOL COLORS
Forest Green and Brilliant White

SCHOOL MOTTO
“Be transformed by the renewing of your mind”
Romans 12:2b (NIV)

WALTHER FIGHT SONG
Hail to the green and hail to the white
Fight on our team with all of your might
We cheer our Broncos up to the sky
And bring home vict’ry for Walther High
Fight! Fight! Fight!
Vict’ry for Walther High
Fight ! Fight! Fight!
Vict’ry for Walther High.
FIGHT! BRONCOS! FIGHT!

Walther Christian Academy 2026-2027 School Year

A NOTE FROM THE PRINCIPAL

Dear Walther Students and Families,

Welcome to a brand-new year at Walther! We begin this season with tremendous joy, renewed energy, and great anticipation for all that God has prepared for our community.

We are working diligently to ensure that every student receives the high-quality, rigorous education they deserve in an environment that is joyful, nurturing, engaging, and exciting. With a sharpened focus on academic excellence, new and improved systems, a renewed commitment to athletics, continued investment in the fine arts, and the invaluable service of our dedicated faculty and staff, Walther is ready for an extraordinary year.

Walther is home—a place of refuge, belonging, and safety. At the same time, it is a training ground where students are challenged, strengthened, and prepared to step boldly into the world. Here, they discover their gifts, develop their character, deepen their faith, and learn to use their God-given abilities with confidence, courage, and purpose.

Our theme Scripture for this year declares:

> "For by grace you have been saved through faith. And this is not your own doing; it is the gift of God, not a result of works, so that no one may boast. For we are his workmanship, created in Christ Jesus for good works, which God prepared beforehand, that we should walk in them."
> **Ephesians 2:8–10**

What an incredible reminder: we are God's workmanship! We have been intentionally created, uniquely gifted, and graciously prepared to do good works—not to earn God's love, but as a joyful response to the grace He has already given us.

There is good work ahead—in our classrooms, on our fields and courts, on our stages, throughout our community, and wherever God sends us. By His grace and through His strength, we will pursue that work with excellence, enthusiasm, and unwavering faith. We are ready to learn, ready to grow, ready to serve, and ready to make an impact.

There is good work to be done, and we are excited to be graced for it!

Welcome home. Welcome to a new year at Walther!

With joy and great expectation,

Dr. Terence D. Swims

Principal

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STUDENT CODE OF CONDUCT

"For you were once darkness, but now you are light in the Lord. Live as children of light . . . ." Eph. 5:8

Walther students have been brought from the darkness of sin to the light of God's love for them by Christ's death on the cross. Out of gratitude for what has been done for them, their goal is to

"Be imitators of God, therefore, as dearly loved children and live a life of love, just as Christ loved us and gave himself up for us ..." Eph. 5:1

"So whatever you eat or drink or whatever you do, do it all for the glory of God." Cor. 10:31

Walther students will strive for a lifestyle which brings glory to God. This will, in turn, bring honor to their families, their school, and to themselves.

"Therefore, each of you must put off falsehood and speak truthfully to his neighbor ... In your anger do not sin! Do not let the sun go down while you are still angry." Eph. 4:25-26

Walther students strive to live honestly with one another. Gossiping, cheating, stealing, and lying are not a part of the Christian lifestyle. Anger happens, but the Christian strives for reconciliation.

"If your brother sins against you, go and point out his sin to him when you are alone." Matt. 18:15

"Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought with a price. Therefore honor God with your body." I Cor. 6:19-20

The Christian students at Walther strive to keep their "temple" clean. They realize that use of drugs and alcohol can dishonor that body. They also will not dishonor their body with illicit sex. They realize that God's gift of sex is to be enjoyed within the bounds of their marriage.

"Flee sexual immorality." I Cor. 6:18

"Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their need ... Get rid of all bitterness, rage and anger, brawling and slander, along with every form of malice. Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you." Eph. 4:29-32

Finally, Christian students and faculty at Walther realize that their lives at Walther will be much more God-pleasing if they follow the "five-fold respect" pattern:

1. **The students respect all adults in the building**
2. **The teachers respect their students**
3. **The students respect their fellow students**
4. **The faculty members respect their colleagues**
5. **We, together as the Christian family at Walther, respect our God**

MISSION STATEMENT

Walther Christian Academy is a culturally diverse and inclusive Christian middle and high school, rooted in the Lutheran tradition. Walther nurtures and prepares learners to fulfill their unique God-given potential through academic excellence, spiritual growth, and service, leadership and enrichment opportunities.

1 Corinthians 12:12: For as the body is one and has many members, but all the members of that one body, being many, are one body, so also is Christ.

VISION STATEMENT

Walther Christian Academy will graduate Christ-centered learners from a relevant and rigorous academic environment, and prepare them for a fulfilling lifetime of purpose, learning and service.

Proverbs 22:6: Train up a child in the way he should go, And when he is old he will not depart from it.

VALUES

WE LIVE IN GOD'S GRACE.
WE ARE FAMILY.
WE BELIEVE GOD HAS A PURPOSE FOR EVERYONE.
WE ARE A PROUDLY DIVERSE COMMUNITY.
WE ARE CHRIST-CENTERED, AND ROOTED IN THE LUTHERAN TRADITION.

ABOUT OUR NAMESAKE – CARL FERDINAND WILHELM WALTHER

C. F. W. Walther, the founder of the Lutheran Church–Missouri Synod (LCMS), was born October 25, 1811 in Langenchursdorf, Saxony, Germany. In 1837 he was ordained in Braunsdorf in the church *Zum Guten Hirten*, where he was the sole pastor and taught religion classes in the local school. Walther experienced difficulties with the rationalistic government of the Kingdom of Saxony. Rationalism was a contemporary system of pure logic that held no place for a god or religion. He felt he could not carry out his duties as a Lutheran pastor in accordance with the confessional writings of the Lutheran Church in this rationalistic atmosphere. He and his brother Otto sailed to America in 1838 with a group of 800 Saxon immigrants, who settled either in St. Louis or to the south along the Mississippi River in Perry County, Missouri. Walther accepted a call to be pastor of a dual parish in the Perry County settlements of Dresden and Johannisberg. In 1839 he was instrumental in establishing a log cabin college. In 1841, soon after his brother Otto died, his late brother's congregation, Trinity Lutheran Church in St. Louis, extended a call, where Walther served until his death in 1887.

Pastor Walther's commitment to education was firmly demonstrated when he founded a parochial school where members of his congregation and any other residents of the community could send their children for a strong Christian education. He stated, "Concern for the future of their children in both church and school, was the most compelling reason for the emigration to America." His monthly German-language newspaper, Der Lutheraner, and theological journal, Lehre und Wehre, helped the country's isolated Lutherans to find one another. Der Lutheraner also helped with the formation of the Lutheran Church - Missouri Synod (LCMS). He traveled widely for the times, often by steamboat, and was sought after for his doctrinal expertise. He served as LCMS president from 1847 to 1850 and from 1864 to 1878.

Walther continued preaching and teaching until his death in 1887 at age 76. At the time of his death, he held the position of first minister at Trinity Lutheran Church, Professor of Theology and president of the Concordia Seminary. He also held the honorary title of Doctor of Divinity, bestowed upon him in 1878 by the Joint Synod of Ohio.

Walther never took any credit for the awesome deeds he accomplished. He never thought that he was a great leader. Walther simply believed that he was carrying out the will of God. He should be remembered as an honorable man who, through the hand of God, united and led a group of believers to America where they could worship freely in the way that they believed was ordained by God.

WALTHER CHRISTIAN ACADEMY – A BRIEF HISTORY

"The heart of education is the education of the heart" was the slogan that served as the guidepost and goal for dedicated Christians to begin a venture of faith that became Walther Lutheran High School in 1954.

Walther is one of three high schools that completed the expansion plan for the original Chicago Lutheran high school called Luther Institute which had first opened its doors to students in 1909. The three new high schools, Luther North, Luther South, and Walther, formed the Lutheran High School Association of Greater Chicago.

The Melrose Park site for the "west side" school was purchased in 1950 and the successful fund-raising campaign culminated with a ground-breaking service in November 1953. Mr. Fred Meyer was called to serve as the school's first principal and to supervise the building plans. The school was named for C. F. W. Walther, one of the founding fathers and first president of what is now the Missouri Synod of the Lutheran Church.

The first school year began on September 13, 1954, with classes for 142 students and 7 faculty at off-site facilities because the new building was not finished. On November 8, 1954, classes were held in the new building for the first time.

Three large Lutheran congregations with elementary schools within 10 minutes travel time provided the most students to an enrollment that reached 500 in the early years and then gradually declined to 290 in the early 1990's, and has been up and down since then. The student body has changed over the years as the demographics of the area has changed, giving Walther a richly diverse a racial mix that reflects the local communities with White, Black and Hispanic students.

Mr. Herman Zemke became the school's second principal in 1975, a position he held until his retirement in 1992. He served as interim principal until Mr. Kevin Dunning assumed the principal's position in 1994. "Quality Education in a Christian Environment" had been adopted as a descriptive slogan during those years. Walther has been accredited by the North Central Association of Colleges and Schools, the State of Illinois, and in 1991 received National Lutheran Accreditation.

In 1989, the Lutheran High School Association of Greater Chicago was dissolved and each of the member schools became independent. At this time the Walther Lutheran High School Association was formed and Mr. Don Gillingham became the school's first executive director.

In March, 1996, Walther's delegates unanimously approved the Board of Director's decision to develop a campus plan and fund-raising campaign to take Walther to "2000 & Beyond." The first addition to Walther's building was completed in December, 1996, and added new music facilities and a Multi-Purpose Room.

Mr. Stephen Zielke became Walther's fourth principal in July, 1999. A major event in Walther's history came about in March, 2000, when Operation Burn the Mortgage's match grant of $500,000 went over the top 10 months before the deadline and we literally "burned the mortgage" on our building.

The "Walther@50" campaign brought about the construction of the second major addition to Walther's facilities since 1954. The Christopher Family Science and Technology Wing welcomed students on January 6th, 2003. This state-of-the-art facility houses science classrooms, a chemistry lab, a computer lab and class room, and a high-tech AV classroom along with new administrative and counseling offices.

The 50th Anniversary of Walther Lutheran High School was celebrated on November 28th, 2004. Families, friends, alumni, current students, faculty and staff took part in a Family Fun Day, a Gala Dinner and finally, a very special Worship Service and Reception.

In 2007, Walther began entering a new era. With our 50th anniversary in 2004 the Walther Board of Directors began an in depth study of the state of Lutheran Education in our service area. This study led us to an understanding that this Lutheran High School provides a focal point for Lutheran Education. Changes in our By – Laws enabled us to go beyond the Chicago Avenue campus to build a stronger system of education to help more families enable their kids to grow in mind, body and spirit. In the Fall of 2007 Walther Academy @ Forest Park opened at St. John Lutheran, beginning an additional direction in ministry for the Walther Lutheran High School Association.

In 2008 Mr. Zielke became full time Principal at Walther Academy @ Forest Park. Mr. James Craven assumed the role of principal at WLHS. In July 2009 Mr. Craven became the first Head of Schools for the association.
In September of 2013 the Association changed the name of the schools to Walther Christian Academy with the twin tag lines of "Education in the Lutheran Tradition" and "More Than College Prep." The two schools were called the Lower and Upper schools. Below are more recent updates:

June - July 2014

- Mark and Barb Korntheuer retire after 40 and 27 years of faithful service to Walther. The tennis courts are named in their honor.
- St. Paul Lutheran Church closes their school enabling Walther Lower School to move to that location.
- The Lower School (PK-8) moved to the former St. Paul Lutheran School building next to the Upper School.

March 2015

- The "Where Blessings Abound" Capital Campaign is launched to fund the replacement of the heating and ventilation system, make upgrades to school security and to the athletic fields, provide general scholarships and financial aid funds, and support the Walther Grade School Instrumental Program.

Summer 2015

- Warren G. Hoger Track is installed.

May 2015

- The Walther Grade School Instrumental Music Program celebrates its 40th anniversary.

June 2016

- Richard Rose retires after 41 years of faithful service to Walther.

August 2016

- Dave Sommermeyer took over the roles of Interim Head of Schools/Principal

November 2016

- Todd Dulaney '01 is nominated for a Grammy Award for Best Gospel Album for "A Worshiper's Heart."

July 2017

- Paul Goffron is named WCA's Principal after serving in the role of Dean of Students since 2012, and Wayne Wenzel is named the new Head of School.

January 2017

- Donations from the Bronco Benefit Dinner established the Bronco Legacy Scholarship. This scholarship assists alumni in sending their sons or daughters to Walther Christian Academy.

June - July 2017

- The Lower School located at St. Paul Lutheran Church closes.
- Seven current students and two recent alumni toured Germany with the Lutheran Youth Choir. Faculty member, Cindy Holliday and her husband Darryl chaperoned the group.

August 2017

- Current Luther North students join Walther after the closure of their school.
- Walther Middle School opens in the main school building featuring 1 to 1 technology and a STEM-based curriculum.

July 2018

- Dr. Edmond Kelly Jr., Walther alum of 1995, becomes our new Dean of Students.

January 2019

- Longtime Bronco wrestling Coach and Walther Faculty member Bruce Tuomi surpassed 500 match victories, putting him near the top of the Illinois High School Association record book.

March 2019

- With God's blessing and the generosity of 395 donors, the $2.3 million "Where Blessings Abound" campaign was completed.

May 2019

- Walther Faculty member and Girls' Basketball Coach Todd Fisher is chosen as Coach of the Year by the Illinois Basketball Coaches Association, Division 2A.
- A new electronic sign is installed on the corner of 9th and Chicago Avenues.

July 2019

- Tim Bouman becomes new Head of School/Principal of Walther Christian Academy, and Dr. Edmond Kelly Jr. becomes our new Assistant Principal.

August 2019

- Walther reveals a new electronic Football Scoreboard, new Sponsorship Board and new Resource Center.

March 2020

- The global COVID-19 pandemic shuts down in-person learning and students learn remotely for the rest of the year.

Summer 2020

- Beloved religion teacher and wrestling coach Bruce Tuomi retires after 20 years at Walther
- The class of 2020 graduates in July at a socially distanced outdoor ceremony on the football field.

August 2020

- Walther re-opens its doors in the midst of the pandemic, offering both in-person and remote learning.

September 2020

- An outdoor memorial service is held for Richard Rose with musical performances and speeches by former students.

June 2021

- The first annual Bucking Bronco 5K Run/Walk is held with 161 participants crossing the finish line.

2022

- At special ceremonies, the Multipurpose Room is named after Bruce Tuomi and the Music Room is named after Richard Rose.

June 2022

- After 24 years of service, Facility Director Jim Urban retires.

2022- 2023

- Two new athletic teams debut at Walther: Middle School Cheer and HS Girls Soccer.

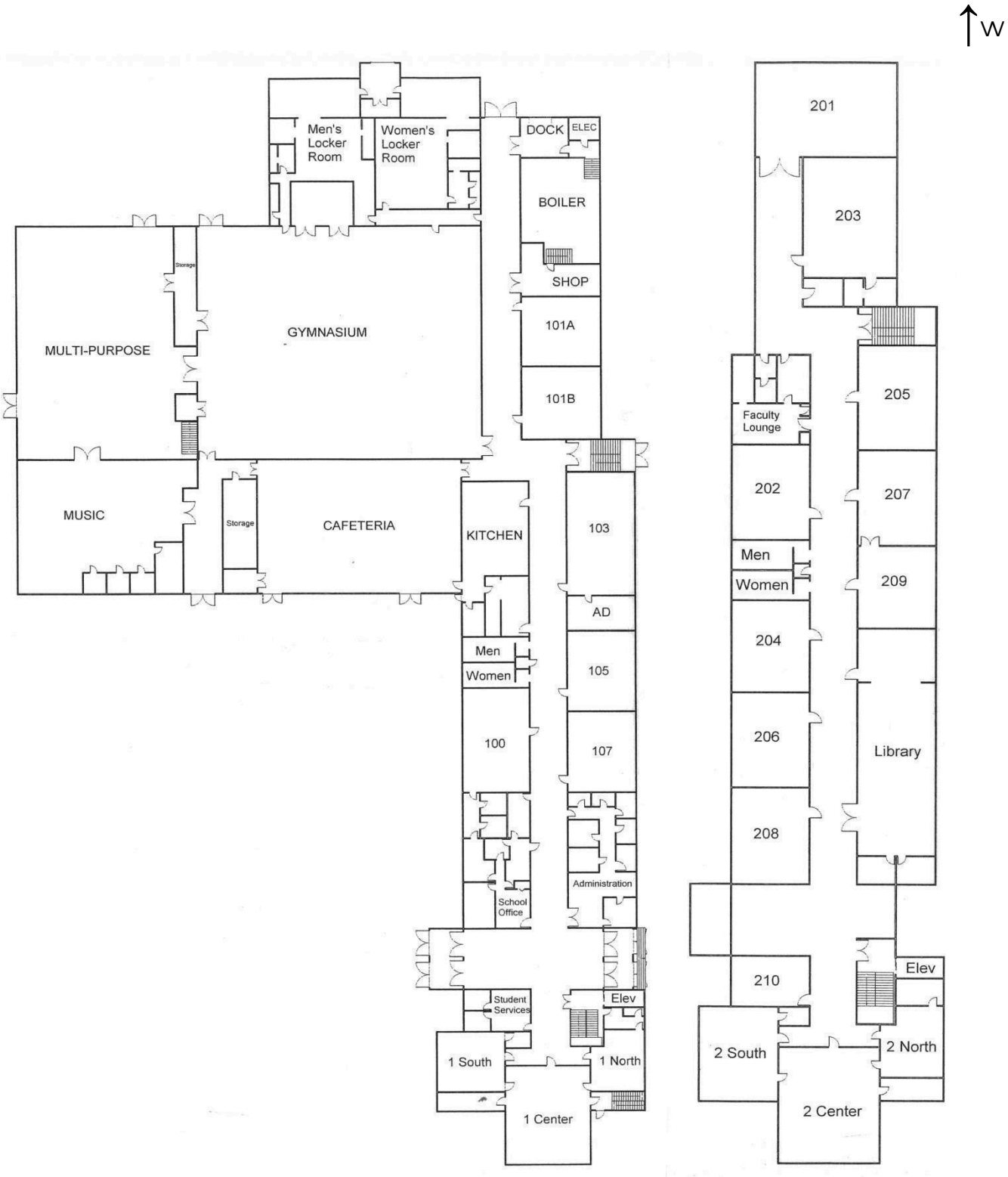
2023-2024

- The WPA (Walther Parents Association) is launched, ushering in a new era of increased parental involvement.

