ILLIANA CHRISTIAN
HIGH SCHOOL

2026-2027
Parent-Student Handbook

PARENT-STUDENT HANDBOOK
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THE MISSION

Illiana Christian High School is founded on the Bible as interpreted in the Reformed creeds. We graduate academically capable young people with a comprehensive Christian view of life committed to the challenge of serving God and others.

The educational program at Illiana Christian High School is designed to give students a comprehensive Christian view of life. It aims to interpret all aspects of life in the light of the Bible as interpreted in the Reformed creeds. Generally, the Reformed creeds include the Heidelberg Catechism, the Canons of Dort, and the Belgic Confession. Illiana aims to graduate students with competence academically, but also aims to graduate young people who know, serve, and love God and their neighbor. All courses must be God-centered, meet the best educational standards, and be taught by a faculty committed to Christian instruction and scholarship.

To attain these goals, Illiana students are always expected to live a life consistent with Christian principles. The honoring of God in all activities and living to the service of Christ is most important. The following ideals should be constantly held before students, teachers, and parents:

a. The development of Christian virtues such as love, honesty, courtesy, obedience, respect, sincerity, and the discipline of body and mind in accordance with biblical standards.
b. The development of Christian citizenship and leadership in the school, in one's chosen occupation, and in the community in accordance with biblical norms.
c. The development of Christian scholarship according to God-given ability.

ACADEMIC AND ATHLETIC PROGRAMS

ACADEMIC PROBATION

Students are expected to successfully progress in their academic work at Illiana. Failure of two or more courses in any semester requires a conference with the student, the counselor, an administrator, and the parents. The meeting will be directed at the causes of failure and steps to be taken to avoid further failure. The student will be placed on academic probation. However, if the student failed three or more courses the administration may recommend withdrawal. If the student's academic performance has not improved following a semester of academic probation, the student may be recommended to the Board for administrative withdrawal.

ACADEMIC STUDENT SERVICES

The Student Services Department coordinates and delivers the educational services necessary to provide students with or without special needs the opportunity to graduate successfully. It is an advocate throughout the school and community for all students that require accommodation and/or modifications to succeed academically at Illiana. This may include essential classes adapted from required courses and made appropriate in method and content for the student. It may also include placement in a supervised study hall where students receive academic support in a small group setting under the direction of a special education teacher.

The type of assistance offered is dependent on the student's specific educational needs and in consideration with the least restrictive environment. Illiana will always provide the least amount of intervention needed to secure a continuing opportunity for success.

ASSIGNMENTS

If a student is absent, he/she should first email his/her teachers for missed work. Students can also check their Google Classrooms.

ATHLETICS

The athletic program at Illiana is an integral part of the total school program. Athletics are an important tool with which to achieve the overall mission of Illiana Christian High School. We must all be mindful that the field, the court, and the diamond are classrooms where students are learning and practicing. Athletics is a wonderful way to develop and celebrate the gift of physical ability, teamwork and cooperation, and to glorify God through teamwork and sportsmanship.

Available Sports by Season:

	BOYS	GIRLS
Fall:	Cross-country, Football, Tennis, Soccer	Cross-country, Soccer, Volleyball, Golf, Flag Football Poms, Sideline Cheer, Competitive Cheer
Winter:	Basketball, Wrestling	Basketball, Cheerleading, Wrestling, Poms,
Spring:	Baseball, Golf, Track, Volleyball	Softball, Tennis, Track

Role of the Parents:

The parents of our student-athletes are a vital part of the total athletic program. No team or athlete can expect to be successful without their support and encouragement. Specifically, parents can help their child and the school achieve their objectives by:

Supporting the coaches, athletes, and the school in their efforts. Set an example of respect for the coaches, opponents, and officials. During games and in your regular conversations, try to be positive and encouraging. By avoiding negative speech and behaviors, we can teach our children valuable lessons in how to deal with stressful situations in a God-honoring way.

Eligibility:

The ICHS Athletic Program is governed by the Indiana High School Athletic Association (IHSAA) and Illiana Christian High School Athletic Policy. Generally, students must maintain good grades, attendance, and conduct to be eligible for athletic participation. Only full-time ICHS students may participate in our athletic programs. Athletes are responsible for being familiar with the contents of the Athletic Handbook (available at illianachristian.org and on illianachristian-in.finalforms.com during registration for sports tryouts).

Practice and Competition:

All team members are expected to attend all scheduled practices, meetings, and contests. Absence from practice must be communicated to the coaching staff prior to that absence. See the ICHS Athletic Handbook for further details. In order to participate in practice or competition, the student/athlete must be in school for at least a half-day (4 class periods). Exceptions will be made only by the administration.

Conflicting Events:

At Illiana, our goal is for our students to develop and use ***all*** of their talents and, therefore, we encourage student-athletes to also participate in other school programs such as band, choir, drama, etc. Occasionally, a scheduling conflict arises between two legitimate school activities such as a concert and a ball game. When a conflict like this arises, performances such as games or concerts should always take precedence over practices or rehearsals. In the end, the ***parents*** will decide which event the student will attend without consequence from the school.

Conduct by Athletes:

All athletes will be bound by the rules outlined in the ICHS Athletic Handbook. This handbook is found on Illiana's website (illianachristian.org) as well as Final Forms during registration for sport tryouts. You and your student will be required to agree to the Athletic Handbook during this registration process. If you make a team, you are obligated to follow the code in the Handbook. Specifically, any athlete caught drinking, smoking, or whose behavior does not meet our standards, may be removed from the team for

the rest of the season.

Quitting a Team:

An athlete who quits a team without the approval of his/her coach will be ineligible to participate in his/her next sports season. If it becomes necessary somehow for a student-athlete to quit a team mid-season, the athlete and his/her parents should contact the coach to explain the situation so suitable arrangements can be made. An athlete who is cut during try-outs for a team ***may*** participate in another sport during the same season.

Uniforms:

Team uniforms must be returned promptly and in good condition to their coach at the end of the season. Failure to return the *entire* uniform in good condition will result in a $200 fee. Failure to turn it in on time will result in a $25 late fee.

CHAPELS AND CLUBS

Chapels are usually held on Monday, Wednesday, and Friday mornings. Participation is mandatory. Students must sit in the area assigned to them at the beginning of each semester. Chapels are planned by the Chapel Committee. They are always eager for input from students that will make chapel time as effective as it can be. Since it is a time of worship, students are expected to be involved and respectful. Club time is scheduled on non-chapel days, normally Tuesday and Thursday. Various clubs and organizations will meet during this time. This time may also be used as study time for students not in a club. Participation during club time is mandatory.

