

CHRISTIAN LIFE SCHOOLS

"Setting a New Standard of Christ-Centered Academic Excellence"



Student Handbook

Christian Life Schools

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Rockford, IL 61114



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Expectations for CLS students are outlined in the following handbook. Please study the contents carefully as you are responsible to follow the enclosed instructions. (**Note:** This handbook is intended as an overview of school policy and is not all-inclusive. **Administration reserves the right to change and/or add policies, in order to promote the successful operation of this facility.**)

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Christian Life Schools

Christian Life Schools strive to provide an excellent academic background, strong positive friendships, outstanding extracurricular activities, and an environment of consistency and safety. We are “Setting a New Standard of Christ-Centered Academic Excellence.”

Christian Life Schools, a not-for-profit, non-denominational organization, began in 1973 as a vision of Pastor Eugene Whitcomb and the First Assembly of God church in Rockford, Illinois. Forty-three students (K-6) were taught in the church facility until the first phase (6 classrooms and gymnasium) was completed by Christmas 1973. The intermediate wing, including science labs, was added to accommodate grades 7 and 8 in the fall of 1974. An addition of a two-story high school with locker rooms and a library was completed by fall 1978. The class of 1979 was the first high school graduating class.

By fall 1997, students were welcomed to a new high school addition that included a state-of-the-art double gymnasium, an 800 seat amphitheater, and classrooms. The Omelusik Technology Center opened in the spring of 1998. Continued enhancements have been allowed to provide for additional technology labs (totaling five) and computers in all classrooms. Presently, there are more than 50 classrooms and two libraries in the combined facilities of Christian Life Schools. An all-weather track was completed in August of 2002. In 2006, lights were added to the athletic field, as well as a new press box and updated concessions area. There is ample parking and separate entrances for Elementary School and Middle School/High School.

Christian Life Schools serves a diverse student body from a variety of ethnic and racial backgrounds of the Rockford and surrounding communities representing more than 140 churches. Currently, Christian Life Schools serves approximately 850 students pre-kindergarten through 12th grade. Yearly, an average of 15 international students allow all to enjoy a global experience.

Our degreed faculty ranges from first year educators to many who have served us for more than two decades. Typical classroom to teacher ratio averages 25:1. Parents have access to all teachers and may contact each via voice mail or e-mail at any time. Online grades are available through PowerSchool at: ps.clschools.org/public. Contact the school office for a user ID and password.

CLS also has a website which will serve to inform and update families of school events, activities and highlights. Visit www.clschools.org.

Accreditation

Christian Life Schools is accredited by the Association of Christian Teachers and Schools, the North Central Association, and the Commission on International and Trans-Regional Accreditation. Christian Life Schools also voluntarily meets the State of Illinois standards and is recognized accordingly. Christian Life Schools is a member of Association of Christian Schools International.

Non-Discrimination

Christian Life Schools admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, athletics, and other school-administered programs.

Statement of Faith

We believe

- ...the Bible to be the inspired, the only infallible, authoritative Word of God.
- ...that there is one God, eternally existent in three persons: Father, Son, and Holy Ghost.
- ...in the Deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
- ...that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential.
- ...in the present ministry of the Holy Spirit, by Whose indwelling, the Christian is enabled to live a Godly life. We believe that the ministry and infilling of the Holy Spirit is available for every believer, and that it is not a prerequisite to salvation (John 14:6, Acts 1:5, 8, 2:2-4, 12-18).
- ...in the resurrection of both the saved and the lost: they that are saved unto the resurrection of life and they that are lost unto the resurrection of judgment.
- ...in the spiritual unity of believers in our Lord Jesus Christ (no matter to which Bible-believing denomination they belong) ever-seeking, together, to “become more and more in every way like Christ, Who is the Head of His body, the Church” (Ephesians 4:16).

School Philosophy

The purpose of Christian school education is the instruction of children within a God-centered view of the world. Underlying this goal is the conviction that God reveals all truth, that He is the source, sustenance, and goal of all creation, and that real education rests upon the revelation of His truth in Holy Scripture. Thus, Christian education is first Godward, then manward; first an understanding of God's revelation and the embodiment of His truth, Jesus Christ, then an understanding of all that is in the world through the eyes of God.