2024-2025

- After 25 years of teaching art at Walther, Jeff Carnhl retires.
- Dr. Terence Swims '06 is chosen to become Walther's next principal.

FLOOR PLANS



WALTHER CHRISTIAN ACADEMY
FIRST FLOOR

WALTHER CHRISTIAN ACADEMY
SECOND FLOOR

ADMISSIONS POLICY

NON-DISCRIMINATION POLICY
Walther Christian Academy serves the entire community. Walther Christian Academy does not discriminate on the basis of age, race, color, sex, disability, immigration status, or national ethnic origin in admission of students; in the right to privileges, programs, and activities generally made available to students in the school; in administration of educational and employment policies; and in administration of athletic or other school administered programs.

The Non-Discrimination Policy of Walther Christian Academy complies with Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.); the Individuals with Disabilities Education Improvement Act (20 U.S.C. 1400 et seq.); The Age Discrimination Employment Act of 1967 (29 U.S.C. 621 et. seq); Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq., 2000e et seq.); the Americans with Disabilities Act of 1990 (42 U.S.C. 12101 et seq.), and the Illinois School Code {105 ILCS 5, and relevant case law including Plyler v. Doe. 457 U.S. 202, 102 S. Ct. 2382 (1982).

Nothing in this document shall be construed as relieving a nonpublic school from the duty to comply with any other applicable State or federal law or regulatory requirement. 23 ILL Adm Code 425.10(c).

Walther Christian Academy takes its non-discrimination policy seriously. The School Board of Walther Christian Academy is responsible for implementation of the non-discrimination policy and addresses any concerns in this area.

Although we will strive to serve all applicants, Walther may not be able to adequately serve some students with specific special needs, and therefore may refuse admission. Students may be admitted under a probationary status, which will allow Walther to closely monitor the student's progress. Students with IEPs and other diverse learners will be screened by our Administration and our Special Education teacher to determine if Walther can successfully provide adequate services to successfully educate each individual learner. Finally, applicants' academic, attendance and disciplinary records from their previous schools are consulted before a final admission decision is made by the school administration, and students may be refused admission based on their history, or admitted under probation.

RELEASE OF INFORMATION
Directory information, including student visual likenesses may be released to the general public unless the parent requests in writing that any or all such information not be released. It includes name and address, gender, grade level, parents' names and address, academic awards, degrees and honors, information in relation to school-sponsored activities, organizations and athletics, period of attendance in the school, student's grade school attended, and church membership.

Walther reserves the right to release information to outside organizations and businesses which are contracted by Walther to provide third party services such as school photos, graduation productions, class rings and the like.

MIDDLE SCHOOL AND FRESHMAN ADMISSIONS
Walther requires a student to have successfully completed the 5th, 6th or 7th grade to enter Middle School and 8th grade to enter high school. All incoming 6th - 9th grade students must take a placement test. All incoming students are required to provide a health examination including a current immunization record. This physical must have been given no more than one year prior to the start of the school year and must be on file at Walther by the start of the school year. Those students who do not meet the requirements of the health examination and immunizations by October 15 will be withheld from classes until the requirements are met. Students are also required to submit a certified copy of their birth certificate or other government approved proof of identification such as a passport which Walther will copy and keep on file, returning the

original. This documentation must be submitted within 30 days of enrollment. Students not submitting this documentation within 30 days of enrollment will be withheld from classes until submitted.

TRANSFER STUDENT ADMISSIONS

Any student who has completed their freshman year must be within 18 credits of graduation before the beginning of the fall semester of his/her sophomore year in order to enroll at Walther Christian Academy. Likewise, any student who has completed the sophomore year must be within 12 credits of graduation before the beginning of the fall semester of his/her junior year in order to enroll at Walther Christian Academy. Finally, any student who has completed the junior year must be within 6 credits of graduation before the beginning of the fall semester of his/her senior year in order to enroll at Walther Christian Academy. Those admitted with less than the required number of credits may be placed in the class level which coincides with the number of credits earned to date. Appeals to this policy should be made to the Head of School.

All transfer students will be required to submit an official transcript, a discipline report, an ISBE transfer form, and a copy of their freshman physical, including immunization record. All transfer students are required to provide a health examination including a current immunization record. This physical must have been given no more than one year prior to the start of the school year and must be on file at Walther by the start of the school year. Those students who do not meet the requirements of the health examination and immunizations by October 15 will be withheld from classes until the requirements are met. Transfer students will also be required to submit a certified copy of their birth certificate or other government approved proof of identification such as a passport which Walther will copy and return the original. This documentation must be submitted within 30 days of enrollment. Students not submitting this documentation within 30 days of enrollment will be withheld from classes until submitted.

Transcripts of students transferring to Walther will be evaluated by the principal and registrar and discipline records from the transferring school will be reviewed by the principal and dean of students. Transfer students may also be required to take a placement test as a part of the admission process. As a requirement for admission, students may be required to attend summer school in reading and/or math as determined by placement test results.

All transfer students will be placed in our Academic Probation system. Those with satisfactory grades will enter the system on a temporary basis at the "Probation" level. If academic progress is good during the first quarter, the student will be released from the system at the end of the quarter. If academic progress warrants, students will remain in the system. For those students who transfer in with 2 Fs or 4 Ds/Fs in any one semester prior to enrolling at Walther, they will be permanently entered into the Academic Probation system. For more information about Academic Probation, please refer to the section entitled "Academic Probation" later in this handbook.

All students who are enrolling for the first time in an Illinois school must present proof, before October 15 of the school year, of having been examined by a qualified physician or optometrist within the previous year.

ADMINISTRATIVE POLICIES

MANDATATED REPORING CHILD ABUSE
School personnel are mandated reporters of child abuse and neglect. All school personnel have signed the mandated reporter statement required by the Department of Children and Family Services acknowledging this obligation.

MISSING STUDENT REPORTING
When a student is transferred in or out of the school, the school checks to confirm that the student is not listed as missing. Procedure is to go to https://isp.illinois.gov/UnsolvedCrime/MissingPersonsAll, and click on Missing Children from Illinois. This leads to a database that covers missing children nationwide. Enter the student's name under search. If listed, give notice of this by email to the Department of State Police at missing@isp.state.il.us., and to the local police department. If a child is listed as missing that the school believes should not be listed as missing, the administrator gives notice of this by email to the Department of State Police at missing@isp.state.il.us., and to the local police department.

INCIDENT REPORTING – BATTERY OF SCHOOL PERSONNEL
The principal will immediately notify the local law enforcement officials of written complaints from school personnel concerning instances of battery committed against school personnel. The principal will notify the Illinois State Police within 3 days of each incident.

INCIDENT REPORTING - FIREARMS AND DRUGS
The principal will immediately notify a local law enforcement agency of firearm incidents at the school. The principal will immediately notify the parents or guardians of students in possession of firearms on school grounds, which include the real property comprising any school, on a public way within 1,000 feet of a school, or in any conveyance owned, leased, or contracted by a school to transport students to or from school or a school related activity within 48 hours of becoming aware of the incident. The principal will notify the municipal police department or the office of the county sheriff of verified incidents involving illicit drugs occurring in a school, on the real property comprising any school, on a public way within 1,000 feet of a school, or in any conveyance owned, leased, or contracted by a school to transport students to or from school or a school related activity within 48 hours of becoming aware of the incident. The principal will also notify the Illinois state Police of such incidents through the School Incident Reporting System (SIRS) in IWAS.

SUPERVISION OF FACULTY, STAFF, AND PRINCIPAL
The principal is responsible to supervise and direct classroom work, to assure that teachers and others who provide or assist with instruction are planning appropriately, using methods designed to achieve the goals set by the school, and that all students are progressing satisfactorily. The principal is to counsel personally with teachers and others who provide or assist with instruction regarding improvement, techniques, activities, resources, and other pertinent items; and to conduct a formal evaluation in terms of proficiency and competency at least every two years. The principal is evaluated at least every two years in terms of proficiency and competency.

COMPLIANCE WITH STATE AND FEDERAL REGULATIONS
Walther Christian Academy complies with all applicable sections of the Illinois School code (105 ILCS 5), with relevant case law including Phyler v Doe, and with 23 Ill. Admin. Code Part 425.

ACADEMIC POLICIES

CURRICULUM

The curriculum for Walther Christian Academy revolves around teaching the Christian faith. It includes the branches of education taught to children of corresponding age and grade in the public schools, i.e., the language arts, mathematics, the biological, physical and social sciences, the fine arts, and physical development and health.

HIGH SCHOOL GRADUATION REQUIREMENTS

The following requirements have been adopted in order to ensure that our students are prepared for the next level of education upon graduation from Walther.

The curriculum of Walther Christian Academy is, primarily, a liberal arts college preparatory course of study. Its purpose is to provide a well-rounded, multi-disciplinary education which will provide an excellent base for post-secondary education.

Twenty-four (24) credits are required for graduation. Students who have a documented service plan can earn up to 0.5 credits for Study Halls each year. A credit is earned for a subject continued for five periods a week throughout one school year. Credit is given on a semester basis. Some courses are only one semester (0.5 credits) in length. For each semester a student is enrolled in Walther, 2.5 of 3 credits per semester must be issued by Walther.

The twenty-four (24) credits required for graduation must include:

4.0 credits of English
Including: 1 credit in American Literature

3.0 credits of Science
Including: 1 credit of Biology
1 credit of physical or earth science (Earth Science, Chemistry, or Physics)

3.0 credits of Math
Including: 1 credit in Algebra Concepts, Algebra I or Honors Algebra I
1 credit in Geometry or Honors Geometry

2.0 credits of Religion

3.0 credits of Social Studies
Including: 1 credit of U.S. History or AP U.S. History
Passing of U.S. and Illinois Constitution tests
1 credit of World Studies
0.5 Credit for Consumer Economics

0.5 credit of a computer course

2.5 credits of Physical Education
Including: 0.5 credit of Health

1.0 credit of Fine Arts (Art, Music)

5.0 credits of electives
Electives may include but are not limited to art, business, music and foreign language.

1.0 credit courses are 2 semester (full year) classes and meet 1 period each day.
All other 0.5 credit courses are 1 semester classes and meet for 1 period each day.

Each year a student carries a program sufficient to earn a minimum of FIVE (5) academic credits in addition to P.E. and Religion. At the beginning of each course, the student will be given a class syllabus and grading policy. A student must satisfactorily complete a course in Physical Education and Religion during each year of attendance at Walther. For transfer students, 0.5 credit of religion each year they attend Walther is required for graduation.

HONORS DIPLOMA

Students who go "above and beyond" academically will be issued an Honors Diploma. This Special diploma will be awarded to all students who have:

- earned 26 or more credits
- graduated with a 3.8 minimum weighted gpa AND
- successfully earned a passing grade in at least 6 honors, AP and/or CUC courses, at least 3 of which are specifically AP and/or CUC courses.

SERVICE HOURS

Service to God through service to others is a natural way of life for an active Christian. A portion of Walther's religion curriculum requires students to perform individual service hours. This service is required, because it is good training to experience the joy of serving God by serving others. This is an integral part of our curriculum, requiring pre-approval by the religion teacher for all service hour projects as they are discussed in class. Walther requires 60 service hours to be completed during your 4 years at Walther. The areas that this service should include are: service to your church, service to your school, service to your community, and service to your career. It is recommended that students complete 15 hours each year for a total of 60 hours.

Failure to complete the 60 hours by the end of the fall semester of senior year will result in the student failing Religion class, and not graduating.

Any student who completes a mission trip of 5 or more days has satisfied the Christian Service Hours requirement for all 4 years. The signed verification must be completed the first year to which the mission trip is applied and will be kept on file for subsequent years.

In addition to these requirements Walther provides opportunities for group service to church, community, and such which do not apply toward the individual requirements listed above.

GRADUATION DEADLINE

Students who have fulfilled all graduation requirements, both academic and financial will be eligible to participate in the graduation ceremonies. Students who are 1.5 credits short of the Walther Graduation Requirements will be allowed to participate in graduation ceremonies, but will not receive their diploma until they meet graduation requirements. Students who do not graduate with their class because of failure to meet requirements and who are no longer enrolled, have a period of <u>two calendar years</u> from their original date of graduation to make up the requirements through summer school, evening high school or community college work for high school credit. In order to qualify for a Walther Christian Academy diploma, no more than 2 credits may be earned in a non-traditional setting, once the students' class has graduated. After this time, no diploma will be issued and the student will have to take a GED exam for high school equivalency.

GRADE POINT AVERAGE

Walther's grading system is on a point scale as listed below:

Regular Courses (non-weighted)

A=4.00 B=3.00 C=2.00 D=1.00 F=0.00

Advanced Placement & Concordia Advantage Courses (weighted)
A=5.00 B=4.00 C=3.00 D=1.00 F=0.00

Honors Courses (weighted) ***Class of 2024 and beyond***
A=4.50 B=3.50 C=2.50 D=1.00 F=0.00

Quarter grades make-up 40% of a semester grade. Final exams are worth 20% in figuring a semester grade. The Grade Point Average (GPA) is computed on semester grades only; therefore no change in cumulative GPA will be reflected on the report card issued for the 1st and 3rd quarters of the year.

GRADING SCALE
Walther follows a percentage grading scale as outlined below for all classes:

100 - 98 = A+	89 - 88 = B+	79 - 78 = C+	69 - 68 = D+	59 - 0 = F
97 - 92 = A	87 - 82 = B	77 - 72 = C	67 - 62 = D	
91 - 90 = A-	81 - 80 = B-	71 - 70 = C-	61 - 60 = D-	

CLASS RANK
Walther does not publish class rank.

ACADEMIC HONORS
Students of very high academic standing deserve special recognition. With the grade of "A" counting as 4 points and the grade of "B" counting as 3 points, students who maintain a 3.75 or above Grade Point Average for the quarter will be named to the Principal's List (Honor Roll #1); those with a 3.51 - 3.74 to the Honor Roll (Honor Roll #2); and those with a 3.01 - 3.50 will earn Honorable Mention (Honor Roll #3). Honors lists will be posted at the close of each quarter. A letter grade of "D", "F", "I", "E", or "N" disqualifies a student from academic honors. Part time students, defined as those enrolled in less than 2.5 credits in a semester, are not eligible for academic honors.

Valedictorian(s) and salutatorian(s) of each graduating class will be chosen at the end of seven semesters using a combination of GPA and strength of academic coursework. In order to be eligible for either award, a student must have completed a minimum of three semesters of academic work at Walther.

NATIONAL HONOR SOCIETY
All National Honor Society chapters are governed by the national NHS constitution. The NHS constitution provides eligibility for juniors and seniors. The chapter annually determines the activities the group will undertake.

The NHS constitution provides clear guidelines for selecting members. Three steps are included as a student is considered for induction into the National Honor Society at Walther Christian Academy.
1. The student must hold a 3.75 cumulative grade point average at the end of his/her 3rd, 5th, or 7th semester.

2. Once it is determined that a student meets the GPA criteria, faculty approval is sought. Faculty members receive the names of all students under consideration for induction. Teachers and administrators consider the four characteristics of NHS, Scholarship, Leadership, Character and Service to determine if the student should be accepted, or rejected for membership. A two-thirds majority vote is the determination. Faculty members may abstain from the process on any student they feel they do not know well enough.

3. Finally, the students who have met both of the above criteria will be asked to submit a letter of recommendation from an adult (non-family member) who can speak to their leadership qualities. Suggested individuals include pastor, former teacher, employer, volunteer organizer, youth director, neighbor, mentor, etc. This letter must be submitted by the announced deadline.

Membership in the National Honor Society is both an honor and a responsibility. Students selected for membership are expected to continue to demonstrate the qualities of "scholarship", "service", "leadership" and "character."

SCHOLAR'S PROGRAM

The Scholar's Program seeks to both broaden and deepen the educational experiences of those students who pursue academic excellence. This is accomplished by providing students with a rigorous class schedule, extended learning outside of the classroom, aggressive attention to college preparation and selection, and opportunities for service to Walther Christian Academy and the community.

Students are invited to join the Scholar's Program based on their performance on the Walther freshman entrance test. Those students scoring at a predetermined percentile (national norms) will be invited to be a part of the Scholar's Program. Each applicant will submit an essay along with a resume of school, church and community experiences. The subject of the essay is "The Positive Impact of a Christian in Today's World".

Students must maintain a cumulative GPA of 3.5 and participate in one or more extra-curricular activities. Students who fall below a cumulative GPA of 3.5 will be given one semester to bring their cumulative GPA up to the required 3.5 in order to remain in the program and continue receiving the benefits of their membership.

For additional information, contact Walther's Counseling Department..

COLLEGE CREDIT

Junior and senior students may be eligible to take classes at or through area colleges and universities for college credit provided they have counselor and registrar approval. Students may receive high school and college credit for these classes.