COMMUNICATION WITH PARENTS

At Illiana Christian, we believe it is very important that parents and teachers support one another in the exciting process of Christian education. Although parents are encouraged to contact the teacher directly at any time with class questions or concerns (teachers' contact information is available on the Family Portal in FACTS. Teachers' email addresses are usually "first initial" followed by "last name" followed by "@illianachristian.org"), we have established regular opportunities to communicate with the home. FACTS' Family Portal is the primary portal for communication. Tuition balances, homework, grades, report cards and more are available on the Family Portal. Our website, www.illianachristian.org, also offers a variety of ways to check on activities and events. It has information regarding sports, P.I.E. (Parents Involved in Education), and calendars.

1. Grade Reports are emailed to parents every week.
2. Report Cards are posted on FACTS at the end of each nine-week quarter.
3. Parent-Teacher Conferences are held in the fall and spring. These provide excellent opportunities for meaningful and encouraging dialogue between home and school.
4. Online grades are available to parents and students via FACTS Parent Portal throughout the school year. There is a link to the Family Portal at www.Illianachristian.org. Access is administered by the main office.
5. Mass Communication will be done through emails and phone calls. Messages regarding school closings, important news items, and events may be communicated this way. Parents are encouraged to make sure the office has the preferred email addresses and phone numbers.

C.O.P.

The **Career Opportunity Program** assists Illiana students in exploring career possibilities open to them. Using on-the-job exposure, C.O.P. helps develop student decision-making skills regarding their career. A variety of resource contacts have been established so that students can personally experience career options in which they have an interest. Sign up in the C.O.P. office. These opportunities are available for Juniors and Seniors only. They are a privilege for students, which means that students must be doing passable academic work and have reasonably good attendance in order to qualify for participation. Juniors and seniors may have up to two exposures each year.

In total, a student may not have more than four C.O.P. appointments in their time here. Appointments must be completed before May 15 and should not occur prior to exams in January. It is essential that COP

appointments be kept. If this is not possible, the student must communicate immediately with the host.

ELIGIBILITY RULES FOR EXTRA-CURRICULAR ACTIVITIES

To participate in extra-curricular activities, school organizations, and leadership roles, students must meet basic academic and Christian citizenship standards. In addition, athletes must follow athletic training standards along with all other requirements as outlined in the Athletic Handbook. All participants must follow the requirements listed below. The extra-curricular activities policy applies to:

Athletic activities: team members, managers, statisticians, and cheerleaders.

Non-athletic activities: Participants in plays or musicals, Student Council, Chapel Committee, National Honor Society, Landlopers, Spire, Pep Band, Jazz Band, Big Brother/Big Sister, Math Team, We the People, Close Up, Right to Life March and student assistants.

Academic Standards

1. Students must pass all their courses each quarter. A student who is failing at the end of the quarter is ineligible for 2 weeks. Passing grades in all courses must be demonstrated before eligibility resumes.
2. In order to practice, participate, or perform on a school day, a student must be in attendance for at least four periods unless excused by an administrator.

Christian Conduct Standards

1. Student participants must demonstrate responsible behavior, good citizenship, and respect for others. A student who conducts himself/herself in a manner that discredits him/her, others, or the school may be declared ineligible.
2. Possession or use of alcohol or illegal drugs during the school year is a violation of eligibility rules.

Consequences

In the event of a violation by a participant, a penalty will be determined by the administration after consultation with a sponsor of such activity. The penalty will be comparable to the penalties for participation in athletic events.

GUIDANCE AND COUNSELING SERVICES

The purpose of the Guidance and Counseling Services is to help meet the needs of Illiana students. This includes:

1. Information concerning classes and schedules.
2. Career and college information.
3. Personal concerns, for yourself or a friend.

Throughout the year, students will be called in by their counselor to discuss their school progress as well as personal matters. Students who wish to meet with a counselor may sign up in the counselor's office. Mrs. Benes works primarily with students whose last names begin with "A" through "K" and Mr. Zandstra with students whose last names begin with "L" through "Z".

HOMEWORK HALL

If a student becomes failing due to incomplete homework for more than one week in any class, that student will be recommended for Homework Hall. Homework Hall provides students with an additional hour of quality study time in an excellent work environment. Once a student is enrolled in Homework Hall, he/she is expected to attend until passing status is earned. Homework Hall will meet every day after school from 3:00 to 4:00pm in the Student Services Center or a designated location.

HONOR ROLL

The Honor Roll recognizes students who have demonstrated academic excellence each quarter. "Honors" are for those with a 3.000 to 3.499 grade point average for that quarter. "High Honors" are for students with a

3.500 or higher quarterly G.P.A. who are enrolled in a minimum of six courses. A quarter grade of "D+" or lower disqualifies a student from the honor roll regardless of their G.P.A.

SCHEDULE CHANGES

A great deal of planning and expense goes into creating schedules for students and teachers. Consequently, once schedules are set, we are reluctant to change them. If possible, changes must be made before the school year ends the previous year or before the start of the second semester.

Dropping Courses: Classes may be dropped without penalty during the first four full days of the semester on a limited basis. After the first four days of classes, a student may not drop a course without the approval of a parent, counselor, teacher, and administrator. Dropped courses after the first four days can only be replaced with a study hall. No student is permitted to have more than one study hall during a semester. Rare exceptions can be made with the permission of a parent, teacher, counselor, and administrator.

No student may drop a **REQUIRED**, year-long course at the semester. For year-long, **ELECTIVE** courses, a drop is only permitted when the student has earned a C- or lower for the first semester. Students must see their counselor to request a drop form which then needs the approval of a parent, counselor, teacher, and administrator.

Course Level Changes: If a student needs a course level change (i.e., honors to regular English, instructional geometry to regular geometry), counselors will consult with parents, teachers, and administration prior to making a change.

AP Courses/Advanced English Language Arts/Biology II: Due to the great amount of time and money invested into these courses by the teachers and the school, it is imperative that students who sign up for an AP, Advanced English Language Arts, and/or Biology II course realize that they have committed themselves for the year. Hopefully this will not deter anyone from signing up for one of these courses; however, we want students and parents/guardians to realize the privilege and seriousness of which the school takes the registration of these courses. **Therefore, if students decide to drop an AP, Advanced English Language Arts, and/or Biology II course after July 15th, they will be charged a $100 fee per dropped course.**

Any exception to the schedule change policy must be approved by the administration and may also require the approval of the Education Committee.