As the reality and power of God permeates all true learning, so this perspective guides all aspects of the school, its staff, and its setting. We, therefore, hold that:

- Children are gifts of God to parents, who have ultimate responsibility for educating them in God's truth; and therefore, education must be a cooperative effort between school and parents if it is to take place outside as well as inside the classroom.
- The model of Christian conduct is Jesus Christ, and the molding of a Christian character must be directed towards the total person: spirit, soul, and body.
- In pursuance of the nurture of the complete student, clearly defined standards of conduct, dress, and performance must be articulated and maintained.
- Discipline is essential for the child and is administered in a loving, just, and consistent way. It creates the proper atmosphere for learning and assists each child in developing self-control.
- The school is not a place for the reformation of children with behavior problems, but a place for the encouragement of children to be ready and eager to learn.
- The school admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admission policies, financial aid, and athletic or other school-administered programs.
- All subjects are taught to prepare the child to grow into a responsible adult citizen of the world and God's kingdom. The school promotes love for and skill in reading; the value and mastery of mathematics; effective and clear expression in oral and written communication; understanding of science and its Creator; wholesome appreciation of and proficiency in the fine arts and literature; respect for and understanding of government, cultures, and social issues in their relationship to God; and esteem for and understanding of the Bible and church history.
- Respect for the individual student as a unique creation of God calls for instruction geared to individual needs, skills, and proper academic preparation.
- A positive self-image, characterized by self-respect and humility, results from successful personal achievement and a clear perception of God's love for each person.
- The school will promote in its students a firm and loving respect for the home, God's basic unit of society; the nation, the structure for freedom of thought, worship and association; and the Church, the Body of Christ.
- The prayerfully pursued goal of Christian education is a redeemed and joyful child, who possesses Christian ethics and is God-centered in his thoughts and actions, committed to eternal values and grounded in a powerful faith and a love for his neighbor.

Educational Objectives

Christian Life Schools is committed to providing an exemplary education based on Biblical values which produces students committed to excellence in all aspects of life.

In the area of **Spiritual and Moral Development**, a Christian Life School student will:

- ... understand that the divinely inspired Scriptures are God's revelation of Himself to mankind, and provide the absolutes and principles for daily living.
- ... know who God is and comprehend the necessity of having a personal relationship with Him.
- ... exhibit commitment to high ethical and moral standards based upon Biblical precepts.
- ... be equipped to articulate, share and defend his/her faith.

In the area of **Academic Development**, a Christian Life School student will:

- ... understand that the divinely inspired scriptures provide the foundation for all study and inquiry.
- ... derive pleasure and excitement from the educational process, be culturally literate, and be equipped for lifelong participation in and appreciation of learning.
- ... exhibit a thorough comprehension and command of communication skills such as reading, writing, speaking and listening.
- ... demonstrate critical thinking skills in the areas of research, logic, mathematics and science; creative and artistic skills in the areas of art, drama and music; and physical skills in areas such as exercise, coordination, and balance.
- ... be committed to maximizing God-given intellectual abilities by pursuing excellence through challenging studies, and by recognizing the Christian obligation to use such abilities constructively to the Glory of God.

In the area of **Social Development**, a Christian Life School student will:

- ... recognize his/her position as a creation of God, made in God's own image and for His glory, and celebrate his/her unique personality, talents and abilities.
- ... recognize the unique worth and varied personalities of others, discovering satisfaction in serving and respecting them, and having a positive influence on them.
- ... understand the Biblically-defined roles of society, marriage, home and church, and evidence progress in skills necessary to function effectively in each.
- ... grasp a Biblical concept of the gifts of life, time, and works as well as stewardship of them.

Christian Life Schools promotes and encourages Christ-centered inquiry recognizing that Jesus Christ as revealed in Scripture is the true model for life in all areas--spiritual, physical, academic and social. It is Christian Life Schools' deepest desire that each student have a personal and growing faith in Jesus Christ.

"You shall love the Lord your God with all your heart, and with all your soul, and with all your strength, and with all your mind and your neighbor as yourself." Luke 10:27

Admissions Procedure

New students wishing to enroll at Christian Life Schools are required to complete the following in the sequence listed:

- **Application and Fees**—Completing and submitting the registration application and the payment of accompanying fees begins the process.
- **Stanford Achievement Testing**—ALL students will be required to take the Stanford Achievement Entrance Test, unless results of this test taken within the prior calendar year are submitted with registration application and fees.
- **Student Interview**—ALL students will be required to arrange for an appointment to have a personal interview with a school administrator.
- **Health Forms**—All physical, dental, and eye examinations, and all immunization requirements must be met by the first day of school (see Physical Examinations/Immunizations section).
- **Class Schedule**—The final step will be to meet with your Guidance Counselor and arrange an acceptable class schedule and receive a locker.
- **Transfer Students**—A student desiring to graduate from Christian Life High School must complete a minimum one year enrollment as a full-time student. No senior transfers will be accepted at mid-year. Consideration will only be granted to those students relocating from outside the Rockford and surrounding geographical area.
- **I.E.P's and 504 plans**—Any and all I.E.P's or 504 plans must be provided to the CLS guidance counselor and admissions personnel at the time of the enrollment process.