Juniors and seniors with a GPA of 3.5 or higher may enroll in classes at Concordia University Chicago through the Concordia Advantage Program. Students with a cumulative GPA of 3.25-3.49 may also register, but will first require approval from two Walther teachers with whom the students have had at least one course, ideally within the discipline of the courses wanting to be taken at CUC. Additionally, CUC Advantage courses cannot be taken if they interfere with Walther graduation requirements, or if a student has taken a CUC class in the past and earned a "D" grade or lower. Concordia University Chicago requires a payment of a registration fee, generally around $125 per class to receive college credit.

Students enrolled in any of Walther's AP (Advanced Placement) courses are required to take an AP test each spring. There is a fee for this testing as set by the College Board. (Usually around $95) The results of this testing may enable students to be awarded college credit.

HIGH SCHOOL CREDIT FOR MIDDLE SCHOOL STUDENTS

Walther's Middle School Students have the opportunity to qualify to take High School-level classes if their academic performance and placement test scores warrant such placement. As per ISBE guidelines, 7th and 8th grade students can earn high school credit towards Walther's graduation requirements for any high school level classes they take at Walther. In most cases only 8th grade students will be placed into high school level classes, but in rare instances with administrative approval 7th graders may also be placed into HS classes.

ONLINE COURSES

Students who register for Online classes as a part of their schedule during any semester at Walther are required to complete the class by the conclusion of the Walther semester. Although the institution at which the class is being taken may have a longer window in which to complete the class, because the class

is a part of the student's Walther course schedule, the Walther deadlines for completion will be enforced. Students taking online courses must complete the entire course and earn a passing grade to receive credit.

OTHER NON-WALTHER CLASSES

In some instances it will be necessary for students to complete a class taken at a location other than Walther by a deadline which differs from the institution at which the class is being taken. In this case, the deadline set by the registrar will take precedence. Examples include taking a summer class in order to be placed in a fall class for which the summer class is a prerequisite.

TRANSFER IN OF CREDIT

Students who have earned credit at other institutions which is to be applied to their Walther graduation requirements must submit an official transcript to the Registrar. The transcript, in order to be considered official, must be in the original, sealed envelope of the sending institution or be faxed directly from the sending institution. All high school transcripts which are received at Walther prior to the student graduating or withdrawing will be applied to a student's transcript regardless of final grade awarded. Transcripts from other institutions received after a student graduates or is otherwise no longer enrolled at Walther will not be added to the Walther transcript.

Driver Education classes included in official transcripts for transfer students will be awarded the credit indicated; however, the grade will be recorded as Pass/Fail only.

Walther's grade point scales will be applied to all transfer in credits regardless of the scale used by the issuing institution. Therefore, only Advanced Placement (AP) class grades will be calculated using the 5.0 scale when determining the student's cumulative Grade Point Average (GPA). Honors classes will be calculated using the 4.5 scale. All other classes will be included in the cumulative GPA using the 4.0 scale.

RECORDS AND RECORDS TRANSFERRING

Records are kept in the school office for each student. Records are transferred to another school upon request of the other school or the parent. All transfer requests are honored within ten days. Certified copies of records of students transferring in must be requested within 14 days of enrollment.

HEALTH /IMMUNIZATION RECORD REQUESTS

Requests to obtain a copy of the student's health/immunization record are made through the School Office. Request forms are available in the office as well as on-line at www.walther.com. There is no fee for this service when a minimum of five days notice is given. There is a fee of $10.00 for those requests which require processing in less than 5 days for former students.

TRANSCRIPT REQUESTS

Requests to obtain a student's transcript, official or unofficial, are made through the School Office. Request forms are available in the office as well as on-line at www.walther.com. There is no fee for this service for current students. Allow a minimum of five business days to process - extra time during peak periods (e.g. end of semester, registration). A transcript request will not be processed for a student who is financially delinquent to Walther. FEE 10.00 per copy.

SCHEDULE CHANGES

All changes must be made by the end of the 10th school day of the semester, including teacher-requested changes. Students who desire a change must have the consent of their parent or guardian. The counselor or principal, working with the registrar, will have final approval of schedule changes. After the 10th school day of the semester, changes will be made only in extreme circumstances, such as extended illness. Schedule changes recommended by teachers will only happen when the teacher believes that the student is in a class beyond or below his/her ability.

FULL YEAR CLASSES
Any full year class must be taken for both the Fall and Spring semesters unless approved by the Principal. Full year classes are those which are awarded 1.0 or credit.

DROPPING A COURSE
Students may drop a course during the first 10 school days of a semester with parent, counselor, and registrar approval. In the unlikely event that it is necessary for a student to drop a course after the first 10 school days of the semester, the change must be approved by the principal and the course will have a grade of WF (Withdrawn Failure) or WP (Withdrawn Passing) recorded on their permanent record. After the first 10 school days of the semester, courses may only be dropped at the school's initiative.

HOMEWORK
Students at Walther Christian Academy are expected to spend time in preparation for class through completion of assigned homework and independent review and study of material covered in class. Thorough knowledge of a given subject area 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. This means primarily working on homework, but could include reading quality literature, the newspaper or current events magazines, working on long term assignments such as papers or projects, reflecting on personal goals, and developing a personal devotional or Bible study time. Teachers will inform students of homework procedures and will assign homework which supplements and reinforces in-class presentations. These assignments are part of the grading system at Walther. Meeting deadlines for these assignments, projects, papers, etc.is the responsibility of the student. Homework should have priority over all other activities, including part-time employment. Students need to do their homework and turn it in on its due date as required. Parents are strongly urged to monitor homework 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 routine 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.

CHAPTER OR UNIT 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 reviewing for major tests several days in advance and to take advantage of review exercises provided by the teacher.

FINAL OR SEMESTER EXAMINATIONS
Final examinations are scheduled at the end of each semester (see calendar). The importance of these tests cannot be overstated as they form a major part of the student's grade (20%). Students who miss a final exam without a medical excuse or prior permission from the principal will receive a zero and may fail the course as a result. Finals, or some other culminating activity such as a final project or paper, are given in all courses except Physical Education and Performance Music.

PROGRESS REPORTS
The Walther faculty uses PowerSchool to record grades. Teachers are required to enter grades on a weekly basis. The school calendar indicates the dates on which teachers will submit Progress Reports for students who are failing or are in danger of failing their courses. You may request additional updates from the teachers by email, but all parents are strongly encouraged to log onto the Parent Powerschool platform to view students' grades and assignments on a regular basis.

SEMESTER GRADES
Grading policies for each course are outlined in the syllabus presented to students on the first day of class. In some courses, there may be pass/fail requirements, e.g., term papers, service hours, standards of

competence, contracts or similar requirements. Grades are given at the close of each quarter of the academic year (see calendar). Credit for course work is awarded at the end of the semester. The semester grade is a combination of the two quarter grades, each of which is worth 40%, and the final examination grade, which is worth 20%.

REPORT CARDS

Report cards are issued within two weeks of the close of the 1st and 3rd quarters and within three weeks of the close of each semester. Questions or concerns regarding specific grades should be directed to the teacher who issued the grade.

Note: Walther Christian Academy reserves the right to withhold the report card, official transcripts and/or diploma of any student who has outstanding obligations to the school, financial or otherwise.

HONORS MATH CLASSES

Students who receive a quarter or semester end grade below C- in any Honors math class will be moved out of the Honors class and placed in the corresponding regular math class in the subsequent quarter or semester, depending upon the class. These classes include Honors Algebra I, Honors Algebra II., Honors Geometry, Pre-calculus, Statistics, and AP Calculus.

"E" GRADE

When a teacher, in consultation with the Counselor, determines that a student with an ISP/IEP has made a significant amount of progress within the semester but is unable to pass the course, a grade of "E" (Effort) may be given. This grade indicates that the student has worked up to their full potential but is unable to pass the course. An "E" grade is worth .5 credit for the semester but has no quality points assigned to it when calculating the cumulative grade point average and excludes the student from honor roll status.

"N" GRADE

When a student has a passing grade for a class but is missing one or more required components or competencies, a grade of "N" is given. The "N" grade remains until the required competencies have been achieved, but not longer than one (1) semester (summer counts as a semester). At this time the "N" grade will become an "F". Questions about this grade should be directed to the individual instructor.

Currently this grade is used in the following situations:

- Inadequate term paper – American Literature, see Special English Department Grading System
- Missing service hours – Religion I, II, III, and IV due to extenuating circumstances
- Failing federal and/or state constitution test – AP US History and US History

An "N" grade in any class is removed from the calculation of the quarter's GPA and excludes a student from honor roll status.

Should a student withdraw/end enrollment while a "N" grade is still on the student's record, an "F" will replace the "N" unless the "N" is due to service hours which were not due prior to the withdrawal in which case a "W" will replace the "N".

SPECIAL ENGLISH DEPARTMENT GRADING SYSTEM

A letter grade of "N" will be issued for American Literature when all course requirements have been met with the exception of the term paper. A student receiving a grade of "N" will be required to attend and pass a week long term paper writing class during the summer following the school year in which the grade was given. After successful completion of this summer course, the "N" will be changed to the letter grade earned for the class. Should a student not attend the summer term writing class or fail to pass the summer class, the "N" will revert to an "F" resulting in no credit for the class.

Seniors planning to graduate in June must successfully complete the term paper before May 15. Seniors must contact their teacher and set up a mutually agreeable time table for work completion. After successful completion of the term paper, the "N" will be changed to the letter grade earned for the class.

Should a senior not successfully complete the term paper by the deadline, the “N” will revert to an “F” resulting in no credit for the class, with a possible negative impact on graduation.

An “N” grade will not be issued to students who do not turn in a final term paper or to those who plagiarize any portion of the final term paper. Since successful completion of the final term paper is required to pass American Literature, a student who is not eligible for an “N” grade, but fails the term paper, will fail the semester.

In the situation where both semesters of American Literature result in the grade of “N”, the first semester grade will immediately revert to an “F”. The second semester will be assigned the grade of “N” which will be resolved as indicated in the paragraph above.

“I” GRADE

Students who receive a grade of "I" (Incomplete) during a marking period, including final exams, must complete the missing work by the date set by the teacher. A failing grade for missing work will be issued for that marking period if not completed in the allotted time. “I’s” (Incompletes) are given at the discretion of the teacher with the approval of the principal.

“ME” GRADE

Students who have submitted a medical excuse from a doctor to excuse them from physical education class for a quarter or more will see an indication of this code on their report card by the presence of an “ME” (Medically Excused). Students receive credit for their physical education course by doing comparable academic work. This grade has no bearing on the grade point average.

“WF” GRADE

A grade of “WF” is given when a student withdraws or is withdrawn from a class after the first 20 school days of the semester and at the time of the withdrawal has a failing grade. A grade of “WF” has the same effect on GPA as a letter grade of “F” and there is no credit given for the class towards graduation.

“WP” GRADE

A grade of “WP” is given when a student withdraws or is withdrawn from a class after the first 20 school days of the semester and at the time of the withdrawal has a passing grade. A grade of “WP” has no effect on GPA and there is no credit given for the class towards graduation.

“W” GRADE

A grade of “W” is given when a student withdraws or is withdrawn from a class after the first 20 school days of the semester due to extenuating circumstances such as a medical issue. In this case, the “W” is awarded regardless of the grade the student is receiving at the time of the withdrawal. A grade of “W” has no effect on GPA and there is no credit given for the class towards graduation.

“AU” GRADE

A grade of “AU” is given when a student audits a class due to late arrival at Walther after the start of a semester. In this case, the “AU” is awarded regardless of the grade the student is receiving at the end of the semester. A grade of “AU” has no effect on GPA and there is no credit given for the class towards graduation. Students are expected to fully participate in all class activities including homework and tests with the understanding that these interactions will ease the students’ transition into classes the following semester.

“P” GRADE

A grade of “P” is awarded when requirements for a class have been successfully completed (passed), but a letter grade of “A” through “D” is not being issued. While credit is awarded towards graduation, a grade of “P” has no effect on GPA. Currently, a grade of “P” is issued when a transfer student has taken driver’s education at their previous school and it appears as a class on their incoming transcript. Since Walther

does not issue credit for driver's education, Walther issues a "P" which appears on the Walther transcript. A grade of "P" also appears on a student's transcript when both the Federal and Illinois State Constitution Tests have been passed.

"H" GRADE

A grade of "H" is given for all classes when a family has a financial hold on a student's grades. A grade of "H" has no effect on GPA and there is no credit given for the class towards graduation.

Once the financial hold is lifted, the earned letter grades awarded for each class will replace the "H" grades on the student's record, the credits toward graduation will be applied and the GPA will be recalculated with the earned letter grades.

FAILURES

A failing grade as a semester average results in the loss of credit. Loss of credit may endanger graduation. An advanced course in any sequence cannot be taken unless a passing grade has been received in the preliminary course.

A student receiving an "F" in one of the courses he/she takes at Walther is strongly encouraged to make up all core course failures by the time school begins in the fall following the failure(s).

For a failed class taken a second time at Walther, it will remain on the transcript even if it is repeated at Walther. The first occurrence however will not be used in the calculation of the student's cumulative GPA.

If the student takes the course a second time at a different institution, THE COURSE MUST BE PRE-APPROVED BY A COUNSELOR OR REGISTRAR and the second grade will not replace the previous "F", but the two grades will be averaged in the calculation of the student's cumulative grade point average for the transcript.

REPEATING CLASSES

When a student takes a Walther class for the second time which was not failed the first time, both occurrences of the class will appear on the transcript. However, the first occurrence will not be used in the calculation of the student's cumulative GPA.

ACADEMIC INTERVENTION

If a student fails two or more courses in any semester, the Academic Intervention Manager (AIM) and/or counselor will notify the student and his/her parents that such student is now on the "Academic Intervention Cycle."

Academic Watch, Tier 1: Parent(s) or guardian(s) will be informed and the student and parents will meet with the counselor and AIS to create an Action Plan to improve academics. Help sessions and weekly check-ins are required, and tutoring may be required.

Academic Probation,Tier 2: If a student on Academic Watch, Level 1 fails two or more courses in the following semester, the student will move to Academic Probation, Level 2. Parent(s) or guardian(s) will be informed and the student and parents/guardians will meet with the counselor and AIS to create/update an Academic Contract to improve academics. Teacher feedback will be gathered and reviewed during the meeting. Help sessions, weekly check-ins and tutoring required.

Academic Probation,Tier 3: If a student on Academic Probation, Level 2 fails two or more courses in any subsequent semester, his/her records may be forwarded to the Academic Review Committee to consider the student's dismissal from the school. The Academic Review Committee will be composed of the School Principal, Counselor, AIS and one Department Chairperson.

The counselor will notify parents concerning the date and time the committee will meet. This will allow time to review the student's case so that all pertinent information may be considered. This notification will also give the family time to make arrangements for the student to attend another school. The committee will sustain such removals, or in extenuating circumstances, determine the conditions under which the student will be allowed to continue in attendance at Walther.

To move from tier 2 to tier 1 of Academic Intervention Cycle, or to be removed from the Academic Intervention Cycle at tier 1, the student must meet the following requirements for two consecutive semesters:

1: Greater than a 2.0 GPA
2: No F's in any classes

A student who is dismissed from Walther under the terms of the Academic Intervention Cycle, will be considered for re-enrollment if he/she meets the following requirements:

1: The student has successfully completed a semester of academic work at another high school (i.e. earned at least three credits with no failing grades). Summer school will not fulfill the requirement.

2: The student is on pace for Walther Christian's graduation requirements.

3: Discipline and attendance records at the other school will be taken into consideration as well.

PHYSICAL EDUCATION WAIVER

Three sport athletes may qualify for a PE waiver. Each year students are required to take 0.5 credits of Physical Education. However, if a student participates in three sports in three different seasons, that student athlete may be exempt from taking a PE class. If a student chooses not to take a PE class based on this exemption but then does NOT participate in three sports, the student may need to take a PE class online at their expense. Administration will have the authority to make exceptions in individual and unique cases (i.e. student injury, scheduling conflicts, etc.)

SCHOOL POLICIES AFFECTING EXTRACURRICULAR PARTICIPATION

WEEKLY/QUARTERLY EXTRA-CURRICULAR ACTIVITY ELIGIBILITY

Students must maintain satisfactory academic progress in order to be involved in extracurricular activities and only students meeting a minimum level of academic performance may participate in these activities. Any academically ineligible student who is involved in any extra-curricular activity must, however, attend a mandatory Study Table, 3–5pm each school day until they become academically eligible. Those students assigned to Study Table may not be in the building for any other reason between 3- 5pm. Students must have arrangements made to be picked up by 5pm at the completion of Study Table. If a student chooses to not attend Study Table during a week that they are academically ineligible, consequences will be implemented impacting playing time/participation once they become academically eligible and return to their team/activity.

A high school student becomes ineligible if they have two (2) or more F's (or are passing fewer than five courses, per IHSA regulations). The student will be ineligible for (1) one week, at which time a new failure list is generated. If a student's quarter end grades would make them ineligible, the student will remain ineligible until the next official failure (not trial) list is generated the following quarter (which occurs after 3rd week of classes). At the end of the 1st and 3rd quarters, once the quarter grades are marked/posted as official, then those grades will be used to determine eligibility during the 2nd/4th quarters until the first eligibility report is posted for those quarters (3rd week of each quarter is the trial week of eligibility with the 4th week being the official new eligibility list). For official quarter grades, two (2) F's will make the student ineligible. If a student-athlete remains academically ineligible for more than (3) three consecutive weeks

during a sport season, the student may be removed from the team for the remainder of that season at the discretion of the school administration. For non-athletic extracurricular activities, if a student remains academically ineligible for more than (3) three consecutive weeks during a semester, the student may be removed from the activity for the remainder of that semester at the discretion of the school administration. A middle school student is ineligible with 1 F or 2Ds.