TESTING

Generally, a student should not have to take more than two tests on the same day. Students who have three tests scheduled for one day may ask in advance to have one of the tests administered after school the day after the multiple tests were scheduled. To protect the integrity of the test, an altered version may be administered.

TEXTBOOKS

Many schools charge $300-$700 for textbooks. At Illiana textbooks are free! Fines for lost or damaged texts are high. Students are expected to treat textbooks as their own and return them in the same condition in which they were issued. A second copies can be rented for $10 each when they are available.

ATTENDANCE

Regular attendance is essential to achieving our school's goals of academic and personal growth. While we strongly discourage all absences, we understand that staying home due to illness, particularly when a student may be contagious, is appropriate and necessary. All other absences should be considered carefully, keeping in mind the significant value of being present in school each day. Absences should be rare and only for compelling reasons. Please note that there is a firm limit of 10 absences per semester. This limit is not intended as a permitted allowance but rather a maximum threshold.

ABSENCES

1. Valid Unplanned Absence:
   Your absence is valid and unplanned if it is approved and reported by a parent for illness, emergency, or a family crisis. On such occasions a parent must contact the school (specifically Shelley Hoffman) before 9:00 AM on the day of the absence. The parent must give the reason for the absence and state their approval. A student who is absent from illness may be able to check Google Classroom for assignments missed. The student is responsible for making up work missed.

2. Valid Planned Absence:
   Absences that are approved by a parent but are not for illness, emergency, or crisis are planned absences. They are generally known in advance. College visits, dental appointments, and other planned absences such as vacations, must be reported to the office in advance, by phone or email. In addition to informing the office in advance, parents should also alert the child's teachers to the anticipated absence. One reason for a planned absence might be a college visit. There is not a set number of planned absences allowed. Parents should consider the importance of being in class against the value of the college visit or other activity that might result in absence from school.

   If absence is necessary, all work or tests should be made up within 3 school days of the student's return to school. Teachers are not required to provide missed assignments in advance of planned absences.

3. Excessive Absence:

Whether planned or unplanned, there is a limit of ten days of valid absences permitted in a semester. A student who misses more than ten days of school for any reason or reasons will not receive credit. This will occur automatically after the tenth day of absence. Please note that absences here are recorded in half-day units so being absent for three or fewer periods is recorded as a half-day. Being absent for four or more periods is recorded as a full day. The school intends to send a warning notice on the 8th, 9th, and 10th days of absence.

A half-day is the smallest unit used to record days of absence being reported to the state and being counted toward the ten-day limit. (Note that this is different from how attendance is recorded for the exam exemption, which is by period, not half-days.)

Before exceeding the 10th absence, a parent may submit a written appeal requesting that additional absences be allowed. This appeal must include a completed **Extended Absence Appeal Form** (available in the office), a letter from a medical doctor stating why additional absences are warranted and for how long; or a full explanation of why additional absences are requested if it is not for medical reasons. This appeal will then be considered by the administrative team to determine a remedy or require disenrollment. Parents requesting extended absences will receive a written response from the principal that will either specify the number of days (beyond ten) for the extension or decline the request.

It should be noted that "remote participation" is not considered attendance. While there may be some circumstances in which a student is allowed to participate in a class remotely, this is not the equivalent of attendance. A student that might be allowed to participate remotely is still considered absent and is subject to the ten-day limitation.

TRUANCY

An absence is truant if a student is absent from class or school without administrative knowledge and parental permission. Saturday Schools will likely be assigned for periods missed.

ATTENDANCE PROCEDURES

1. Contact: Parents must call or email the school (219-558-7066 x 110 or attendance@illianachristian.org) by 9:00 a.m. to inform the school of a student's absence and indicate why the student is not at school that day. Parents may call beginning at 7:15 a.m.
2. Sign-in: A student arriving at school after the beginning of homeroom will be counted tardy and must sign in and obtain a pass from the office.
3. Missed work: The student is responsible for making up all work missed during an absence. The work must be completed within three days.
4. **Tardies:** Promptness is important for all students. Two tardies are allowed per class during a semester. For the third tardy the student will receive a detention. For the sixth tardy the student will receive another detention. Every three tardies in a class will result in a detention. Under the instructor's discretion, a tardy could also be used for a minor disciplinary issue such as talking too much in class or even using the restroom during class time. Consequences may be escalated for students who receive multiple tardy detentions.
5. Homeroom Tardies: Missing all or part of homeroom counts as a tardy. When the tardy bell is ringing or has rung, students arriving late are to go to the office and not their homerooms to receive a pass and will still receive a tardy. If a student arrives after 8:05 a.m., he/she will be counted as absent instead of being tardy. In rare occasions the office may determine that weather or traffic warrant late arrival, but this is at the discretion of the office, not the student or the parent.
6. Total Absences: If you exceed 10 absences of any kind in one semester in any class or classes, you will receive no credit for any classes. To appeal this automatic consequence, see "Excessive Absence" above.
7. School-sponsored "absences" such as field trips are not counted as absences as the student is attending a school activity.

Updated 12/2024

EXAM EXEMPTION

Exams will be given in all classes at the end of each semester. Exams count as a significant part (no more than 20%) of the semester grade. Students who meet the following criteria will earn a semester exam exemption or pass. It will excuse the student from one exam of their own choosing regardless of the grade being earned:

1. Each student must complete 10 hours of community service from the list of recognized organizations. Exam Exemption Service Opportunities are posted in a Google Classroom for all students and parents. Use Class Code **4idc6lp** to join the Google Classroom where you will find up to date information about service opportunities, policies and procedures. Students are expected to join this Classroom, and parents are welcome to join as well.
2. Hours must be recorded and submitted on the Community Service Log Sheet. This sheet will need to be signed by a supervisor, parent, and student.
3. The Community Service Log Sheet will need to be turned into Ms. Johnson (Missions Director) by December 15th for the Fall Semester and by May 15th for the Spring Semester.
4. Students seeking an exemption may not exceed six absences in any period. Exceeding six absences in any period will disqualify a student from any exam exemption in that semester.

We have decided to amend the One Hour Policy for extracurricular activities. Students will continue to earn service hours for activities done as a team outside of Illiana but will no longer earn an hour for events that would be considered a normal expectation for involvement.

One other change is that students will not be able to earn more than five hours a year from Illiana. This includes tutoring, decorating or setting up for events, working for PIE and for the custodial staff. We will continue to host events at Illiana for organizations like New Leaf Resources, Mommy's Haven and Multiplication Network, but because those organizations are outside of Illiana, those hours are not subject to this guideline.