Prior to receiving a new student into Christian Life Schools, the entire admissions process must be completed: forms, questionnaire, fees paid, copies of previous grades, standardized test scores, and Illinois physical and health records. Falsification or omission of any information may constitute dismissal with forfeiture of fees.

International Students

International students are welcomed to be considered by our admissions office with the following understanding:

- Written/spoken/reading English proficiency is required.
- Tuition/Fees are not discounted and an international fee applies.
- A host family must be "confirmed" prior to arriving, (if accepted).
- Graduating with a Christian Life High School diploma is not assured.
- Gaining entrance to a U.S. college or university is not assured.

School Health

Examinations/Immunizations

Health, dental, and eye examinations and immunizations are required by the State of Illinois School Code. Students of Christian Life Schools must be in compliance by October 15 of the current school year or they will not be allowed continued attendance at CLS.

Upon initial enrollment in ANY grade, all students (including home-school students) who have not been previously enrolled in an Illinois school, must have a current physical. (Current is defined as a physical within one year of the first day of school.) For ALL students entering kindergarten, 6th, and 9th grades, a new physical is required. Physicals may be on an out-of-state form, as long as the information listed is similar to the Illinois physical form.

All immunizations must be updated and recorded on the Illinois State School Physical Form. The form must be signed by a doctor or health care professional, as well as the parent/guardian.

Dental Examinations

ALL students entering kindergarten, 2nd, and 6th grades, must submit a new dental examination.

Eye Examinations

All students entering kindergarten and any new student enrolling in school for the first time must submit an eye examination.

Vision & Hearing Screening

An amendment to the Illinois School Code requires parent notification of state hearing and vision screening services provided to their child(ren). The Health Insurance and Portability and Accountability Act (HIPAA) insures privacy protection for health information. Parents will need to fill out the Receipt of Joint Notice of Privacy Practices and Release of Protected Health Information and return them to the school in order for Winnebago County Health Department to release the information to CLS.

Vision Screening

This will be done, as mandated, for children **3, 4, and 5 years of age, and grades K, 2, 8, and any new students, or special education students**. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening **IF** an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and that evaluation is on file at the school. Vision screening is **NOT** an option. If a vision examination report is not on file at school for your child, your child in the mandated age group (3, 4, and 5 years, grades, K, 2, 8, any new students, teacher referral, or special education students) will be screened.

Hearing Screening

Hearing screening is mandated by the state for children 3, 4, and 5 years of age, and for grades K, 1, 2, 3, any new students, teacher referral, or special education students.

Screening for vision and hearing will be done by the Winnebago County Health Department. Any deviations from normal are then rechecked by the county nurse, who sends a written referral to the parent. The school nurse then checks to see that referrals are followed through.

Medication Policy

Christian Life Schools will only administer those medications which are necessary to maintain the child in school and must be given during school hours. Medication will be given **only** upon the written request of the parent. All medication sent to school must be properly labeled with the name of the student, prescription number, name of the doctor, name of the medication, the dosage, the administration route and/or other directions. It should be dated, and the name, address, and phone number of the pharmacy should be on the label, along with the initials of the pharmacist.

A medication form must be filled out and signed by the parent. The forms are available in school offices. Any over-the-counter medication, such as Tylenol, Advil, or cough drops, also requires written parental permission. A permission form will be kept with your child's file and is good only for the current school year.

School Nurse

The school employs a Registered Nurse, on a part-time basis, who assists with maintaining all student health records. The school nurse works cooperatively with parents, private physicians, and all school personnel to improve and maintain the health of all pupils. Due to the part-time status of a school nurse, we will administer much of the medical advice and care through the school office and office personnel. Parents will be notified of concerns. Any medical issues including the treatment, the dispensing, and the monitoring of medication is the responsibility of the parent. Non-emergency care will not be administered without the written or verbal authorization of the parent.