Students will be allowed to participate in practice or rehearsals for a team or activity which is holding tryouts, up until the date when team cuts are named or drama casts, etc. are announced. For teams or activities where there are no cuts, drama casts, etc., the student may participate in an activity while ineligible during the first week of practice, rehearsal, training, etc. for the season. This is to allow for the motivation that being involved in one of these activities may have on the student's academic progress.

SEMESTER EXTRA-CURRICULAR ACTIVITY ELIGIBILITY

Students who are ineligible due to failing two courses at the end of the 1st or 2nd semester are athletically ineligible for the next semester or until the credits have been made up. Students who take and pass course work to make up at least one of those credits prior to the start of the new semester are considered eligible at the start of the new semester. Students may participate in athletics during semester breaks (Christmas and summer) with ineligibility taking effect with the first day of classes of the new semester. A student who had been ineligible but then ends up passing and earning credit in enough courses to make him/her eligible may regain that eligibility when course grades have been officially posted/released by the registrar.

HELP SESSIONS

The school calendar lists the designated Help Session dates. Teachers will be available on those afternoons to meet with students wanting additional instruction. Help Sessions are available for all students. All students performing below average (D+ or below) in one or more of their classes and all students on Academic Probation are <u>required</u> to attend Help Sessions. All Middle School students are REQUIRED to stay for Help Sessions and cannot leave until 2:45, regardless of their academic status.

DRIVER'S EDUCATION

Driver's Education will be offered as needed at Walther provided Walther is able to locate a company that is able to provide this service. Classes will be scheduled outside of the school day.

SPECIAL LEARNING NEEDS

In assisting students with special learning needs, Walther Christian Academy can do the following:

1. **Provide workshops for parents and students:** Walther may periodically offer workshops for parents and students in the areas of study habits, time management, organization, testing strategies, etc.
2. **Provide appropriate scheduling:** Walther may require students to attend special summer school classes. At the ninth grade level, a student's schedule might include remedial courses in math, reading, language skills and composition. A student may be limited to six credits a year and a study hall required. Throughout a student's stay at Walther, courses will be chosen that optimize the opportunity to be successful.
3. **Provide structured times for help:** About twice a month, regular help sessions are held. These 45-minute sessions may be required for students doing below average work and are available to all students. In addition, a teacher is available twice a week after school for individual and small group help. Finally, Walther's teachers have an excellent reputation for providing individual opportunities for assistance. Students willing to make the commitment will find teachers responsive to their need for help outside of class time.
4. **Modify instructional strategies:** Walther teachers make every attempt to remain abreast in the latest research involving how students learn. Thus, teachers have a variety of educational strategies which they can employ. Cooperative learning, lectures, computer assisted learning, instructional games, peer tutoring are among the many strategies from which teachers can choose. Teachers are also sensitive to learning styles and can find strategies best suited to an individual's needs.

5. **Public school district resources:** Additional resource support may be available through the local public school district. As public funds allow and needs are identified, minimal support is available at Walther for those who are identified.

6. **Identify and recommend appropriate outside resources:** Whether it is tutorial help, specialized testing, counseling or general academic support, Walther is in contact with resources that can help a student. Concordia University maintains a special education ministry that has performed diagnostic testing at parents' request. Additionally, Walther stands ready to work with doctors, counselors and tutors with whom a student may already have a relationship.

7. **Provide an Academic Support Class during the school day:** Where the schedule and teaching resources allow, all students who qualify for this level of support will be assigned one period of Academic Support in order to receive tutoring, support, and accommodations.

Since Walther cannot anticipate the needs of every student with special learning needs, Walther reserves the right to treat each case individually and determine in consultation with parents and related professionals, whether recommended modifications to a student's educational program fall within the scope of these broad guidelines.

ATTENDANCE POLICIES

All Walther Christian Academy students need to attend class daily. Reading the assigned material and performing satisfactorily on tests does not compensate for the loss of insight gained during class discussion or the loss of competency acquired through explanation, practice and class discussion.

ABSENCES

Walther Christian Academy uses an online attendance portal to provide families with a simple and consistent way to report student absences.

REPORTING AN ABSENCE

When a student will be absent, the parent or legal guardian must:

- Visit the Walther Student Attendance Portal using the link on the school website.
- Submit the absence report before 9:00 a.m. on the day of the absence whenever possible.
- Provide the requested student and parent or guardian information.
- Enter the date of the absence and the reason the student will not attend school.
- Upload supporting documentation when requested or required.
- Submit a separate report for each student who will be absent.
- Contact Student Services if the family needs assistance completing the form.

Submitting an absence report does not automatically excuse the absence. Student Services will review the information and apply the appropriate attendance code in PowerSchool.

AFTER AN ABSENCE IS REPORTED

After the form is submitted:

- The report will be sent to Student Services for review.
- Student Services will compare the report with the student's arrival record and PowerSchool attendance record.
- The absence will be marked with the appropriate code after the information has been reviewed.
- Student Services may contact the parent or guardian if information or documentation is missing.
- PowerSchool will remain the official record of the student's attendance.

ABSENCES NOT REPORTED BY 9:00 A.M.

If a student is marked absent and the school has not received an absence report by 9:00 a.m.:

- The absence will appear on the school's unverified absence list.
- SchoolMessenger will automatically call and email the student's parent or guardian.
- The notification will state that the student has been recorded as absent.
- The family will be directed to the Walther Student Attendance Portal to report the absence.
- If the student was expected to be at school, the parent or guardian must contact Student Services immediately.
- Student Services will follow up when the family does not respond, the student's location cannot be verified, or there is a safety concern.
- The absence will remain unexcused or pending until Student Services receives and verifies the

required information.

PARENT AND GUARDIAN RESPONSIBILITIES

Parents and guardians are responsible for:

- Reporting each absence promptly through the online portal.
- Providing complete and accurate information.
- Responding promptly to calls or emails from SchoolMessenger or Student Services.
- Submitting required medical or other supporting documentation.
- Reviewing PowerSchool regularly for attendance accuracy.
- Contacting Student Services promptly if an attendance record appears incorrect.

Repeated unreported absences, excessive absences, or patterns of attendance concerns may result in a parent conference, an attendance improvement plan, Bronco System intervention, or additional administrative action.

TARDIES

At Walther Christian Academy, punctuality is a vital part of student success. Arriving on time demonstrates responsibility and discipline, respect for others, and readiness to learn. Tardiness disrupts instruction and impacts classroom culture. It is a critical component of the Attendance domain of our Bronco System, which directly impacts academic standing, support services, and extracurricular eligibility.

To remain **On-Track**, students must maintain a **minimum attendance rate of 95%** each quarter. This allows for no more than **2 full-day absences** (or their class-period equivalent) in a quarter.

Tardies affect this percentage. Every **four (4) tardies** results in a **1% deduction** from a student's attendance rate.

TARDY GUIDELINES

- A student is considered **tardy** if they are not inside the classroom when the bell rings.
- Arriving **more than five (5) minutes late** without a pass is recorded as an **unexcused absence** and may result in detention.
- A student is tardy if they are not inside the classroom when the bell rings.
- Arriving more than 5 minutes late without a pass = unexcused absence (tracked separately).
- Tardies are counted for each period across the school day.

- Every 4 tardies = 1 attendance detention
- Attendance detentions are recorded separately from behavior infractions
- Tardy detentions reset quarterly

Tardy Count	Level	Consequence
0–3	**0**	No action – student remains On-Track
4–7	**1**	30-minute attendance detention

8–11	**2**	60-minute attendance detention + Advisor conference
12–15	**3**	90-minute attendance detention + Parent notification
16–19	**4**	In-School Suspension (ISS) + Parent Meeting with Dean
20–23	**5**	Second ISS + Attendance Action Plan
24+	**6**	Out-of-School Suspension (OSS) + Probation Review with Admin Team

- Advisors track tardies and detentions using the PowerSchool dashboard weekly.
- Students are notified in Spiritual Families of their standing.
- Students can earn back one detention by having two consecutive weeks with zero tardies.
- Advisors may recommend attendance mentoring or daily check-ins for chronic patterns.

ATHLETIC PARTICIPATION

Student athletes must be in class a minimum of half the school day to participate in athletic contests on that same day. Extenuating circumstances (such as, but not limited to doctor's appointments, funerals, church obligations, college visits, Walther events, family emergencies, etc.) may be considered in determining whether an athlete may participate in a contest. School administration will make the final decision regarding participation.

TRUANCY

A student is considered truant when he/she is absent without the written knowledge and consent of a parent and the school, he/she is absent without official excuse from any class or he/she leaves the school grounds after arriving for the school day but before classes begin without express permission from the administration. A student is considered truant when they are absent for 10 consecutive school days without the written knowledge and consent of a parent or guardian, and without providing an official excuse to the school. Truancy may also begin if a student leaves campus without permission after arriving for the school day.

In accordance with state law, if a student reaches 10 consecutive unexcused absences, Walther Christian Academy is required to notify the Illinois Department of Children and Family Services (DCFS).

PLANNED ABSENCES

When field trips and school-sponsored activities take place, a Student Sign-Out sheet will be given to the student by the appropriate school supervisor. A Student Sign-Out form must then be filled out by the student and signed by the appropriate teachers in advance to the date of the absence and returned to the supervisor of the activity in advance of the activity. Students, while on the ineligibility list, may not participate in extracurricular activities.

When there are student-initiated absences, such as college visits, family obligations, funerals, doctor's appointments and similar situations, a note from the parent must be received by the Student Service Office prior to a student receiving a Student Sign-Out sheet. Forms are available in the Student Service Office. A

Student Sign-Out form must then be filled out by the student and signed by the appropriate teachers in advance of the date of the absence and returned to the Student Service Office.

The Principal has the ultimate say as to which planned absences, if any, will be excused. In all cases, any planned absence must be approved prior to the student missing class. Failure to comply with the letter or spirit of this policy may result in the recording of unexcused absences and subsequent loss of credit.

COLLEGE VISITS

Walther will excuse a reasonable number of visits for students per year. College visits should be handled like any other planned absence; i.e. advanced notice of the college visit and a Student Sign-Out form must be signed by the appropriate teachers. Sign-Out forms are available in the Guidance Office. In order for an absence to be excused, the student must return with a signed notice on official letterhead from the college indicating the date/s the student was at the college.

MEDICAL EXCUSES

Medical excuses must be turned in to the Student Service Office upon the student's return from the illness and must state the dates being excused and the reason.

If a student is to be excused from physical education (PE) due to medical reasons, a doctor's note is to be given to the Student Service Office and a copy will be given to the student's Physical Education teacher. This written excuse must be provided no later than one (1) week after the initial doctor visit and must clearly state the dates to be excused and the reason for the excuse. A release note from the doctor is required before the student re-enters PE class when a specific return to PE date is not included in the initially written excuse.

Physical education involves more than physical activity and exercise. A physical condition may require that a student not participate in physical activity, athletic competition, or exercise for a period of time but does not preclude a student's work in some of the informational and structural aspects of physical education but may enhance the student's opportunity to gain knowledge in these areas.

Therefore, students with a medical excuse from physical education, given in writing by a medical doctor, may be excused from physical activity or exercise but are not excused from physical education class. Physical education teachers will assign special projects in line with the objectives of physical education to replace the excused physical activity. Such students may not participate in interscholastic athletic activity (conditioning, practice or competition) during the period of such a medical excuse.

MAKE-UP WORK

All work missed because of absence must be accounted for by the student. Initiative for contacting teachers, receiving missed assignments and completing make-up work in a timely fashion lies with the student. Assignments missed because of absence must be turned in under deadlines as outlined in the course syllabus provided by each teacher. Any late work turned in will be classified as late.

A basic guideline is that if a student has missed one day, the work due that day is to be turned in the day the student returns. Work assigned on the day of absence is due the day after the student returns to class.

Students are allowed up to **seven school days** to submit late work for credit. After this window, the assignment will receive a zero unless a learning plan has been created with the teacher or the student has documented extenuating circumstances, such as an IEP or illness. Please note that students who submit work late may lose the opportunity for reassessment unless a formal support plan is established.

ATTENDANCE CODES

Our attendance is recorded via PowerSchool, our online Student Information System. The following codes are used to record attendance:

P Present

A Absent – this is the only absence a teacher can assign. It is unexcused. Through a phone call or documentation, the Student Services Office can change this to:

EX Excused Absence – This does not count against a student's total absences, but indicates that a parent or guardian has informed the school and the school has determined the absence meets the criteria of being excused.

W Walther Event – a Field Trip, in-school standardized test, anything that is a school-day Walther activity that takes a student out of a classroom. It is an excused absence.

FW Financial Withhold – student is withheld from class due to tuition non-payment.

M Medical – student is out of class for medical reasons, excused.

O Office – student is in school, but not in class. This could be a counseling visit, a brief disciplinary meeting, etc.

C College Visit – student is visiting a college!

S Suspension – student is suspended for disciplinary reasons

DISCIPLINARY POLICIES

Students are expected to adhere to the Walther Christian Academy's Code of Conduct which is designed to foster student accountability while ensuring consequences are applied consistently and redemptively. The goals of this policy are as follows:

- Christian discipline is positive in nature. Whenever possible, we strive to prevent misbehavior through proactive teaching and mentoring, helping students grow through the challenges of adolescence.

- We embrace a Law/Gospel approach. While there is grace and forgiveness for mistakes, students must also take responsibility and face appropriate consequences. Accountability and compassion go hand in hand.

- Each student is unique. Disciplinary responses consider individual circumstances and needs, while still protecting the learning environment and ensuring the common good of all students and staff.

The disciplinary process at Walther Christian Academy begins with the classroom teacher, who serves in the role of *"in loco parentis"*—acting in place of the parent while students are under their care and supervision. Teachers are responsible for maintaining a respectful and orderly environment in their classrooms, during school-sponsored activities, and throughout common areas such as hallways, the cafeteria, and school grounds. They are empowered to address behavioral issues promptly and appropriately as the first line of support and accountability in the student discipline system.

By signing the student application and enrollment documents, both students and parents acknowledge and agree to support the Student Code of Conduct and Walther's standards for behavior.

UNACCEPTABLE BEHAVIOR AND DISCIPLINARY ACTION

Walther Christian Academy expects all students and visitors to conduct themselves in a manner that reflects the values of a Christ-centered learning community. Any behavior that is inappropriate, unsafe, or disruptive—whether on school grounds or at school-sponsored events—will result in disciplinary action and, when necessary, legal consequences.

The following are examples of behaviors that will lead to disciplinary measures, which may include detention, suspension, expulsion, or notification of law enforcement:

- Use of foul, crude, obscene, or un-Christian language in speech, writing, or digital communication.
- Smoking, vaping, or possession of tobacco products (including e-cigarettes and similar devices).
- Irresponsible or dangerous behavior in the parking lot or on nearby streets.
- Repeated removal from class due to disruptive or inappropriate conduct.
- Leaving school grounds without permission or being in unauthorized areas during the school day.
- Theft of or damage to property, whether it belongs to the school, staff, students, or any attendee of a school-sponsored event.
- Truancy, as defined in the school's Attendance Policy.
- Physical violence or threats of violence against any student, staff member, or guest at a school-authorized event.

    - All individuals involved in a physical altercation will be removed from school and suspended.
    - If an assault occurs, the aggressor will face more severe disciplinary action.
- Possession, use, or influence of alcohol, illegal drugs, look-alike substances, or drug paraphernalia, or the misuse of prescription medication, whether on campus or at any school function.
- Possession or Use of Weapons or Hazardous Materials
    - The use or possession of firearms, ammunition, knives, fireworks, or any other dangerous weapons or substances on school grounds or at school-sponsored events is strictly prohibited.
- Chronic Disrespect
    - Repeated acts of defiance, rudeness, or insubordination toward faculty, staff, or peers will not be tolerated and will lead to escalating disciplinary consequences.
- Disruption or Disrespect During Worship
    - Any form of interruption, mockery, or willful disrespect during chapel or other school-sponsored worship experiences is a direct violation of our school's Christ-centered mission.
- Academic Integrity Violations
    - Engaging in cheating, lying, forgery, plagiarism, or falsifying information violates our standards of honesty and will result in academic and disciplinary consequences.
- Harassment or Bullying
    - Verbal, physical, or digital harassment, intimidation, or bullying of any kind—including sexual harassment or threats based on race, gender, religion, ability, or orientation—is strictly prohibited.
- Technology Misuse
    - Any violation of the school's Acceptable Use Policy—including inappropriate online behavior, accessing restricted content, or using school devices for unauthorized purposes—will result in disciplinary action and loss of technology privileges.
- Gambling
    - Participation in any form of gambling or betting, including digital or in-person, is not allowed on school property or at school events.
- Other Harmful Acts
    - Any other behavior deemed by the administration to be injurious, dangerous, disruptive, or detrimental to the health, safety, spiritual welfare, or well-being of any individual on school grounds or at any school-sponsored activity may be subject to immediate disciplinary action.

DIGITAL CONDUCT AND SOCIAL MEDIA

Any of the above-mentioned offenses—when committed online, through social media, or via digital communication—will be treated as violations of the Student Code of Conduct. This includes, but is not limited to:

- Cyberbullying
- Harassment or threats made online
- Inappropriate or harmful content directed at students, staff, or the school community

Walther Christian Academy holds students accountable for their conduct both on and off campus, including their digital footprint. Any behavior online that disrupts the school environment, threatens the well-being of others, or violates Christian values will result in appropriate disciplinary action.

BEHAVIOR & CONSEQUENCE MATRIX

The Behavior & Consequence Matrix is designed to provide transparency and consistency in how disciplinary infractions are addressed at Walther Christian Academy. It outlines general expectations and corresponding consequences for a wide range of behaviors, helping students and families understand the seriousness of certain actions and the school's commitment to maintaining a safe, respectful, and Christ-centered learning environment.