EXAM EXEMPTION - SECOND SEMESTER SENIORS

Seniors may be exempt from second semester exams in any course according to the following criteria:

1. At least a "B-" average on the final class day of the semester.
2. Completed 10 hours of community service according to established criteria (See above and the site.)
3. There may not be any truant absences or absences resulting from a suspension.
4. There may not be more than six absences in any period that semester. Please note that absence more than six times from any class will result in no exemptions from any exams. Such seniors will be required to take all of their exams regardless of their grades or service hours.

GRADUATION REQUIREMENTS

Students enrolled at Illiana Christian must register for at least six classes each semester that they attend. A diploma will be awarded after a student completes four years of attendance and has earned a minimum of 48 credits. Allowance can be made for transfer students. See the Course Catalog for specific requirements.

For an Illiana Christian High School diploma to be awarded, the student must be in attendance at Illiana Christian during their entire senior year. Illiana is a full-time, full-program school. We do not accommodate part-time students and do not provide partial services or selective program involvement. Students must attempt required courses here before they can be allowed to take a substitute elsewhere.

To participate in graduation a student must successfully complete 48 credits, pass all required courses, and satisfy all financial and disciplinary obligations to the school. The school will inform any senior student and his/her parents in May if he/she is not qualified to graduate based on a review of school records and requirements. Disqualified students who become qualified after their status is determined can make an appeal to the administration for re-evaluation. Such appeals will only be considered if all the requirements have been met. Graduation will occur once each year in June. Actual diplomas are distributed only after a student's record receives a final review after graduation.

HOMEROOM

Homeroom is a group of about twenty students and a teacher that remain together for the entire time those students are at Illiana. Each day begins with about fifteen minutes for these groups to meet for devotions, announcements, attendance, and other matters. All students are expected to be in homeroom at 7:45 a.m. each day. Those arriving late will be considered tardy and will be subject to the tardy policy. Also, twice monthly, a homeroom lunch will be scheduled. Students sit with their homerooms during chapel. And Homerooms work together on GO Day.

LEAVING SCHOOL

Once students arrive at school, they may not leave school grounds until school is dismissed unless:

1. Parental permission has been given. (An office staff member must speak to a parent or emergency contact listed in FACTS.)
2. The student receives permission from the administration.
3. The student signs his/her name on the "Sign-out Sheet" in the office.

If a student is ill, but unable to leave, the student will remain in the office until appropriate transportation home can be arranged. (The school has a "Sick Room" for this purpose.) Parents who will be gone during the school year should inform the school who is responsible for their student(s) during the parent's absence.

LEAVING THE BUILDING

Although students may leave the building during the school day, re-entry should be through the north doors connected to the office security system since doors are generally locked. If students need to go to their car, they must get a "car pass" from the office. Students may not otherwise be in the parking areas.

DISCIPLINE

As a student, you have the responsibility to be and do your best. You are expected to be in school when school is in session, in class on time, and prepared to learn. Your dress, attitude, speech, and behavior all contribute to an atmosphere in which we can grow and live for Christ. To help all of us live in such an atmosphere, your teachers and principals will teach, instruct, and discipline.

The purpose of discipline at Illiana is to develop disciples (followers) of Christ. Discipline is the process of discipleship.

School discipline applies to any student who is: on school property, at any school-sponsored activity, or whose conduct at any other time or place has an effect on maintaining school order and discipline, protecting the safety and welfare of students and school personnel, or upholding the reputation of our school. This includes digital or cyber activities. While we have guidelines regarding consequences for possible offenses, the administration has the authority to impose consequences as deemed appropriate for whatever offenses may occur. Also, it is appropriate to treat repeated misbehavior more severely than single instances.

1. When we discipline, we aim to renew or re-establish our relationship with God and with others. Disciplining helps us recognize the wrong, confess it, experience forgiveness, and make a commitment toward correction.
2. God holds parents responsible for the leading (discipline) of their children. This parental responsibility is shared with our staff, to whom parents entrust their sons and daughters.
3. Sometimes punishment is needed for discipline to occur. Punishment may act as a deterrent for inappropriate behavior which shows a lack of respect for God, other people, and/or property.

Forms of punishment used at Illiana include:

1. Detention will be given for tardiness, attendance problems, or other forms of inappropriate behavior. The following times may be used or others at the discretion of the administration. After multiple infractions, the student will receive severe graduated consequences for each successive infraction.
    A. Morning Detention - 7:00 a.m. - 7:40 a.m.
    B. Afternoon Detention - 3:00 p.m. - 3:40 p.m.
    C. Saturday School - 8:00 a.m. - 12:00 noon
2. Out-of-School Suspension – This will occur when the administration determines that behavior necessitates a student being removed from the social and academic environment. Both the student and the parent will be made aware of the reasons for the suspension, as well as the criteria for re-entry into a restored relationship with the rest of the Illiana community. A suspended student will suffer the consequences of missed classes. The grade given will be no more than half credit on any work completed and turned in during a suspension. If the student does not turn in the work, no credit will be given. Tests, quizzes, and major projects will be allowed to be made up within three days of return.
   In-School Suspension – If an in-school suspension is assigned and served at school, the work must be completed and will be graded as normal.

3. Expulsion may result in severe or repeated disciplinary cases. Such action can only be taken by the Illiana School Board, usually acting on the recommendations of its Education Committee. Expulsion will be for at least the rest of a semester. Students expelled will receive no credit for the semester in which they were expelled. A return to Illiana after an expulsion would be at the discretion of the School Board, again based on the recommendation of the Education Committee. Students who are expelled are not allowed on school grounds without special permission through the duration of their expulsion.

CHEATING

An increasing awareness of personal integrity, honesty, and obedience to God's Word is one of the most important Biblical, moral and social values we must stress.

For any dishonesty or cheating of which the teacher becomes aware and which can be validated, the teacher will determine if the offense was minor or major. A first minor offense will result in parent notification by the teacher, completion of the assignment in question, an "F" on that assignment, and a one-third letter grade reduction (from "B" to "B-") for the quarter. A first offense that is major will result in parent notification by the teacher, completion of the test or major project, an "F" on the test or major project, and a whole letter grade reduction (from a "B" to "C") for the quarter. A second offense of any kind in any class in the same school year will result in failing the quarter in which the 2nd offense occurred. A third offense in the same school year will result in failure of the semester for the class involved.