However, it is important to note that this matrix serves as a guiding framework, not a rigid or exhaustive list. The Assistant Principal/Dean of Students, Principal, and Head of Schools reserve the full right and authority to determine disciplinary action based on the severity, frequency, context, and intent of the behavior. Their decisions are final and non-negotiable.

While we are committed to transparency and equity in all disciplinary procedures, we also recognize that every situation is unique. Therefore, the administration will use its discretion to ensure that consequences not only protect the integrity of the school community but also support the personal growth and accountability of each student involved.

Offense	Description	First Offense	Repeated or Severe Offense
1. Inappropriate Language	Use of foul, obscene, or un-Christian language	Warning + Parent Notification + Detention	In-School Suspension + Behavior Contract
2. Smoking / Vaping / Tobacco Substance Use / Possession	Use or possession of tobacco or vaping devices Possession or influence of drugs, alcohol, look-alikes, paraphernalia	Suspension (5 days) + Counseling Referral + Parent Conference	Expulsion + Police Notification
3. Unsafe Driving or Conduct	Reckless driving or unsafe behavior in parking lot or nearby streets	Warning + Parent Notification + Loss of Parking Privileges	Suspension + Required Safety Training
4. Repeated Class Removal	Repeated disruptions resulting in removal from class	Parent Conference + Behavior Plan	Suspension + Academic/Behavioral Probation

5. Leaving Campus Without Permission	Leaving school property during school hours without authorization	Detention + Parent Notification	Suspension + Loss of Extracurricular Eligibility
6. Theft or Property Damage	Stealing or damaging school/personal property	Suspension + Restitution + Parent Conference	Extended Suspension + Police Notification (if applicable)
7. Truancy	Unexcused absence as defined by the Attendance Policy	Detention + Attendance Plan	In-School Suspension + Parent Meeting
8. Physical Violence / Fighting	Fighting, assault, or physical threats	Suspension (3–5 days) + Parent Conference	Long-Term Suspension/Expulsion + Police Involvement

9. Possession of Weapons / Hazardous Items	Firearms, ammunition, knives, fireworks, or any dangerous substance	Immediate Suspension + Police Notification + Parent Conference	Expulsion
10. Repeated Disrespect	Ongoing defiance, rude behavior, or verbal disrespect	Detention + Behavior Contract	In-School Suspension + Parent Conference
11. Disrespecting Worship Activities	Disruption or mockery during chapel or worship events	Detention + Written Reflection + Parent Notification	In-School Suspension + Removal from Activities
12. Cheating / Dishonesty / Lying	Academic dishonesty, forging documents, or providing false info	Academic Penalty + Parent Notification + Detention	Suspension + Academic Contract
13. Harassment or Bullying	Physical, verbal, or digital harassment including sexual harassment	Suspension + Investigation + Parent Meeting	Extended Suspension or Expulsion + Required Counseling
14. Technology Misuse	Violation of the Acceptable Use Policy	Tech Restriction + Detention + Parent Notification	Suspension + Loss of Device Privileges

15. Gambling	Any form of wagering or betting (digital or physical)	Confiscation + Detention + Parent Notification	Suspension + Probation
16. Other Dangerous Acts	Any behavior deemed dangerous or harmful by administration	Suspension + Admin Review + Parent Conference	Expulsion or Legal Action if necessary
17. Digital Misconduct / Social Media Abuse	Cyberbullying, threats, or inappropriate posts	Suspension + Parent Conference + Social Media Contract	Expulsion + Law Enforcement Notification (if threatening or criminal)

DETENTION

Detention is a disciplinary consequence assigned to students who violate the behavioral expectations set forth by Walther Christian Academy. Detentions are issued by the Assistant Principal/Dean of Students and are processed promptly to ensure accountability and consistency.

Detention Hall begins at **3:00 PM** and may be scheduled on any day of the week. Parents and students will receive advance notice via email regarding the assigned date and time of the detention.

DETENTION DURATION GUIDELINES

The length of detention is determined based on the nature and severity of the infraction. Final discretion rests with the Assistant Principal/ Dean of Students.

- **30-minute detention**:
    - Dress code violations
      Tardies
- **60-minute detention**:
    - Inappropriate behavior
    - Inappropriate language
    - Failure to follow a classroom disciplinary plan
- **90-minute detention**:
    - Skipping a scheduled detention
    - Disrespect during chapel
    - Academic dishonesty (cheating, plagiarism, falsifying information)
    - Disrespect toward faculty or staff

DETENTION HALL EXPECTATIONS

While serving detention, students must adhere to the following expectations:

- Remain seated and silent at all times.
- Electronic devices are not permitted during detention.
- Complete any assigned reflective behavior modification tasks (required for students with repeated infractions).

- Attend detention regardless of extracurricular conflicts or personal schedule.

Any student who sleeps, communicates with others, or refuses to comply with expectations will be removed from detention and assigned an In-School Suspension. Credit will not be given for any incomplete or disrupted detention session.

RESCHEDULING DETENTIONS
Detentions may only be rescheduled in extreme circumstances and require direct parental contact with the Dean of Students at least one school day in advance. Detentions will not be rescheduled for extracurricular activities under normal circumstances. If a rescheduling request is to be considered due to an extracurricular obligation, it must be submitted by the coach or sponsor of that activity to the Dean of Students for approval.

REMOVAL FROM CLASS
A teacher may remove a student from class if the student's behavior significantly disrupts the learning environment. When removed:

- The student must report immediately to the School Office
- An administrator will meet with the student to address the situation
- The teacher will contact the student's parent/guardian that same day to discuss the incident

Repeated removals from the same class may result in further disciplinary action. At the discretion of the Assistant Principal/Dean of Students, a student who is removed multiple times from a course within the same quarter may be withdrawn from the class with a failing grade.

DISCIPLINARY PROBATION
Disciplinary probation is a formal intervention used when a student's behavior demonstrates a pattern of disregard for the Student Code of Conduct. It outlines specific expectations and corrective steps a student must take to continue enrollment at Walther. The terms and duration of the probation will be determined by the school administration, and may include restrictions on participation in school events, mandatory behavior plans, and regular check-ins with school leadership.

IN-SCHOOL AND OUT-OF-SCHOOL SUSPENSIONS
Students may be suspended when their behavior reflects a persistent disregard for school policies or when a serious infraction occurs. Suspensions may be served in-school or out-of-school, at the discretion of the administration.
Reasons for suspension include, but are not limited to:

- Accumulation of tardies or detentions
- Severe or repeated violations of the Student Code of Conduct
- Disruptive, disrespectful, or dangerous behavior

Students and parents/guardians will be informed of a suspension as soon as possible by phone and written notice, including a clear explanation of the reason for the suspension. Students will have the opportunity to share their perspective before the suspension is finalized.

During suspension:

- Students are responsible for all missed assignments
- Students may receive credit for homework, major projects, and tests due during the suspension
- These absences are marked unexcused, and students remain subject to the Attendance Policy
- Excessive suspensions may result in expulsion

EXPULSION
Expulsion may occur at any time and is a serious disciplinary action reserved for the most severe or ongoing violations of school policy. Students are expelled by the Board of Directors, based on the recommendation of the Principal.

Students who are expelled:

- Forfeit the right to reimbursement of any tuition or fees
- May be permanently withdrawn from all academic and extracurricular programs
- Will not be permitted to return to campus or attend school events without administrative approval

GANG POLICY
Walther Christian Academy maintains a zero-tolerance policy toward gang involvement. Gangs are fundamentally incompatible with the school's Christian mission and core values, often promoting violence, intimidation, and behavior that threatens the safety and spiritual well-being of the school community. Gang-related behavior—whether on or off campus—may result in immediate and severe consequences, including expulsion. This includes but is not limited to:

- Gang-related violence, vandalism, threats, recruitment, hazing, or initiation
- Wearing, displaying, or drawing gang symbols or identifiers
- Involvement in gang activity outside of school that impacts the safety or culture of Walther

Any student found to be involved in gang-related activity will be subject to disciplinary action up to and including immediate expulsion.
HARASSMENT POLICY

Walther Christian Academy is committed to providing a safe, respectful, and Christ-centered learning environment for all members of the school community. Harassment of any kind is strictly prohibited and will not be tolerated.

Harassment is defined as any unwelcome conduct—verbal, written, physical, or visual—that is based on an individual's gender, race, color, religion, age, disability, or any legally protected characteristic. This includes, but is not limited to, slurs, jokes, gestures, intimidation, or any offensive behavior that creates a hostile, intimidating, or uncomfortable school climate.

In accordance with Title VII of the Civil Rights Act of 1964 and related legal precedents, Walther strictly prohibits all forms of harassment, including sexual harassment. Sexual harassment is defined as any unwelcome sexual advance, request for sexual favors, or other verbal or physical conduct of a sexual nature, whether by a student or adult, that interferes with a person's ability to learn, work, or participate in school activities.

This policy applies to all students, faculty, staff, and visitors on school grounds or at school-sponsored events. Retaliation against anyone who reports harassment or participates in an investigation is also strictly prohibited.

REPORTING AND INVESTIGATION

Any individual who believes they have been subjected to harassment—of any kind—should immediately report the incident to a school administrator, counselor, or trusted staff member. All reports will be handled with sensitivity and strict confidentiality, to the extent possible.

The school will conduct a prompt and thorough investigation, and if the allegations are substantiated, appropriate disciplinary action will follow. Consequences for harassment or retaliation may include, but are not limited to:

- Mandatory counseling
- Detention or suspension
- Expulsion (for students)
- Termination (for staff)
- Referral to legal authorities, where applicable

PUBLIC DISPLAY OF AFFECTION (PDA)

Walther Christian Academy expects students to maintain respectful and modest behavior at all times. Public displays of affection (PDA) such as hugging, kissing, or excessive physical closeness are inappropriate in the school setting and are not permitted.

If a staff member observes behavior that exceeds appropriate boundaries, they will respectfully request that the students stop. Students are expected to comply immediately. Refusal to follow a staff member's directive may result in disciplinary action, including detention. All incidents will be reported to the Dean of Students for further review and documentation.

Maintaining a professional and Christ-centered atmosphere is a shared responsibility. Students are encouraged to express friendship and care in ways that reflect the values of our learning community.

SMOKING, VAPING, AND SUBSTANCE USE

In accordance with Illinois state law and school policy, the use or possession of any tobacco products, vaping devices, cannabis (in any form), or related paraphernalia is strictly prohibited:

- On school grounds
- On adjacent property (e.g., sidewalks, parking lots)
- At any school-sponsored event or activity, whether on or off campus

Students found in possession of these materials will have them confiscated immediately, and disciplinary action will follow, which may include detention, suspension, or additional consequences depending on the nature of the violation.

Walther Christian Academy is committed to promoting a healthy, safe, and drug-free environment in line with both legal requirements and our mission to honor God through our choices and behaviors.

CELL PHONE AND ELECTRONIC EQUIPMENT POLICY

Walther Christian Academy is committed to maintaining a focused and respectful academic environment. With each student now equipped with a school-issued Chromebook, personal cell phones and electronic devices are no longer necessary during class time.

General Expectations (8:00 AM – 2:45 PM)

- Cell phones must be turned in at the beginning of each class or stored securely in the student's locker.
- Students who choose to carry their phones may be asked to power off or silence them and surrender them to the teacher, at the teacher's discretion. Devices will be returned at the end of the period.
- Middle School students are required to turn in their phones at the start of the school day and will not have access to them between 8:00 AM and 2:45 PM. Additional details will be provided by Middle School staff.

PERMITTED USAGE TIMES (HIGH SCHOOL ONLY)

High School students may use their cell phones:

- During their assigned lunch period, within the cafeteria only
- During four-minute passing periods, in the hallways

CAMERA USE PROHIBITED

- Students may not use the camera function on their phones during the school day unless explicitly directed by a teacher for an academic assignment.
- Using a phone camera in restrooms or locker rooms is illegal and will result in serious disciplinary action, regardless of intent.

POLICY COMPLIANCE

All cell phone and electronic device usage must comply with the school's:

- Acceptable Use Policy
- Social Media Policy
- Student Code of Conduct

In the event of an emergency, students must request to use a school office phone, not their personal device.

HEADPHONES AND EARBUDS

Students may use headphones/earbuds:

- Before and after school
- During passing periods
- In the cafeteria during assigned lunch

Headphones/earbuds are not allowed:

- During Chapel, Campfire, or school assemblies

- During bathroom breaks
- During class unless given explicit permission by a teacher or staff member

Faculty and staff reserve the right to remove headphones/earbuds if they are used in unauthorized spaces or times.

- Any misuse of cell phones, electronics, or headphones may result in confiscation by a faculty or staff member.
- Confiscated items will be turned in to the Dean of Students or an Administrator.
- Refusal to comply with a request to surrender a device will result in the student being sent to the School Office immediately and will be considered an act of defiance or disrespect, subject to further disciplinary consequences.

TECHNOLOGY USE POLICY

At Walther Christian Academy, we view access to technology and digital information as a gift and responsibility. As Christian stewards, students are expected to use school-provided electronic resources in ways that honor God, support academic growth, and align with the mission and values of the school. All technology use is governed by the Student Code of Conduct.

Students are expected to use school technology responsibly and ethically. Prohibited behaviors include, but are not limited to:

- Accessing inappropriate, offensive, or non-educational content
- Using personal email accounts for purposes unrelated to school assignments (unless granted prior approval by a supervising teacher)
- Entering or using blogs, chat rooms, message boards, or instant messaging platforms unless directly assigned by a teacher
- Engaging in academic dishonesty, including plagiarism or cheating via the internet
- Downloading or installing unauthorized software, games, or music
- Attempting to bypass security, access restricted areas, or interfere with network systems
- Using school technology for personal financial gain or commercial activity
- Making or distributing unauthorized copies of software, music, or copyrighted material
- Modifying system settings or configurations without permission
- Eating or drinking near any computer or electronic device

Violation of this policy may result in disciplinary action, including revocation of technology access, detentions, suspension, or in severe cases, expulsion.

SOCIAL MEDIA POLICY

Walther Christian Academy recognizes that social media and digital communication are part of students' everyday lives. However, these platforms must be used with maturity, respect, and in accordance with the school's behavioral expectations.

Any documented social media activity, including posts, comments, messages, or text-based communication, that disrupts the good order of the school or threatens the safety, reputation, or well-being of any individual or group—whether explicit or implied, initiated or forwarded—will be taken seriously and may result in disciplinary action, up to and including suspension or expulsion.

STUDENT PRIVACY AND INVESTIGATIONS

- Walther Christian Academy will not request or require students to provide passwords or login information to access personal social media accounts.
- However, the school reserves the right to investigate any digital behavior that violates the Student Code of Conduct, Anti-Bullying Policy, or Harassment Policy.
- If sufficient evidence exists, the school may require a student to cooperate in an investigation and may request that the student share content relevant to the incident.

Students are reminded that online actions have real-world consequences. As representatives of a Christ-centered community, we expect all students to maintain integrity, kindness, and discretion in both their physical and digital interactions.

WALTHER CHRISTIAN ACADEMY CHROMEBOOK PROGRAM OVERVIEW

As a 1:1 school, Walther Christian Academy provides each student in grades 6–12 with a personal Chromebook to support a rich, engaging, and future-ready educational experience. Our goal is to help students become active learners and producers of knowledge through meaningful, responsible use of technology.

The integration of Chromebooks into daily instruction allows for greater personalization, individualization, and differentiation, helping students reach their full academic potential. While we embrace innovation in the classroom, our foundation remains firmly rooted in our Christ-centered mission—developing students in both mind and spirit.

DEVICE COVERAGE AND RESPONSIBILITIES

Each student is issued a Chromebook for school-related use during their enrollment at Walther. The school covers normal use under the manufacturer's warranty. However:

- **A $50 deductible** will be charged for any repair not covered by the manufacturer (i.e., damage not due to defect).
- **Willful damage, abuse, or neglect** will result in full repair or replacement costs, billed to the student's account.
- Insurance/warranty coverage is valid **only while the student is enrolled** at Walther Christian Academy.

STUDENT RESPONSIBILITIES AND CHROMEBOOK CARE

Students are responsible for the general care and upkeep of their assigned Chromebook. Below are key expectations:

GENERAL CARE

- Always lift the Chromebook by the base, not the screen.
- Keep the device clean and avoid placing heavy items on top of it.

CHARGING

- Charge your Chromebook nightly and bring it to school fully charged.

SCREEN CARE

- Handle the screen with care. Avoid pressure, sharp objects, or stacking books on the device.

SECURITY

- Always put away Chromebooks safely and securely, Never leaving the Chromebook unattended in unsupervised areas (e.g., hallways, bathrooms, gym, or outside).
- When not in use during the school day, the device should be locked in the student's locker.

LOANER EQUIPMENT AND FEES

A limited number of loaner devices are available if a student's Chromebook is under repair. If a student forgets their Chromebook or brings it uncharged, they may request a loaner for a fee.

Loaner Type	Fee
Chromebook (non-repair)	$5.00 per day
Charger	$2.00 per day

- Loaners must be requested from the **Technology Administrator** or **school office before 8:00 AM**.
- A **$50 deductible** applies to any damage to a loaned Chromebook not related to a defect.
- A **$150 replacement fee** will be charged if a loaner Chromebook is not returned.

DIGITAL CITIZENSHIP POLICY

Walther Christian Academy expects students to be responsible digital citizens, reflecting Christian character and integrity online as well as in person. The following principles guide our expectations:

Respect Yourself

- Choose appropriate usernames and content.
- Think carefully about the images, comments, and personal information you post.

Protect Yourself

- Never post content or information that could put your safety at risk.

Respect Others

- Do not use digital platforms to bully, harass, or disrespect others.

Protect Others

- Report abusive or inappropriate behavior.
- Do not share or forward harmful content.

Respect Intellectual Property

- Always cite sources and seek permission before using someone else's work.

Protect Intellectual Property

- Use legal software and free, open-source alternatives when applicable.
- Do not download or distribute pirated media or software.

Violating digital citizenship standards—including the illegal downloading, sharing, or posting of copyrighted materials—is against Walther's technology policy and will result in disciplinary action.

STUDENT LIFE SERVICES

DRESS ATTIRE

Walther Christian Academy maintains a dress standard that supports a Christ-centered, focused, and professional school environment. Students are expected to arrive each day dressed neatly, modestly, and appropriately for learning.

The dress code is in effect from 8:00 AM – 2:45 PM unless otherwise approved by administration.

SHIRTS AND TOPS

Students may wear the following tops in any color:
- Polo shirts
- Button-down shirts
- Blouses
- Sweaters
- Quarter-zips
- Walther hoodies — Non-Walther hoodies are not permitted.

Tops must be clean, neat, modest, and school-appropriate.
Students may not wear hoods over their heads inside the building.

WEDNESDAY CHAPEL DRESS

Students must wear a **Walther Polo** on Wednesdays in observance of Chapel Worship Service.

BOTTOMS

Students may wear the following bottoms:
- Slacks
- Pants
- Skirts
- Shorts
- Leggings that meet dress code expectations

Approved bottom colors include:
- Black
- Brown/Khaki
- Gray
- Green
- Blue

Bottoms must be clean, neat, modest, and school-appropriate. Pants must be worn at the waist. Sagging is not permitted.

Skirts and Shorts must be modest in length – (no shorter than mid-thigh) and may not be rolled, shortened, or altered.

Leggings are permitted only when made of thick, opaque material and worn in a manner appropriate as pants. Sheer, thin, revealing, or compression-style leggings are not permitted. Administration reserves the right to determine whether leggings meet dress code expectations.

FRIDAY SPIRIT WEAR

Fridays are designated as Spirit Wear days. Students may wear:
- Walther Spirit Wear
- Jeans
- Joggers

Spirit Wear must represent Walther Christian Academy or a Walther team, club, activity, or event. This includes any clothing purchased from our online Spiritwear store as well as special shirts made for events throughout the year (i.e. Homecoming, Black History Month, Shine, Thrivent shirts, etc.).

SHOES

Students must wear closed-toe and closed-heel shoes every day.

Shoes must be safe, school-appropriate, and free of holes.
Crocs, Slides, slippers, flip-flops, open-toe shoes, and open-heel shoes are not permitted for safety.
Athletic shoes are required for Physical Education and physical activity-based classes.

PHYSICAL EDUCATION ATTIRE

Students must wear the approved Walther P.E. uniform during Physical Education classes. The P.E. uniform is required and will be reflected in student grades.

The P.E. uniform includes:
- Walther P.E. shirt or sweatshirt
- Walther P.E. shorts or joggers
- Athletic shoes

P.E. clothing may only be worn during scheduled Physical Education classes unless approved by administration.

HEADWEAR

The following may not be worn inside the building during school hours:
- Hats
- Hoods
- Bonnets
- Du-rags or wave caps
- Other non-approved head coverings

Scarves may be worn as accessories but may not cover the head unless worn for religious, cultural, or medical reasons.

GENERAL CLOTHING GUIDELINES

The following are not permitted:
- Low-cut, sleeveless, midriff-baring, sheer, see-through, or revealing clothing

• Clothing that exposes undergarments
• Clothing with inappropriate, offensive, suggestive, profane, political, drug-related, alcohol-related, violent, or discriminatory language, images, or symbols
• Clothing representing other schools, unless approved by administration
• Blankets worn as clothing

Administration reserves the right to determine whether clothing meets dress code expectations.

DRESS CODE ENFORCEMENT AND CONSEQUENCES

All staff members have the right to address and question student attire, accessories, or jewelry that may be inappropriate or violate the dress code. There are **no exceptions** to the dress code unless explicitly approved by school administration.

Dress code violations are addressed by the **Assistant Principal/Dean of Students**, whose decisions regarding disciplinary action are final. Consequences will be administered as deemed appropriate and may include the following:

- **Class Removal**: Students may be removed from class until the dress code violation is resolved. Any class time missed during this period will be marked as **unexcused**.
- **Opportunity to Correct**: Students will be given a chance to correct their attire. If the issue cannot be resolved on-site, the student may be sent home or held in the main office for the remainder of the day, depending on the nature of the violation.
- **Progressive Discipline**:
    - **First Violation**: A warning email will be sent to the student's parent or guardian.
    - **Subsequent Violations**: A 30-minute detention will be issued for each additional offense.
- **Loss of Privileges**: Students with repeated violations may lose specific dress code privileges. For example, a student who repeatedly wears a hood inside the building may lose the privilege of wearing hooded garments entirely during school hours.

Our goal is to maintain a respectful, distraction-free learning environment. We ask students and families to partner with us in upholding Walther's standards of excellence through appropriate dress and appearance.

DRIVING PRIVILEGES AND PARKING LOT USE BY STUDENTS

Students are not to loiter in the parking lot before or after school hours. When driving in a school zone, cars should proceed in a slow, orderly manner. The Melrose Park Police will be asked to assist in handling instances of unsafe driving.

STUDENT VEHICLE REGISTRATION

When driving to school is necessary, permission to drive motor vehicles is given through the Dean's office. Students must submit a parent-signed vehicle registration form to the school office along with $25.00 for the purchase of a parking permit decal which is to be displayed in the driver's rear window.

- Motor vehicles are to be parked in the parking lot or on Chicago Avenue; if necessary motor vehicles may be parked on Mel Block Way.
- Student drivers must exercise caution at all times.
- Drivers may only turn right onto 9th Avenue on school days between the hours of 7:30am-8:30am and 2:30pm-3:30pm.
- Loitering is not permitted in the parking lot.
- Repeated motor vehicle violations will result in suspension or loss of driving privileges.

IDENTIFICATION CARDS
Students are expected to carry school identification (ID) cards at all times. ID cards may be required for admission to athletic and other extracurricular events. The ID is good for one (1) year. There is a $10.00 replacement fee.

LOCKERS
Lockers are to be kept locked at all times for the protection of student property. Students must not give their combination to others or "set" the lock on their locker. If the lock is defective, it must be reported to the Student Services Center immediately.

It is expected that the lockers will be kept neat and clean. Cellophane 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.

The administration reserves the right to open and inspect student lockers at any time. Posters which are to be affixed on the outside of lockers must have approval through the school office before being displayed.

LOST AND FOUND
The Student Service Office will serve as the lost and found department. A student might also check with the maintenance personnel for lost items.**Walther is not responsible for lost or stolen items.**

TRANSPORTATION
Students may use their Student ID card to pay reduced fares on CTA or PACE buses during school hours. Schedules are available through the Student Service Office. For additional information on the CTA, please visit www.transitchicago.com or call 1-888-YOUR-CTA. For additional information on the PACE service, go to www.pacebus.com or call 1-847-364-PACE.

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 Student Services Office. Before applying for and receiving a work permit, a business must first commit to give you a job. The business may be informed that a work permit will be issued by your school.

SERVICE HOURS
Service to God through service to others is a natural way of life for an active Christian. A portion of Walther's religion curriculum requires students to perform individual service hours. This service is required, because it is good training to experience the joy of serving God by serving others. This is an integral part of our curriculum, requiring pre-approval by the religion teacher for all service hour projects as they are discussed in class. Walther requires 60 service hours to be completed during your 4 years at Walther. The areas that this service should include are: service to your church, service to your school, service to your community, and service to your career. It is recommended that students complete 15 hours each year for a total of 60 hours. Failure to complete the 60 hours by the end of the fall semester of senior year will result in the student failing Religion class, and not graduating. Any student who completes a mission trip of 5 or more days has satisfied the Christian Service Hours requirement for all 4 years. The signed verification must be completed the first year to which the mission trip is applied and will be kept on file for subsequent years. In addition to these requirements Walther provides opportunities for group service to church, community, and such which do not apply toward the individual requirements listed above.

LUNCH, FOOD, AND BEVERAGE POLICY

Walther Christian Academy is committed to providing safe, healthy, and convenient meal options for students. Students may choose from the following lunch options:

- Bring a packed lunch from home
- Order through our hot lunch program, the Bronco Bistro, operated by Marla's Lunch (orders and payments are placed weekly in advance through their online portal; full details are available at Walther.com)
- Purchase snacks or meals from vending machines located in the cafeteria

Please Note:

- **Beginning in the 2025–2026 school year,** Food deliveries from outside vendors (e.g., Uber Eats, DoorDash, Grubhub, restaurants) are not permitted under any circumstances.
- If food is delivered during the school day, it will be held in the school office and may only be picked up after dismissal.
- Parents/guardians may personally deliver food with a valid photo ID and must leave it in the designated food drop-off area.

BRONCO BISTRO
Through our partnership with Marla's Lunch, families can easily manage lunch orders online. Meals must be ordered and paid for in advance. This service provides flexible menu choices and reliable delivery directly to the school each day.

Visit Walther.com for ordering instructions, meal options, and contact information.

Selling food or items by students is prohibited unless explicitly approved by administration.

CAFETERIA GUIDELINES

- Students must remain in the cafeteria during their assigned lunch period unless granted permission to leave by a supervisor.
- Faculty members are present to supervise every lunch period.
- Each lunch period concludes with a time of prayer and reflection.
- In severe disciplinary cases, a student may be temporarily restricted from the cafeteria.

VENDING MACHINES
Our vending service offers fresh salads, sandwiches, fruit, yogurt, microwaveable meals, and breakfast options like cereal and breakfast sandwiches.
Vending machines are:

- Stocked daily by our vendor
- Available for use before school, during lunch, and after school only

Use of vending machines during class or unauthorized times (including outside of lunch periods) will result in a detention.

Food and beverages (except water) must be consumed in the cafeteria only, including after-school purchases.

VISITOR AND VOLUNTEER GUIDELINES

VISITORS – PARENTS, GUARDIANS, ALUMNI, AND GUESTS

All visitors to Walther Christian Academy must follow the procedures below to ensure the safety and security of all students and staff:

- Check in at the Student Services Office upon arrival
- Provide valid photo identification
- Sign in and receive a visitor badge
- Remain in designated waiting areas (Student Services, School Office, or Administration Office)
- Unaccompanied adults are not permitted to walk the hallways during school hours without staff supervision

PARENT/FAMILY VOLUNTEER HOURS REQUIREMENT

Walther Christian Academy deeply values the partnership between school and home. To support events, programming, and student life, each household with a student in Middle or High School is required to fulfill one of the following by April 30, 2026:

OPTION 1: VOLUNTEER COMMITMENT

- Complete a minimum of 15 volunteer hours
- Examples include:
    - Working concession stands
    - Assisting with score tables or admissions
    - Supporting fundraising events
    - Chaperoning field trips
    - Teacher appreciation support
    - Building and grounds assistance
    - Providing snacks for students or sports teams

OPTION 2: ALTERNATE CONTRIBUTIONS

- Complete five approved donation-based contributions, such as:
    - Providing snacks or drinks for student events
    - Supplying beverages or supplies for Senior Dinner
    - Contributing team snacks for athletics

OPT-OUT OPTION

- Families who prefer not to volunteer may opt out by paying a $200 contribution.

Any family that does not fulfill the volunteer or donation requirement by April 30, 2026, will have the $200 charge automatically added to their final tuition statement of the school year.
Volunteer opportunities and sign-ups are available at Walther.com through Signup.com, along with designated contact information for each event or need.

JET HAWKINS LAW
A student's appearance, including dress and hygiene, must not disrupt the educational process, or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance

FINANCIAL POLICIES

REGISTRATION FEE
All students are assessed an annual non-refundable Registration Fee. The fee is $550. There is an additional $100 graduation fee for seniors. This Registration Fee must be paid by June 30th unless special arrangements have been made with the Head of School or his designee.

TECHNOLOGY FEE
Included in the tuition cost is an annual Technology Fee of $300. The technology fee is built in such a way that it will enhance the 1:1 Initiative for the individual student in a variety of ways.
A portion of each year's technology fee will be applied to:
- device ownership so that at the end of a four year educational experience (whether that student starts as a 9th grade student or in one of the middle school years) the device will become the property of the student. **¼ of overall device cost will be applied toward device ownership each year.**
- the Google Chromebook Management System.
- the student's Google Chrome OS license.
- the student's Chromebook set-up and internal maintenance.
- the student's warranty coverage and/or insurance coverage.
- the student's use of Walther's internet and network use as well as its upkeep.
- the student's protective case
- various apps and digital textbooks deemed crucial by the academic departments of Walther Christian Academy and approved by its administration.

SPORTS AND ACTIVITY FEE
Included in the tuition cost is an annual fee of $150 to cover unlimited student participation in sports and activities. This fee helps to cover items such as the cost of officiating, tournament entry charges, and transportation.

TEXTBOOKS
Textbooks are loaned to students. Teachers issue books in their classroom on the first day of school and record the number of the book assigned to each student. Students are expected to return their assigned book when designated by the teacher, either at the end of the semester or at the end of the school year. Books that are returned damaged will result in a fine to the student. If books are not returned on the appropriate day or the student does not return the assigned numbered book, final reports cards and/or official transcripts will be withheld until the books are returned or the replacement cost of the books has been paid.

TUITION COLLECTION POLICY
Timely collection of all fees and tuition is critical to budgeting and the fiscal health of Walther Christian Academy. To that end, the following procedures and policies will be enforced by the institution's administration:
- Enrollment in TADS grants a family access to the tuition and fees account for each student enrolled at Walther, thus providing families with accurate monthly and yearly statements.

- Enrollment in TADS allowed families upon that enrollment to choose the 10th or the 20th, as their tuition due date.
- Invoices directly from TADS will be emailed to the responsible party (those that have agreed to pay the student's tuition) 15 days prior to when the tuition payment is due.
- Payments are due on the day of your selected payment date option.
- A reminder email invoice will also be sent to the responsible party on the day payment is due
- A $35 late fee will be assessed on the fifth day passed your payment due date if payment is not received
- TADS will follow up and contact the responsible party eight to ten days after the five-day grace period if the invoice is unpaid.
- An account is considered past due if payment has not been made within the five day grace period. This means your student will not be able to participate in extracurricular activities, Walther events, trips, dances, prom, competitions, performances, rehearsals, games, graduation ceremonies, and so forth.
- If an account becomes 30 days past due the student will be withheld from classes until the delinquency is rectified. If the delinquency is not rectified within an additional 30 day period, the student will be dismissed from Walther. This dismissal will not absolve the responsible party from accumulated debt.
- After 60 days delinquency the responsible parties will be notified that legal process will be used to collect all amounts due.
- Unless payment is received or an acceptable repayment plan agreed to within 30 days of the notification of legal process, an action will be filed in the Circuit Court for collection of amounts due.
- Responsible parties whose student(s) have left Walther are required to pay the outstanding balance of their account. Official transcripts will not be issued to any student with a balance owed to Walther.
- Students who transfer out of Walther with a balance due on their account will only have their transcript information sent verbally to the receiving (new) school. This will consist of a list of courses attempted and whether or not they were successfully completed.
- Walther Christian Academy will accept payment in the form of cash, check, money order or credit/debit card, but reserves the right in certain instances to limit the form of payment to cash.

TUITION DISCOUNTS

Prepayment: Tuition discounts are available if tuition is prepaid for the year. There is a $100 credit if the full year's tuition is prepaid.

Church Member Discounts: Tuition discounts as a result of supporting church membership will be granted based on enrollment form information, with verification by the listed church.

Lutheran Elementary School Graduate Discounts: Students who graduated from a Lutheran elementary school and ARE NOT MEMBERS of a supporting congregation will receive a Lutheran School graduate discount. Verification is taken from enrollment form and transcripts. Students cannot receive both the Lutheran School Graduate and supporting congregation discount.

GRANT-IN-AID PROGRAM

The Grant-in-Aid Program of Walther Christian Academy is designed to provide financial assistance for young people who desire to attend Walther and have a demonstrated financial need. The Grant-in-Aid Program is open by application to students currently attending Walther and to eighth graders or upperclassmen transfers who have officially enrolled.

In order to make the awarding of financial aid more efficient, secure, and equitable, Walther uses the outside financial aid service TADS (Tuition Aid Data Services). Families applying for financial aid will need to complete an application and submit the necessary supporting documentation to TADS by April 15th in order to be included in the early award of grant-in-aid. Later applicants will have a lesser amount of money

available for awards, so any awards may be smaller. Please note that an application must be submitted each year.

Applications are to be filed online. There are no exceptions to this. If you are unable to do so or need help, please contact the business office. Applicants can apply online beginning January 15 at www.walther.com on the home page.

TADS may need the following information in order to process your application:
1. Signed and completed paper application or completed online application.
2. Payment of the application fee.
3. Copies of your prior year tax forms including all supporting tax schedules.
4. Copies of your prior year W-2 form for both you and your spouse.
5. Copies of supporting documentation for Social Security Income, Welfare, Child Support, Food Stamps, Workers' Compensation, and TANF.
6. Other information as the service sees fit.

An application for grants-in-aid will not be considered until that time that the application is complete. In order for an application to be considered, families must be current in their tuition and fees to Walther Christian Academy.

A student recipient of a grant-in-aid award must write a thank you letter to our donors at least once a year. A student/family that does not complete this in a given school year may be disqualified for a grant-in-aid award for the upcoming school year.