Additionally, the use of artificial intelligence (AI) has raised new questions about academic integrity and honesty. In response to those questions, Illiana teachers, in conjunction with their academic departments, will define appropriate use of resources in the context of the subject matter. However, in all cases where AI use is permitted, it must be acknowledged. To use AI without acknowledgement in context will be considered dishonesty and a violation of this policy.

DISTRIBUTION OF MATERIALS TO THE STUDENT BODY

Any advertisement or written materials, other than school-approved publications, must be reviewed and approved by the administration prior to posting or distribution on campus. Failure to do so will cause the distributor as well as the preparer of the materials to be subject to disciplinary review by the administration.

DRUG AND ALCOHOL POLICY

Illiana Christian High School does not condone the consumption, possession, or distribution of controlled substances by students under any circumstances. This policy is intended as a strong deterrent to such behavior whether it occurs at school or away from school. The use of mind-altering substances by teens is addictive, harmful, numbing, illegal, and does not honor God.

I. PROBABLE EXPULSION:

A. All students officially enrolled at Illiana Christian High School are subject to this policy. To deter all students from using illegal drugs, the consequences will be swift and severe. For the purposes of this policy "illegal drugs" will refer to a broad array of substances including alcohol, marijuana, medications-not-as-prescribed, inhalants, etc. It even includes substitute or fake illegal drugs. The school intends to impose consequences on any behavior involved in the consumption, distribution, storage or promotion of these substances. In general, involvement in illegal drugs will result in suspension and probable expulsion from school as well as the involvement of legal authorities.

B. Students illegally possessing, consuming, being under the influence of, distributing, or selling controlled substances, or alcoholic beverages or possessing associated drug paraphernalia while on school property or at school-sponsored events will result in immediate suspension, with probable expulsion for the remainder of the school year. This policy also applies to substitute or purported drugs.

C. Generally, expulsion will be considered by the Education Committee on the recommendation of the Principal with the Principal presenting the investigation and relevant facts. If the recommendation to

expel is sustained, the student will remain suspended until the School Board affirms the recommendation of the Education Committee. Parents of the student may request to meet with the Education Committee or the School Board before these decisions are made. Subsequent re-enrollment after an expulsion must be considered by the Education Committee and approved by the School Board. Legal authorities may be contacted if the offense is egregious or if there is any concern of ongoing or repeated crime. Students who are suspended or expelled are not allowed on campus or at school-sponsored events until the term of the suspension or expulsion has expired, unless specific alternate arrangements are approved, in writing, by the administration.

D. If it is determined that the consumption or possession of illegal drugs has occurred away from school property and school activities and did not involve other Illiana students or the distribution or dispensing of illegal drugs, then the administration may suggest the following course of action as an alternative to suspension and expulsion.

II. CLINICAL COURSE:

A. With the full cooperation and commitment of the student, the parent(s) will arrange for a certified drug addiction counselor to assess the student's need for treatment or counseling. The assessing counselor will determine any appropriate intervention or follow-up. The student and parents must fully comply with the determination and complete the program as recommended. The cost of the program will be covered by the parents. The student and parents must direct the counselor to provide a written description of the program to the school administration, and the counselor must provide written notice that the program was completed successfully and on schedule.

B. The student will be placed on probation and may be subjected to testing for drug or alcohol use for the rest of the school year. This occurrence will serve as a basis for escalated consequences for misbehavior of any kind while on probation.

C. Refusal by the student and/or parents to fully participate/cooperate and follow the recommendations will likely result in expulsion.

D. The student will serve at least two Saturday Schools. (A "Saturday School" is assigned by the administration and involves a student working at school for four hours, usually 8:00 until noon under the supervision of the custodial staff.) as a punitive consequence in addition to the clinical treatment. The administration may determine that other consequences (i.e. suspension) could also be warranted depending on the gravity of the offense or any accompanying misbehavior.

III. TESTING

A. The administration reserves the right to require a student to undergo testing for alcohol and/or illegal drugs when there is any suspicion of use. A student's failure to cooperate in the testing will result in suspension and probable expulsion from school. Should a student be withdrawn prior to action resulting in an expulsion, the student may be re-admitted only after consideration by the Education Committee.

B. The administration also reserves the right to engage in random substance abuse testing of all students. Tests will be initiated by the administration and conducted by a professional agency. A student's failure to cooperate in the testing will result in suspension and probable expulsion from school. Testing may include urine samples, hair samples or both. Although parents may be notified of drug testing, neither students nor parents will be notified in advance. Students may also be subjected to a breathalyzer test (for alcohol) at any time.

C. Students testing positive for drug or alcohol use, regardless of the type or amount detected, will be subject to consequences from roman numeral I or II above.

IV. SELF-REPORTING:

If a student voluntarily comes forward to school officials--without being identified for testing or being suspected of prior use--and acknowledging a drug or alcohol addiction or habit, and is seeking assistance, such students will be provided opportunity for clinical treatment as described above in lieu of expulsion or other consequences. If there is a subsequent occurrence, the student will be subject to suspension and probable expulsion from school.

V. PREVENTIVE SEARCHES:

The school building, lockers, backpacks, book bags and vehicles parked on campus or at a school event may be searched by school and legal authorities at any time and without warning for illegal substances or other contraband. Failure to comply with such a search will be regarded as possession of drugs or alcohol at school.

Approved 6/17/2024
Passed 11/2024

DRESS CODE

Clothing and appearance should contribute to a healthy academic environment. Extremes of clothing or grooming to gain undue attention or to challenge the accepted standards of the school are inappropriate and will not be tolerated. Moderation and modesty are virtues that should be obvious in a Christian school.

Parents can help Illiana to achieve these standards by maintaining standards of modesty of dress in the home before the student comes to school each day. While recognizing that each student is a unique individual, Illiana Christian expects students and parents to comply with the following standards and guidelines. The administration, with the help of teachers, reserves the right to determine whether dress or appearance is appropriate in a school setting. It should be noted that the list below, while intended to give specific guidance, is not exhaustive.

If a violation occurs, the student will be removed from classes until an acceptable change is made. A detention may also be given. Additional violations will result in escalating consequences.