PARENT/FAMILY VOLUNTEER HOURS REQUIREMENT
During the 25-26 school year, ALL PARENTS of Walther students are **REQUIRED** to volunteer at **MINIMUM 15 VOLUNTEER HOURS** (WPA, concessions, score table, setup, breakdown, admission table, fund-raising events, field trips, teacher appreciation, building work, student snacks, etc.) **OR FIVE ALTERNATIVE EVENTS** (Student snacks, drinks for Senior dinner, snacks for sports teams, etc.) Those who wish to "opt out' of the volunteer requirement may pay an additional $200 instead. Any household that does not fulfill this requirement will be assessed an additional $200 charge on the last tuition statement of the school year. These volunteer opportunities will be posted and available at Walther.com along with a contact person for signing up and Signup.com.

COMPETITIVE "SCHOLARS" SCHOLARSHIP
To encourage success in academics, Walther offers a tuition discount to students who match the standards of our Scholars Program based on the results of the first two placement tests. This discount is renewable provided the student continues to meet the necessary requirements.

ATHLETIC SCHOLARSHIPS
Walther does not award athletic scholarships.

"NSF" CHECK POLICY
It is possible that a check will not clear an account because of insufficient funds. Walther will redeposit the check one additional time. If the check fails the second time Walther will request payment by cash, money order or credit card. Walther reserves the right to charge $30.00 as a service fee for NSF checks. Discretion will be taken to conduct the transaction in private to preserve the confidentiality of the transaction while clearing up the current amount due on the account. A second NSF check within the same fiscal year will require that future payments be made by cash, money order, or credit card.

ACADEMIC RECORD HOLD
Students are expected to fulfill all obligations such as returning textbooks, sports equipment and library materials in a timely manner. Parents are expected to remain current with all tuition and fee payments. When this does not happen, Walther reserves the right to withhold a student's report card, official transcript, and diploma.

REFUND POLICY

Withdrawing a Student:

- If you notify us one month before the semester starts, you are responsible for 50% of the 1st semester's tuition and entirety of the annual fees.
- If you notify us less than one month before the semester starts, you are responsible for 75% of the 1st semester's tuition and the entirety of the annual fees.
- If you withdraw after the semester starts, you are responsible for tuition and fees through the end of the semester.
- If you withdraw after the 2nd semester starts, you are responsible for the full year's tuition and fees.
- All initial tuition deposits are non-refundable.

There are three exceptions—your family moves to a location further than twenty-five (25) miles from the Academy campus, your student is expelled or asked to withdraw by Walther Christian Academy, or your student has a physician documented medical reason. In the aforementioned three cases the following guidelines will apply:

- If your student starts school, you are responsible to pay a quarter of the year's tuition and fees.
- If your student attends more than a quarter of the year, you are responsible to pay a semester's tuition and fees.
- If your student attends into the second semester, you are responsible to pay the full year's tuition.

Registration and other fees: Registration and other fees are not refundable.

HEALTH AND SAFETY POLICIES

HEALTH RECORDS

Before a student begins classes at Walther, the parent(s) or guardian(s) must provide a record of a physical examination which has been issued within one year of the start of the 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.**

Transfer students must provide a copy of a current medical form which includes a record of immunizations as part of the transfer process at the time of admission. This is in addition to providing a record of a physical examination which has been issued within one year of the start of the school year.

Student health records should also include any special 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 form by a physician. Refer to "MEDICAL EXCUSES" under the "ATTENDANCE POLICIES" section of this handbook for further information.

DENTAL RECORDS

Students in sixth grade are required to have an oral health examination by a licensed dentist who must sign the Proof of School Dental Examination Form which is available in Student Services. All sixth grade students are required to provide proof of this examination prior to May 15. The examination must have been completed within the 18 months prior to the May 15 deadline. Students failing to present proof by May 15 will have their report cards held until the child presents Proof of School Dental Examination form or the child presents a Dental Waiver form or the child present an exemption based on religious grounds or the child present proof that a dental examination will take place within 60 days of May 15.

ILLNESS
If a student becomes ill during the school day, he or she should request a pass to the Student Service 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. A "Student Emergency Information" sheet is sent to each family over the summer or at the beginning of the year. This form must be on file in the office for a student to be in attendance in school.

SCHOOL LIABILITY
Walther Christian Academy and its personnel incur no liability for injuries when administering asthma medication, an epinephrine auto-injector, or an opioid antagonist.

SELF-ADMINISTRATION AND SELF-CARRY OF ASTHMA MEDICATION
Students are allowed to self-administer and self-carry asthma medication upon receipt of a signed parent permission notification and a copy of the prescription. The signed permission notification and the prescription must be kept on file in the school office.

SELF-ADMINISTRATION AND SELF-CARRY OF EPINEPHRINE AUTO-INJECTORS
Students are allowed to self-administer and self-carry epinephrine auto-injectors upon receipt of a signed parent permission notification and a signed physician authorization. The signed permission notification and the signed physician authorization must be kept on file in the school office.

SELF-ADMINISTRATION AND SELF-CARRY OF DIABETES MEDICATION
Students are allowed to self-administer and self-carry diabetes medication upon receipt of a signed parent permission notification and a signed physician diabetes care plan. The signed permission notification and the signed physician diabetes care plan must be kept on file in the school office.

MEDICAL CANNABIS
The school allows a nurse or administrator to administer medical cannabis infused products to registered patients. However, administration must be done in a manner that, in the school administrator's opinion, does not disrupt the educational environment or expose the product to other students. The school **may** also allow for self-administration under the direct supervision of a nurse or administrator. In either case, administration is contingent upon receipt of the required documents. The school shall have on file the following for each student with prescribed medical cannabis:

a. written authorization from the parent or guardian specifying the time or circumstances in which the product must be administered:
b. a copy of the registry identification card of the student (as a registered qualifying patient) and the parent or guardian (as a registered designated caregiver).
c. a copy of items a. and b. on file in the school's office.
d. if applicable, the yearly reauthorization from a parent or guardian for a student to self-administer.

The medical cannabis is stored at all times in a manner consistent with storage of other student medications **and** may be accessible only by the school nurse or school administrator.

SUNSCREEN
A student may possess and use a topical sunscreen product while on school property or at a school-sponsored event or activity without a physician's note or prescription if the product is approved by the United States Food and Drug Administration.

NON-SELF-ADMINISTRATION AND NON-SELF-CARRY MEDICATION
By law school personnel are not authorized to dispense or administer any form of medication, including Over the Counter (OTC) medication. Parents need to inform the Student Service Office in writing if their child is taking any type of prescription or OTC medication during school hours. The medication should be given to the Student Service Clerk in the original container along with the completed "Permission to

Administer Medicine at School" form signed by a physician. The student should report to the Student Service Office at the appropriate times to take the self administered medication. A new "Permission to Administer Medicine at School" form must be completed each year even if the medication and dosage has not changed.

CONCUSSION POLICY
Walther Christian Academy requires all student athletes to have on file an information document about the school's policy on concussions and head injuries that has been signed by the student and the parent/guardian prior to the student's participation in athletic practices or competitions. See Concussion Policy, page 51 of this handbook.

TOXIC ART SUPPLIES
Toxic art supplies, as defined in section 105/135 of the Illinois School Code, are not used in grades K-6. Art supplies containing toxic substances are used for students in grades 7 and 8 only if materials are properly labeled as required by section 105/135 of the Illinois School Code.

EYE PROTECTIVE DEVICES
Every student, teacher, and visitor is required to wear an industrial quality eye protective device when participating in or observing activities that involve cutting, sawing, grinding, or stamping of any solid materials; tempering or kiln firing of any metal or other materials; use of chemical, caustic, or hot liquids or solids.

INJURIES
If a student is injured in any class or school-sponsored activity, the student should report the injury to the supervising teacher so that an accident report can be completed. The parent or other responsible party designated by the parent will be notified as soon as possible. If the situation warrants, the student will be taken by a school staff member or by paramedics to the emergency room of Gottlieb Memorial Hospital. The staff member will remain with the student until the parent or other responsible party has been contacted and arrives at the hospital. Hospital personnel will not treat the student unless they have parental permission or the situation is life-threatening. The Emergency Room can be contacted at: Gottlieb Memorial Hospital -- (708) 681-3200

INSURANCE CLAIM
In case of a school-related injury which requires a doctor visit or hospitalization, a parent's personal health insurance bears the first responsibility. Should a parent need to access the supplemental insurance provided by Walther, the parent must request an insurance form from the school; a portion of which will be completed by the office staff. It is then the responsibility of the parent to have the doctor or hospital to complete this form and send it to the insurance company for payment.

PREGNANCY
The administration of Walther Christian Academy, with the approval of the Board of Directors, believes that both Law and Gospel must be demonstrated in a policy related to pregnancy. In recognition of the fact that God's Law shows us our sin while also demonstrating God's grace which establishes our forgiveness through Christ, these procedures will be followed:

1. When it is confirmed that a student is pregnant, that student, in cooperation with the student's parents and/or pastor, will meet with the school counselor and/or the administration. The primary purpose of the meeting will be to provide Christian counsel for the student in making a God-pleasing decision for the immediate future. The other purpose is to plan for successful continuation of studies.
2. The student will be encouraged to remain in attendance as long as it is medically advisable so as to minimize the disruption in the student's educational program. In the event the student is advised to stay home, Homebound tutoring and/or remote instruction may be provided under Walther's supervision. Tuition will continue to be paid.

3. While still in attendance on-campus, the pregnant student must obtain the physician's permission to participate in regular physical education classes.
4. After the birth takes place, readmittance to on-campus classes and extra-curricular activities is subject to approval of the administration and the physician's medical advice.
5. The administration reserves the right to weigh each case according to individual circumstances.
6. No person shall willfully withhold information concerning a student pregnancy.

IHSA Athletic Eligibility Rules

Visit the IHSA Website for the most up-to-date policies; these can change and the following may not reflect the most recent changes. This summary is for the purpose of assisting in the understanding of IHSA By-laws and Policies. In case of a conflict between this publication and the constitution and by-laws of the IHSA, the constitution and by-laws shall control.

Key Provisions Regarding IHSA Rules
Eligibility Rules
When you become a member of an interscholastic team at your high school, you will find that both your school and the IHSA will have rules you must follow in order to be eligible for interscholastic participation. The IHSA's rules have been adopted by the high schools which are members of IHSA as part of the Association's constitution and by-laws. They must be followed as minimum standards for all interscholastic athletic competition in any member high school. Your high school may have additional requirements, but they may not be less stringent than these statewide minimums. The principal/official representative of your school is responsible to see that only eligible students represent the school in interscholastic competition. Any question concerning your eligibility should be referred to your principal/official representative, who has a complete copy of all IHSA eligibility rules, including the Association's due process procedure. Only the IHSA Executive Director is authorized to make formal rulings on eligibility, so if your principal/official representative has questions or wishes assistance in answering your questions, the principal/official representative should contact the IHSA Office. Information contained here highlights some of the most important features of the IHSA by-laws regarding interscholastic eligibility. It is designed to make you aware of major requirements you must meet to be eligible to compete in interscholastic competition. The information here is only a general description of major by-law provisions and does not contain the statement of the by-laws in their entirety. You can review the by-laws at www.ihsa.org. You may lose eligibility for interscholastic competition if you are not in compliance with IHSA by-laws. Remember, if you have any questions regarding IHSA rules, please contact your principal/official representative.

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

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

3. Residence

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

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

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

6. Physical Examination

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

7. Amateur Status
A. If you win or place in actual competition, you may accept a medal or trophy for that accomplishment, without limit to its cost. Your school may provide IHSA state champions with championship rings/mementoes. B. For participating in competition in an interscholastic sport, or for athletic honors or recognition in a sport, you may receive any type of award (except cash, check or legal tender) that does not exceed $75 fair market value. There is no limitation on the value of your school letter. C. The amateur rule does not prohibit you from being paid to referee, receiving pay for teaching lessons or coaching in a little kids league, etc. It only applies to your own competition in an athletic contest. D. If you violate the amateur rule, you become ineligible in the sport in which you violate. You must be reinstated by the Executive Director before you may compete again.

8. Recruiting of Athletes
A. The by-laws prohibit recruiting of high school students for athletics. If you are solicited to enroll in or transfer to a school to participate in athletics, you are being illegally recruited and your eligibility is in jeopardy.
B. You will lose your eligibility if you enroll in or transfer to a school in response to recruiting efforts by any person or group of persons, connected with or not connected with the school, related to athletic participation. C. You will lose your eligibility if you receive special benefits or privileges as a prospective student-athlete which are not uniformly made available to all students who attend your school. D. You may not receive an "athletic scholarship" or any other special benefit from your school because you participate in athletics. E. It is a violation for any student-athlete to receive or be offered remuneration or any special inducement which is not made available to all applicants who apply to or enroll in the school. F. It is also a violation to induce or attempt to induce or encourage any prospective student to attend any member school for the purpose of participating in athletics, even when special remuneration or inducement is not given. Please remember that you may not be offered or receive any benefit, service, privilege or opportunity which is not also provided or made available to all prospective students at that school. Note: If you are interested in finding out more information about a school, contact the principal/official representative or an administrator at the school, not a member of the coaching staff.

9. School Team Sports Seasons
A. Each sport conducted by IHSA member schools has a starting and ending date. Your school may not organize a team, begin practice or participate in contests in a given sport until the authorized starting date. Your school may not continue to practice or participate in contests after the authorized ending date. This means that: 1. During the school year, you may not participate on a non-school team coached by any member of your school's coaching staff unless it meets specific criteria established by the by-laws. 2. No school coach may require you to participate in an out-of-season sport program as a requirement for being a member of a school team. B. Violation of the sport season by-laws will result in penalty to you and/or your school's coaching personnel.

10. Playing in Non-School Competition
A. During the time you are participating on a school team in a sport at your high school, you may neither play on a non- school team nor compete in non-school competition as an individual in that same sport or in any skill of that sport. B. If you participate in non-school competition during a sport season and subsequently wish to join the school team in the same sport, you will not be eligible. C. If you wish to participate in a competition sanctioned by the National Governing Body, or its official Illinois affiliate for the sport, your principal/official representative must request approval in writing from the IHSA Office prior to any such participation. D. You may try out for a non-school team while you are on your school's team in that same sport, but you may not practice, receive instruction, participate in workouts, or participate in

competition with a non-school team in that same sport until you cease being a member of your school's team. You cease being a member of your school's team when the team(s) of which you are a member terminates for the school term. E. You will become ineligible if you participate on, practice with or compete against any junior college, college or university team during your high school career.

11. All-Star Participation
A. After you have completed your high school eligibility in the sport of football, basketball, soccer or volleyball, you may participate in three (3) all-star contests in any of these sports and still play for other school teams, provided the high school season in that sport has been completed. You may lose your eligibility for other interscholastic sports if you play in all- star competition in any of these sports under any other conditions. B. You are not restricted from participating in all-star competition in sports other than football, basketball, soccer or volleyball, except that you may not do so during the school season for the sport.

12. Misbehavior During Contests
A. If you violate the ethics of competition or the principles of good sportsmanship, you may be barred from interscholastic athletic contests, either as a participant or spectator or both. B. If you are ejected from a contest for unsportsmanlike conduct, you will be ineligible for your team's next contest. You are also subject to other penalties.

WALTHER CHRISTIAN ACADEMY ATHLETIC/EXTRACURRICULAR CODE OF CONDUCT

Purpose

The mission of Walther is to minister to God's young people by nurturing and educating the total student. We encourage our students to participate in a variety of extracurricular activities. Students do so on a volunteer basis and must consider it a privilege to represent Walther in this way. Oftentimes they are the most visible part of our school and serve as role models for their fellow students. Consequently, they have a higher level of responsibility in service to our Lord and members of the Walther Community. This Code assists students in recognizing these responsibilities through the use of their God given talents in a manner that gives glory to our Lord and honor to the Walther Family.

Expectations

As a representative of Walther Christian Academy through athletics/extra-curricular activities I will be held accountable for:

1) Attending school, practices, and contests.

2) Getting cleared by the School Office prior to the start of tryouts/practices.

2) Traveling on school arranged transportation to and from all away events except in unusual circumstances with written approval by a parent/guardian and approval by the coach/sponsor.

3) Complying with all IHSA eligibility standards.

4) All equipment and/or clothing issued for the activity and return such equipment at the end of the activity/season. Students not returning items will be financially responsible for the replacement.

5) Adhering to all rules set forth by the Walther Christian Academy Family Handbook, and additional rules/guidelines provided by the coach/sponsor.

6) Displaying appropriate conduct becoming a Walther representative through relationships, commitment, and respect for others and property at all times.

7) Abiding by team/organization rules as established by the coach/sponsor.

8) My academic progress in all of my classes.

9) Purchasing, possessing, or using tobacco products of any kind.

10) Purchasing, possessing, or using alcohol or any unlawful drugs that are used to achieve a high or altered mental or physical state.

11) Purchasing, possessing, or using any performance enhancing substance as defined by the IHSA.

12) Attending parties, gatherings, or riding in automobiles where individuals are using or in possession of any illegal or controlled substance.

13) Initiating or participating in any form of harassment or hazing.

14) Gambling or any type of wagering on school property involving school activities.

Breach of Code

School disciplinary action and team rules will be enforced if a violation occurs. Suspension from team contests or activities may occur. Students under suspension must meet with a school administrator for evaluation and assessment before being reinstated. A meeting with school administration and/or coaches may be required prior to being reinstated.

Appeal Process

A participant may appeal the declaration of ineligibility to the principal. The student and/or parent must formally appeal within 48 hours of the suspension. Upon receipt of the appeal, the school leadership review committee will meet within 2 school days. 2/3 of the committee (Dean of Students, Fine Arts Chair, Athletic Director, Guidance Counselor, Coach/Sponsor, Principal) must be present. Suspension will remain in effect until the appeal process is complete. All decisions made by the committee are final.