The Dress Code guidelines include:

1. All clothing should be neat, clean, and in good repair. Clothing intentionally worn and torn must not have see-through holes above finger-tip length.
2. If girls wish to wear sleeveless tops, the straps must be at least three inches wide. Racerback tops are not allowed. Boys are not to wear sleeveless tops. Tops must be modest, i.e. no bare midriffs, not low cut, no undergarments showing, no cutouts, etc.
3. Students must exercise good judgment in the length of skirts and dresses. It is required that the length should extend to at least the fingertips. This includes dresses and skirts with slits.
4. Leggings, jeggings and yoga pants are only allowed if worn under a tunic, skirt, or dress that meets the requirement of point 3.
5. No clothing, backpacks or jewelry are allowed which display images or symbols that are inconsistent with Christian values.
6. No clothing or backpacks are allowed which display insignias, writing, or pictures which promote alcohol, tobacco, controlled substances, obscenities, or are in some other way deemed to be unwholesome.
7. No clothing or backpacks are allowed which promote any music, musicians, or musical group, except

Christian artists with a specific Christian message displayed.

8. No jackets, coats, caps, hoods or hats may be worn inside the building. They must be stored in lockers after arriving at school.
9. Tattoos must be covered at all times.
10. No visible body-piercing jewelry with the exception of modest ear-piercing for both males and females. Girls may have one modest nose stud (less than 1/16" diameter) but no other non-ear-piercing of any kind may be visible. Ear gauges are not allowed. Tongue piercings are considered "visible" and not allowed.
11. Shoes or sandals must be worn at all times.
12. Pants are to be worn with no undergarments showing.
13. Sleepwear is considered inappropriate for the school setting.
14. School athletic uniforms that may otherwise violate the dress code may be worn to class only with special permission from the administration.

DRIVING

Students are expected to drive carefully and cautiously and to arrive at school on time. Slow trains and heavy traffic are not legitimate excuses for late arrival. Irresponsible driving, speeding, or endangering others will result in a fine, loss of driving privileges, or punitive consequences.

All student drivers must have a parking tag displayed in their car. Parking registration is normally done at the time of enrollment on FACTS. Detentions or fines will be issued for violations. Students are not permitted to enter their car or anyone else's car at any time during the school day without permission from the office. Violation will result in detention.

Students drive and park vehicles on school property or at school functions at their own risk. Parking areas are not supervised by school personnel, and the school is not responsible for the actions of other persons in the parking area. Students need to leave the parking lot within 15 minutes after dismissal.

Students and parents need to be aware that any vehicle using the school parking facilities may be subject to a complete search by school authorities and/or law enforcement personnel assisting them. Such a search may be conducted without warrant for any reasonable purpose.

GENDER AND SEXUALITY

Illiana Christian High School understands that young people are growing and maturing as individuals, discovering who God created them to be. The school will provide students with Biblical guidance in this regard when appropriate. Students should not be engaged in sexual intimacy, and romantic relationships should only be between a male and a female person. Disregarding or defying these expectations could lead to punitive measures or removal from the school. Similarly, students must adhere to their birth gender and may be subject to discipline or removal for failing to do so.

Approved 7/15/24

HARASSMENT

Illiana Christian High School intends to provide its employees and students with an environment that is free of offensive kinds of behavior. As God's image-bearers, all people are to be respected.

Sexual harassment, which includes making unwelcome sexual advances, engaging in improper physical contact, making improper sexual comments, or otherwise creating an intimidating, hostile, or offensive educational environment toward a fellow student or school employee will not be tolerated. Physical or emotional harassment includes bullying, threatening physical harm, teasing, mocking, or otherwise creating an intimidating, hostile, or offensive environment.

Racial harassment also will not be tolerated. This includes making prejudicial and derogatory statements about others based on their race or national origin, displaying the Confederate flag or any approximation of it, any distribution of racially intimidating materials, in some way mistreating others because of their race or ethnic background, or any other action the administration deems racially intimidating.

Digital harassment may involve social media, inappropriate or unwanted messaging, posting unflattering or unwanted images, coarse or rude joking, etc. Digital harassment or cyberbullying can be deeply damaging and painful and any online activity that causes harm, disruption, or is disrespectful can lead to severe consequences including expulsion and criminal investigation. Anonymous or pseudo-anonymous harassment is inherently more offensive and will be considered more severe. Also participating in or even knowingly "following" offensive content can be deemed as harassment.

Harassment can be verbal, physical or digital. Offenses will be addressed regardless of the method or means of the harassment and regardless of where the harassment took place. Cell phones, social networks, and texting will all be subject to consideration.

Students may not photograph or video teachers or post any images of school personnel without their permission.

Any student found harassing another student, school personnel, or their families at any time may be suspended during which time a decision will be made regarding their future status as a student at Illiana Christian. Complaints regarding school personnel should be reported to the administration or a counselor. Every attempt will be made to address the matter both discreetly and thoroughly. Consequences for offenders may include suspension and dismissal.

Approved 7/15/24

LOCKERS

Students will be assigned a locker to store their personal property. A school lock may be used. Any non-school issued lock will be removed. Students may decorate the inside of lockers if they do so tastefully. (Examples of materials not in good taste include vulgar words, suggestive pictures, and alcohol ads.)

Using someone else's books or materials without specific permission or removing any personal property, including lunches, is stealing. The penalty will be suspension from school and restitution.

Lockers are the property of Illiana Christian High School. The school reserves the right to inspect them and their contents at any time.

PARENTAL CONSENT

It is assumed that by enrolling their student(s) in Illiana, parents' consent to the policies and rules of the school, the instructional practices of teachers, and participation in school-sponsored activities. It is further understood that consent is given for school officials to use student data and student likenesses in the routine conduct of school business, the promotion of the school, and in cooperation with law enforcement.

Parents may request an exemption from this consent through a detailed written request to the administration in advance.

RESOURCE OFFICER

The school retains the services of a School Resource Officer who is a member of the Illiana school community. Although this officer's primary responsibility is the security and safety of the school, our students, and our

staff, he or she may also be involved in some supervisory or discipline matters, traffic control, be involved in some instruction and training, or be consulted regarding student conduct. This officer has been authorized by the administration to carry out such duties.

SMOKING AND VAPING

Students possessing tobacco products, smoking, aiding someone who is smoking, or being with someone who is smoking on school property will all be considered in violation of the no-smoking rule. This includes all vape and vaping paraphernalia. The no-smoking rule is also in effect for students in the immediate vicinity of school, and at school-sponsored functions.

The penalties are: (per year)

First offense - 2 Saturday Schools
Second offense - 3 Saturday Schools
Third offense – a 3-day suspension

STEALING

Illiana assumes a great deal of trust on the part of its student body. This trust can be violated in a number of ways, including the taking of another person's property. Taking someone else's possession is considered stealing and will be accorded with the proper consequences, including the possibility of expulsion.

TECHNOLOGY POLICY

VISION

Illiana Christian High School is committed to the use of technology to prepare students to be effective servants of Christ in contemporary society. This use of technology is integrated into our larger educational philosophy. By teaming the power of technology with the power of skillful teachers, we will realize an optimal environment for learning. Technology assists us in providing an educational program which recognizes and values the uniqueness of each student as they research, design, analyze, compose and communicate while teachers serve as facilitators of instruction, mentors, and coaches.

GOALS

A. Utilize available technology resources to support our mission to prepare students to be effective servants of Christ in contemporary society.

B. Develop technology skills such as digital literacy, inventive thinking, effective communication, and creative productivity that assist in increasing student achievement and allowing learning to extend beyond the walls of Illiana Christian High Schools.

C. Create an environment for all learners that supports diverse learning styles creating a culture in which we can learn and innovate together.

SCOPE

This policy applies to all Illiana users including students and staff and anyone using Illiana equipment or internet access while on campus, as well as the school network even if not on campus. It includes all ICHS technology resources such as servers, Chromebooks, desktops, laptops, tablets, printers, phones, projectors, copiers, cameras, software, apps and internet access. As responsible caretakers of all that God has entrusted to us, we expect users to apply this policy to the use of ICHS technology resources both on ICHS campus and off-site, including the use of personal devices when at ICHS sponsored activities or with other ICHS users.

RESPONSIBILITIES

A. All users are expected to engage with ICHS technology resources in ways that are God-honoring, responsible, ethical, and legal. Use of technology resources must be in compliance with federal and state laws.

B. As children of God created in His image, all users are expected to avoid unethical internet usage and inappropriate use of social media such as cyberbullying. Users should report such behaviors to ICHS staff.

C. All users are required to use technology resources in accordance with school policies. Violations include but are not limited to harassment, defamation, threatening or discriminatory behavior, and accessing obscene material.

D. Plagiarism and copyright infringement through technology resources is strictly prohibited.

E. Attempted or actual modification of restrictions or protections on ICHS technology is strictly prohibited.

F. Business activities, such as advertising or buying and selling of goods and services using ICHS technology resources, are prohibited unless approved in advance by the administration.

G. Any attempt to gain unauthorized access is prohibited.

H. Users agree to take reasonable precautions, to maintain and to protect ICHS technology resources. Users agree to abide by the care instructions as outlined in any guides, manuals or verbal instructions that come with technology resources given by staff.

I. Users agree never to attempt to damage, destroy or otherwise physically abuse ICHS technology resources. Users are financially responsible for the cost of any damage that occurs.

J. Users agree to manage their individual use of technology resources in ways that do not detrimentally affect other users (e.g. not streaming music, not monopolizing printers, not spamming, etc.)

K. Connecting unapproved devices to the ICHS network is prohibited.

L. Users agree not to hold ICHS liable for losses or damages incurred by failure or malfunction of technology resources.

M. Any damage to or malfunction of technology resources, whether accidental or not, is to be reported promptly and with full disclosure to technology staff.

SAFETY AND PRIVACY CONSIDERATIONS

A. Users agree to use only approved logins to access accounts and to keep their own login information secure.

B. Users agree not to share any ICHS login/account data with any person or organization.

C. Users agree to protect and maintain their accounts by logging out or locking the computer. Users will monitor and report unusual activity on their technology resources.

D. Users agree not to access, modify, or destroy other users' information.

E. Users agree to only logon with their approved credentials.

F. Users agree to keep their account password secure and periodically change their account password.

G. ICHS reserves the right to inspect any technology resources in protection of our school and other users. There is no right of privacy from system administrators. If you use school computers, the school's network or even your own computer (or phone) to communicate with school personnel or other members of the Illiana community, the school reserves the right to review all your activities and communications at any time.

H. Users agree that ICHS administration and technology staff reserve the right to monitor and inspect files stored on school resources for conformity with policies, licensing standards and state or federal law. Users understand and agree that any files accessed, created, or stored on school resources are not private.

I. Users understand and agree that ICHS has implemented technological measures that block/filter internet access to visual images that are obscene, illegal or otherwise harmful to minors. Users (and their parent/guardians) are nevertheless advised that users may gain access to unauthorized websites, and ICHS cannot guarantee that users will not access websites that they (or their parents/guardians) would find inappropriate, offensive, objectionable or controversial. Users (and their parents/guardians) agree not to hold ICHS liable for any such material that they may find as a result of using ICHS's technology resources.

J. To promote student safety and ensure compliance with this policy, internet, network and other technology-related activities will be monitored or restricted using filtering, passive supervision technologies and periodic checks by technology staff.

K. The Chromebooks are school property and must be surrendered:
- at the discretion of ICHS staff
- at the conclusion of each academic school year
- upon withdrawal from ICHS.

DISCIPLINARY ACTION

Violation of any part of the above policy may result in restriction or suspension of access to technology resources, notification of law enforcement, financial restitution, or other disciplinary measures as determined by ICHS administration up to and including expulsion.

FEES

Chromebooks are the property of the school, but students are responsible for the proper care and physical security of their Chromebook. This includes protecting the Chromebook from drops, falls, having heavy objects placed on top of it, and all other jarring impacts. This also includes protecting it from theft by either keeping it on your person or storing it in a secure location when not in use. It is also mandatory to keep the provided protective case on your Chromebook at all times to help prevent damage. Students are financially responsible in the case of loss or theft or for repairs needed due to intentional or accidental damage. Repair costs are determined by the Director of Technology on a case-by-case basis, based on part costs, and up to the full replacement cost of the Chromebook. Common repair costs will be posted in the Media Center for reference. Additionally, the Director of Technology or an Administrator may require you to turn in your Chromebook at any time for inspection or other administrative purposes.

Students are responsible for bringing their Chromebooks to school with a sufficiently charged battery to make it through the school day. If students forget their Chromebooks, they may rent a Chromebook or a charger in the Media Center for $5 per day. IT staff may forgive these fees at their discretion for returning the device quickly (within one class period). IT staff may, at their discretion, also require the student to provide something of value to hold (typically a mobile phone) to ensure that the device is returned at the end of the day.