Permission for Medical Treatment

In the event of an injury or illness resulting in the need for emergency medical care and/or transportation, permission is granted to school personnel (i.e. coaches, hired athletic trainers, medical professionals, etc.) to proceed with such care. This may include but not limited to splinting, surgical treatment, x-ray examination, and pharmaceutical intervention deemed necessary by qualified medical personnel. I understand that every effort will be made to contact me, but until that contact is established, the treatment necessary for the best interest of my son/daughter may be provided.

Permission to Engage in Sport

I understand the nature of the sport in which my child wishes to participate and realize that contact sports involve an even greater risk of injury than other sports. If I have any questions regarding my child's participation, I will speak to the coach or athletic director before I sign this permission slip.

As a participant in a Walther extra-curricular activity I understand and agree to abide by all provisions in the Code of Conduct, all IHSA rules and guidelines, and individual team/organization rules. I understand these rules and expectations apply during practice, contests, travel to and from events, and all other times throughout the school year. My failure to sign this document does not exclude me from being accountable for it.

By signing electronically (or below), you are giving your son/daughter permission to engage in sports and extracurricular activities at Walther Christian Academy for the 2025 – 2026 school year.

Student Name (Please Print): _____

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

GENERAL INFORMATION

www.walther.com
Walther maintains an official web site which contains important information for students, parents, alumni and the community at large. It also contains pertinent links to other sites, including school closings, PowerSchool, lunch ordering, educational resources, etc.

ACCESS AND RIGHTS TO RECORDS
Walther follows strict rules, many set by state and federal law, for the access and release of records. Parents with questions about WCA policies or the content of student records should call the Registrar. A 24-hour notice is required for review of student records. Information in student records is considered private. The records may be used only by educational officials unless a parent gives written permission.

Rules for access and release of records that apply to all WCA students in all situations are:

Parents or guardians will be granted access to any and all information in their children's permanent records. In the absence of a court order to the contrary, Walther will provide (upon request) a non-custodial parent with access to their student's academic records and other school related information. It is the responsibility of the custodial parent to provide the school with a copy of any court order prohibiting the release of information to the non-custodial parent.

Parents may have materials copied in student records.

A student below age 18 will be granted access to any and all information in his or her own permanent records only with the consent of a parent or guardian.

School officials will be present when records are reviewed.

When a student reaches age 18, marries, graduates from secondary school or enters the military, all rights and privileges regarding student records previously accorded to parents will be granted to that student, unless the student is judged incompetent by a court of law.

Parents have the right to challenge any entry, except grades, in the school's student records on the basis of accuracy, relevance and/or propriety. A written request for a hearing must be submitted to the Registrar and must specify the entry or entries to be challenged and the basis of the challenge.

No person may condition the granting or withholding of any right, privilege or benefit or make as a condition of employment, credit or insurance the securing by any individual of any information from a student record which such individual may obtain through the exercise of any right secured under the Illinois Record Act of 1975 or the Rules and Regulations to govern School Student Records.

ACCESS TO BUILDING
Students are to remain in the cafeteria until the 7:45 a.m. bell rings. Only students under teacher supervision are permitted on the second floor before the 7:45 a.m. bell. Fifteen minutes after the close of the school day, all students on the school grounds must be under the direct supervision of a teacher/coach or in a supervised study area. If a student must remain in the school building beyond the normal educational school hours, a parent or guardian must complete an "After School Supervision Permission Slip" and return it to the School Office along with a $250 payment for the semester. The principal reserves the right to accept or deny this request.

AFTER SCHOOL RULES

Walther provides after school supervision on Mondays through Fridays, with the exception of special early dismissal days such as Parent Teacher conference days and semester end half days. Supervision is offered from the close of the school day until 6:00pm as a service to parents who cannot arrange rides or pick-up their students when school is dismissed for the day. This is not provided as a recreational activity. If a student must remain in the school building beyond 4:00pm a parent or guardian must provide the principal with a written note of explanation and complete an "After School Supervision Permission Slip" and return both to the School Office along with a $250 payment for the semester. If the parent does not pick up their child by 6:00pm, a $15.00 late fee will be assessed the start the first minute of fifteen minutes and $15.00 will continue to be assessed thereafter The principal reserves the right to accept or deny this request. The following rules will apply during the supervision period:

1. At the end of the school day, students waiting for rides MUST REMAIN in the cafeteria until 4:00 pm. At 4:00 pm those students have the option to attend aftercare at 4:00 pm, attend after school activities, and/or receive academic help.
2. School rules apply during the after school hours. They will be expected to bring something to do to stay busy and quiet. Many students will want to use this time to study.
3. Students without a letter on file must be with a coach or a teacher and are not permitted to roam the building. Once a student leaves campus they are to return under the direct supervision of a coach or advisor. No student may leave campus and return for supervised study.
4. The After School Supervisor has the right to ask anyone to leave or deny permission for afterschool use.
5. At ***6:00 pm***, students will be excused from the building.

EMERGENCY SCHOOL CLOSING

Walther rarely closes because of weather or other emergencies. In an emergency, the school may be closed early, after 1:00 p.m. or all day. Should the school close, an email alert will be sent to all families. Information may also be available on WGN Radio, AM 720, through the Emergency School Closing Center and on the school's website, www.walther.com. In the event the school does close, students may have a Snow Day or a day of Remote Learning. The Administration will inform the school community via email and will put a banner up at walther.com with further instructions.

CONCUSSION POLICY

Concussions received in and out of school are a serious diagnosis that must be monitored carefully due to both short-term and long-term potential consequences. Walther Christian Academy recognizes the importance and priority of students that may suffer a concussion at any time. The following outlined protocol is to ensure safety for the child who has received a concussion. It must be coordinated between faculty, the child and family. and their primary caregiver or specialist.

1. The principal appoints a concussion oversight team. CLEF School Nurse, Pat Braun is automatically a team member, as is Walther's Athletic Trainer and our Athletic Director. The principal or his/her designee serves as the team lead, provided the principal does not have any coaching duties.
2. A child with symptoms of concussion happening at school goes to the school nurse or trained adult staff or faculty to express symptoms or a possible concussion if an incident was not witnessed. If the child experiences a potential concussion in a school activity (sports related, playground, classroom) they must be removed from the activity and sit quietly until they can receive further evaluation. If the child receives an out of school concussion, the school must be notified as soon as possible. Both in and out of school received concussions require clearance from a licensed physician, nurse practitioner, or medical specialist before the child returns to school. The school nurse and/or faculty must be notified to assist with monitoring the child.
3. The school distributes a brochure to any family whose child may have sustained a concussion, regardless of whether or not the concussion occurred while the child was participating in an interscholastic athletic activity. The Illinois Department of Public Health provides a series of customizable concussion handouts and posters via the Centers for Disease Control (CDC). The handouts are available at https://www.cdc.gov/headsup/resources/custom.html

4. Once back in school, the following assessments are made each day by the school nurse and /or faculty. A child is assigned a level when he returns to school or school is notified of concussion and gradually progresses to the top level. Each level or stage should be approximately 24 hours or longer. If symptoms reoccur, the child would return to the previous stage. Consult with the parent, primary provider (Pediatrician or Nurse Practitioner) or specialist may be done if questions or if the child has recurring symptoms:

Return to Learn (Levels 1-5) and Return to Play (Level 4) Policies

The principal/director or designee appoints a person or persons to implement the return to learn and return to play policies. This person(s) may not be the coach of an interscholastic athletic team.

The principal/director or designee is responsible to supervise that person(s).

Level 1:

No school

Complete Cognitive Rest: No screen time, No reading, No physical activity

Level 2:

Modified School Attendance with Accommodations

- Student will observe
- Allow visit to the nurse as needed or symptomatic
- Reduced academic engagement
- Shortened task duration of 10-20 minutes
- No physical activity
- No tests, no homework
- Frequent breaks as needed
- Allow extra time between classes
- Limited exposure to loud environments

Level 3:

Full Day Attendance with accommodations

Gradual increase of Cognitive Demands as Tolerated

- Student will actively engage
- Prioritizing assignments and tests; quizzes
- Limited exposure to loud environments
  - Allow extra time for text/ in-class assignment completion
  - Breaks as needed
  - Allow visit to school nurse as needed
  - Focus on content and basic essential learning
  - Extended time allowance for homework
  - Increased task duration of 20-40 minutes
  - No physical activity

Level 4

Full Day Attendance without Accommodations

Full Cognitive Engagement

- Removal of accommodations
- Return to physical activity as specified by primary health care provider (Physician or Nurse Practitioner)

Each day and progression of level must be documented by the school nurse or assigned faculty member as well as any communication with parent/family or Health care provider.

EXTRA-CURRICULAR ACTIVITIES

Drama Club	Scholars Program	National Honor Society
Jazz Band	Student Council	Junior National Honor Society
Gospel Choir	Christian Minstrels	Walther League
Pep Band	Praise Band	Video Game Club
Art Club	Mathletes	**START YOUR OWN NEW CLUB!**
Yearbook	Aura	
Chess Club	Poms/Dance	

ATHLETICS

For Boys		For Girls		
Volleyball	Cross Country	Cross Country	Flag Football	
Football		Basketball	Basketball	Volleyball
Wrestling	Baseball	Softball	Track & Field	
Track & Field	Wrestling	Soccer	Cheerleading	
Golf, Tennis, Soccer*		Wrestling	Golf, Tennis*	

* depending on interest level of students

FIRE DRILLS, TORNADO ALERTS

When the alarm sounds for a fire or a fire drill, students are to remain quiet to maintain order and insure safety. Students will walk to the nearest exit; leave books and other personal property behind; clear access to the building for fire fighting and other safety equipment; and return to the building as soon as they are asked to return.

When the tornado alarm is received, students will be instructed over the public address system to proceed in a quiet manner to a secure designated place.

HALL PASSES

Digital Hall Passes are issued by a teacher or staff member . Students are not to be in the hallways without a pass. Passes are issued for a 4 minute time period only. Misuse of the pass, such as loitering in the halls or causing a disturbance is not allowed.

MAINTAINING PROPERTY

Any student guilty of malicious or deliberate destruction or defacement of school property will be held responsible.No posters, streamers, etc, are to be pasted to any plastered walls without permission from the school office. Locker posters are allowed upon approval from the School Office personnel. Only masking tape should be used for fastening. At no time should cellophane tape be used. Ample provision has been made for disposal of refuse, and there is no excuse for the appearance of any sort of litter in the halls.

POWERSCHOOL

Through a link on Walther's web page (www.walther.com) parents and students are able to obtain up-to-date information about student course performance including assignments, grades, and attendance. PowerSchool also posts daily bulletins with school information.

PARENTS OBSERVING CLASSES

If a parent wishes to observe a class, an appointment must be scheduled through the Principal at least one day in advance.

SPIRITUAL GROWTH

In harmony with the Christian atmosphere of our school, students are provided opportunities to worship and study God's word together. Two times a week, students will meet with their Spiritual Families to have Bible study. One day a week, usually on Wednesday, a formal worship service is conducted in the gym. On Fridays, an informal, student led, community worship is held in the gym. Worship of the Triune God is an integral part of the purpose and program of our school. Enrollment at Walther indicates a willingness on the student's part to participate, at least to the extent of being present and reverent, during worship.

STUDENT INSURANCE

As part of the Walther family, all students have insurance coverage, provided under the blanket policy maintained by the school, for school hours and while participating in school activities. The cost of this insurance is collected as part of the Student Services Fee. This insurance is intended as a supplement to your personal insurance. To make a claim on the school accident insurance after bills have been presented to your personal insurance, an accident claim form is available from the School Office.

TELEPHONE MESSAGES

Please do not ask to have a student released from class to speak on the phone. Please arrange all matters ahead of time with your student. In case of emergency, the Student Service Clerk will take a message and, at an appropriate time, notify the student. Messages will only be accepted from a parent or guardian.

VISITOR PASSES FOR ADULTS

Visitors, including parents and alumni, must begin their visits to the school grounds or the school building by providing personal identification, signing up, and obtaining visitors' badges through the Student Services Office. No visitors' passes will be issued to school-age persons and current students may not bring guests to school except as outlined above.

VISITOR PASSES FOR PROSPECTIVE STUDENT

Student visitor passes will, normally, be granted only to students who profess a desire to attend Walther Christian Academy. Arrangements to bring a visitor to school must be made through the admissions' offices at least one day in advance of the planned visit. The visitor's parent must call and speak to the Admissions Office concerning enrollment at Walther before he/she is allowed to visit. The visitor must bring a note from his/her parent stating:

1. that they give permission for their student to visit Walther,
2. that they are considering enrollment at Walther,
3. and include a phone number where they may be reached during the day.

All visitors must obtain a visitors badge from the Student Services Office upon arrival at Walther. Visitors may be denied admittance due to scheduling or interference with the educational climate of the school.

HAZING POLICY

PURPOSE
The purpose of this policy is to maintain a safe learning environment that is free from hazing for students and staff members. Hazing activities of any type are inconsistent with the educational goals of Walther Christian Academy and are prohibited at all times.

DEFINITIONS
"Hazing," means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose. The term hazing includes, but is not limited to:

- Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, or placing a harmful substance on the body.
- Any type of compelled activity the could be perceived as being sexual in nature, involving partial or complete nudity, or mimicing sexual acts.
- Any type of physical activity such as sleep deprivation, exposure to weather, confinement in a restricted area, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- Any activity involving the consumption of any alcoholic beverage, drug, tobacco product or any other food, liquid, or substance that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- Any activity that intimidates or threatens the student with ostracism, that subjects a student to extreme mental stress, embarrassment, shame, or humiliation that adversely affects the mental health or dignity of the student or discourages the student from remaining in school.
- Any activity that causes or requires the student to perform a task that involves violation of state or federal law or of school district policies or regulations.

"Student organization," means a team, group, club, or organization having students as its primary members or participants. It includes grade levels, classes, teams, activities, or particular school events. A student organization does not have to be an official school organization to come within the terms of this definition.

General Statement of Policy
No student, teacher, administrator or other school employee, contractor, or volunteer shall plan, direct, encourage, aid, or engage in hazing.

No student, teacher, administrator, school employee, contractor, or volunteer shall permit, condone, or tolerate hazing.

Apparent permission or consent by a person being hazed does not lessen the prohibitions contained in this policy.

A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.

This policy applies to hazing behavior that occurs on or off school property and during and after school hours.

The Walther Christian Academy will act to investigate all complaints of hazing and will discipline or take appropriate action against any student, teacher, administrator, school employee, contractor, or volunteer who is found to have violated this policy.

Reporting Procedures
Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct which may constitute hazing shall report the alleged acts immediately to an appropriate school official such as a coach, teacher, counselor, or administrator.
The dean of students is the person responsible for receiving reports of hazing at the school level and will, with the assistance of the principal, investigate and determine any appropriate action to be taken. Any person may report hazing directly to the dean of students or principal.

Teachers, administrators, and other school employees and volunteers shall be particularly alert to possible situations, circumstances, or events that might include hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing shall inform the dean of students immediately.

School Action
Upon receipt of a complaint or report of hazing, Walther Christian Academy shall undertake or authorize an investigation by school officials or a third party designated by the school.
The Walther Christian Academy may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of hazing.

Upon completion of the investigation, Walther Christian Academy will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be administered consistently. They will appropriately discipline prohibited behavior and deter others from hazing. School action taken for violation of this policy will be consistent with other school policies.

Reprisal – Walther Christian Academy will take appropriate action against any student, teacher, administrator, school employee, contractor, or volunteer who retaliates against anyone who makes a good faith report of hazing, or who testifies, assists or participates in an investigation or hearing about a hazing incident. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

Dissemination of Policy – This policy shall appear in the Student Handbook and in the Staff Handbook. It will also be disseminated to parents at the beginning of the school year.

WALTHER CHRISTIAN ACADEMY

HANDBOOK SIGN OFF FORM

SCAN ME

(Our Handbook can also be found at https://www.walther.com/family-handbook/)

Student(s)' Name(s) _____

_____

_____

I have read, understand, and agree to comply with the policies presented in the Walther Christian Academy Family Handbook

Parent (Guardian) Signature(s)_____ Date _____

_____ Date _____

_____ Date _____

This sheet is to be signed by all parents and guardians and returned prior to the first day of attendance (or as soon as possible).

Walther Christian Academy
Main Office - (708) 344-0404
Office Hours - 7:30 a.m. to 4:00 pm
Summer/Break Hours – (9:00 a.m. to 2:00 pm)
Recorded Message After Hours

When reporting a student absence before or after office hours, leave a recorded message with the student's name, your name and relationship to the student, i.e. mother or father, the reason the student is absent and a daytime phone number where you can be reached if more information is required.

PHONE LIST

Inquiries Regarding...	Contact...
• Academic Advising, Scheduling, Social-Emotional StudentSupport	Ms. Friedman, Counselor, Ext. 236
• Academic Progress of Student	Individual Teacher via email
• Admissions	Mrs. Calleros, Ext. 245
• Athletics	Mr. Smith, Ext. 227
• Charitable Donations, Pledges	Mr. Koehne, Ext. 230
• College/Post Secondary Planning	Ms. Palumbo, Counselor, Ext. 226
• Discipline	Mr. Lodree, Ext. 228
• Grades, Credits	Ms. Palumbo, Counselor, Ext. 226
• Head of School	Mr. Bouman, Ext, 222
• Principal	Dr. Terence Swims, Ext. 231
• PowerSchool Access	Mr. Eberhard, Ext. 251
• Tuition, Billing	Mrs. Murray, Ext 248
• Transcripts	Mrs. Bournas, Ext. 223
• Transfer Students	Mrs. Calleros, Ext. 245

Emergency Hospital Contact Gottlieb Memorial Hospital -- (708) 681-3200