Updated 10/2026

CELL PHONE POLICY

Personal electronic devices and smart wearables, including **cell phones, smartwatches, Wi-Fi capable watches, and meta glasses,** are strictly prohibited during school hours. This restriction applies throughout the entire school day, including break, lunch, passing periods, hallways, and common areas. Wearing or operating a smartwatch, meta glasses, or any wearable device capable of connecting to a cell phone or transmitting data is strictly forbidden. Additionally, Illiana requires students to download the LockedIN app to monitor student cell phones. Modifying, disabling, or tampering with the settings of the LockedIN app is strictly prohibited and will result in the same fine escalation below. Earbuds and headphones are allowed only with teacher permission. Having any device out, visible, or in use will result in immediate confiscation. Confiscated devices and policy violations are subject to the following fine escalation: first time requires a $25 fine, second time requires a $25 fine and a parent must pick up the device, and third time requires a $50 fine and the student must turn in their device to the office at the beginning of each school day for the rest of the semester. Students who need to contact home during the school day may report to the main office to request permission to use their device or the office phone. An exception form is made available for documented medical monitoring devices or official accommodations cleared through administration.

The administration reserves the right to review the contents of a student's phone. Students found sending, sharing, or possessing pictures, text messages, e-mails or other data to harass, intimidate, embarrass, humiliate, or offend will be considered for suspension and possible expulsion consistent with the school's Harassment Policy. While all people in the school community have some expectation of privacy, students should be aware that school personnel may not be photographed, recorded or videotaped except with explicit permission. Students making or posting images of teachers, for example, without their permission may be considered guilty of violating the school's harassment policy. Students and parents should also be aware that the law may require school personnel to report incidents of possible abuse or harassment to law enforcement agencies for investigations and possible prosecution.

VANDALISM

Respect for Illiana Christian personnel and school property is appropriate and necessary. Vandalism is a serious offense. Using fireworks, fire extinguishers, pulling fire alarms, vandalizing school property as well as the property of school personnel (teachers, administrators, board, and staff), or the school property of any student will result in suspension, fine, full restitution, as well as possible suspension or expulsion.

WEAPONS

Illiana Christian High School is committed to providing a safe school environment. Any student possessing or using a weapon on school property or at a school-sponsored event will be dealt with severely, with possible expulsion. Legal authorities may be contacted if circumstances warrant. The administration will have the discretion to assess whether an object is a weapon. For example, a boxcutter is not normally a weapon, but if handled in a threatening way it will be considered a weapon.

MISCELLANEOUS POLICIES

APPEALS

Parents, not students, always have the option of appealing a decision of the administration by writing an appeal to the Education Committee. As in all Christian concerns, an attempt should first be made to resolve any disagreement with the administration directly. The same expectation would apply regarding teachers. If a parent has a concern or disagreement with a teacher, the parent has an obligation to speak only with that teacher about the matter. If this does not resolve the matter, then the administration should be consulted. An appeal to the Education Committee would be the next level of recourse. If satisfaction is not reached with the Education Committee, an appeal can also be made to the Board. The decision of the Board will be final. All appeals, concerns, or disagreements are expected to be expressed in a spirit of love and not malice with caution being employed to protect the reputation and integrity of all involved.

MEDICATION

Many students require medication either on an ongoing basis or occasionally. It is assumed that these medications will be taken at home and not brought to school. If it is necessary to bring medication to school, it must be in its original container and may only be taken as prescribed or according to the instructions on the packaging. Generally, the school does not become involved in administering prescription medication.

Students may obtain pain relievers such as Tylenol or Advil in the office with express permission from a parent (permissions are noted in FACTS). If the student is 18 years old, he or she may receive Tylenol without parental permission. Band-Aids and very basic first aid supplies are available in the office.

RESIDENCE AND FAMILY CONCERNS

It is our working assumption that all students are under the authority of their parents and living in the same home as one or both parents. When this does not occur, the school will recognize the authority of parents in determining whether a student living outside the home may continue to attend classes. Also, the school reserves the right to deny attendance or continued enrollment to a student whose living arrangements are, in the judgment of the school, unhealthy for the student or detrimental to the school. Students who are themselves parents or parents-to-be will be allowed to continue attendance under certain conditions. Students in this situation should inform a counselor as soon as possible.

SNOW DAYS AND OTHER CLOSINGS

If school must be canceled or delayed, school closings will be posted at www.emergencyclosingcenter.com. There is a link to this site on the school's website—www.illianachristian.org. Also, students or parents may sign up to have www.emergencyclosingcenter.com e-mail them whenever school closes. Mass email and telephone communication may also be used to inform parents of school closings. A voice and/or text alert will also be sent to the phone listed on the parents' record in FACTS.

SPECTATOR BEHAVIOR

Students attending school assemblies or public performance events as spectators are expected to behave in a respectful manner. Any student being disrespectful in the judgment of the supervisors to the performer(s) through language or actions, causing an interruption in the activity, or doing anything illegal will be removed from the event with further discipline to follow. Additional consequences would involve such things as non-attendance at such events in the future, assigned Saturday school(s), suspension from school, and/or an appearance before the Education Committee to determine continued enrollment in school.

TUITION PAYMENT POLICY

1. A non-refundable registration fee of $180.00 is required at the time of registration. $100 of this fee is later applied to your tuition account.
2. A variety of payment plans are available, but must all be completed within 11 months.
3. Families must select an ACH payment plan or make special arrangements with the Tuition Office.
4. Families from Reformed churches that support the school (Supporting Churches) receive a Gratitude Grant which will be apportioned over the last several payments.
5. A senior may participate in graduation if their family's tuition account is paid in full through May 31st. This will then leave only the June payment.
6. If families do not comply with the above schedule and deadlines, the student(s) may be suspended from class attendance.
7. If an alternative payment plan or any other exception to this policy is needed, it is the family's responsibility to contact the school office to set up a meeting to make alternative arrangements.
8. Students transferring in or out during a semester will be assessed a $100 transfer fee.
9. Students transferring in or out during a semester will be assessed tuition by the week based on a 36-week school year for any part of a school week attended.
10. All tuition must be current (paid) before final report cards, credits, transcripts, or diplomas will be issued.

VISITORS

Although generally discouraged, a student may have a school visitor if there is a valid reason for doing so, i.e. the student is genuinely interested in attending Illiana or is a relative from out of town staying here. Such a visit must be requested in advance and permission given by the administration. Permission for such a visit must be received, in advance, from the school administration.

Also, the school will arrange for school visitors ("shadows") from time to time to promote enrollment at the school. Current Illiana students may be asked to "host" such visitors during the school day.

All visitors (non-students) are required to sign in at the main office and wear an identification badge. They must sign out when they leave. As doors are locked during the school day, visitors must be "buzzed in." Entry during the school day may only be through the north doors by the office. Visitors will be required to provide identification. First-time visitors will automatically have their background checked.