Illness

If a student is ill, or has been ill during the night, the student must remain at home. If the student has been vomiting and/or running a fever, the child must remain at home for 24 hours. This will allow the student to feel well physically and thereby be productive in the classroom. Also, this helps keep other children from being exposed to sickness. If a student becomes ill at school, we will call the parent to determine what should be done. If a child is suspected to have a communicable health problem (head lice, pink eye, etc.), the student will need to be checked and released by a physician prior to returning to school.

Injuries

In the event that a student is injured at school we will do the following:

- Administer first aid to the best of our ability.
- Telephone the parent regarding what should be done further for the student.

Diabetics

Please be aware that students who are diabetic have opportunity daily to buy products in our lunchroom which are sugar based. For the health or safety of the student, Christian Life staff reserves the right to question high sugar intake of any student.

ELEM/MS/HS General Information

Pre-Kindergarten - 12th Grade Dress Code

Christian Life Schools has a uniform dress code. The goals of the uniform are as follows:

- Promote unity among students
- Provide a standard of dress that is easy to maintain and accessible to all
- Promote neat, comfortable attire in a cost-efficient manner

Students are to remain in these clothes throughout the school day, from entering the school building until departing the school grounds. (Includes free hours, hallways, etc.)

GIRLS

Jumper Grades Pre-Kindergarten through 5th only. Solid navy or tan khaki (no shorter than 3” from floor when kneeling).

Skirt/Skort Grades Pre-Kindergarten through 12th may wear a Box Pleat or A-line uniform style skirt in CLS Plaid*, navy and tan khaki (no shorter than 3” from floor when kneeling).
***CLS plaid must be purchased through Dennis Uniform.**

Capris Docker/uniform style, loose-fitting capris. No denim, no corduroy, no baggies, no saggies, no jean style, no khaki jeans, no low-rise hip huggers, no bermuda shorts. Length must be past the knee. May wear up to October 15th and after May 1st. (Seasonal dress)

Socks No words or writing on socks. No leggings.

BOYS

Shorts Docker/uniform or cargo style shorts. No denim, no corduroy, no baggies, no saggies, no jean style, no khaki jeans, no low-rise hip huggers. Must touch floor when kneeling. May wear up to October 15th and after May 1st. (Seasonal dress)

Sport Jackets Must be solid navy or tan in color.

BOYS/GIRLS

Shirts Loose-fitting, uniform style polo with 2-3 buttons (long/short sleeves), turtleneck, Oxford dress shirt.
Polo shirts may be left untucked. Oxford shirts MUST be tucked in and buttoned.
Bras and camis worn under white shirts/blouses must be either white or fleshtone.
Wearing layered shirts is permissible.

Pants Docker/uniform or cargo style pant. No denim, no corduroy, no baggies, no saggies, no jean style, no khaki jeans, no low-rise hip huggers.

Colors Polo and turtleneck colors are white, navy or yellow. No gold.
Turtlenecks may be worn under sweaters, or CLS uniform sweatshirts, and may be worn with polo shirt or Oxford. Oxford color is white only.
Pants, shorts, skirts, capris, skorts and jumpers are to be tan khaki or navy. No brown khaki or green khaki.
All grades may wear ties worn snug to the collar, with the white button down Oxford only.

Sweaters V-neck, crewneck pullover, or cardigan sweater in navy or white.
A shirt, as described above (polo, oxford-style button down, or turtleneck) must be worn under any style of sweater.
Fleece zippered vests in navy may be worn.

CLS Embroidered Uniform Sweatshirts

May be worn Monday - Thursday ONLY. May only be purchased through the school offices.

Navy crewneck or hoodie uniform sweatshirt. Students are not required to wear a uniform shirt underneath.

Shoes All grades need to wear non-marking shoes to protect the gym floor. Tennis shoes are acceptable. During P.E. all students are expected to wear non-marking athletic shoes.
Grades Pre-Kindergarten through 5th - Shoes need to have a full heel or strap around the back of foot, covered toe and be kept clean and in good condition. Students must wear socks. No hiking boots, flip-flops, beach shoes, bedroom slippers or roller skate shoes. Shoes must remain on your feet at all times.

Grades 6th through 12th - Tennis shoes, sandals, casual or dress shoes may be worn with or without socks, nylons or tights. All footwear needs to be kept clean and in good condition. No flip-flops, beach shoes, bedroom slippers or rollerskate shoes. Shoes must remain on your feet at all times.

Hair Christian Life students are to be conservative with hair style and avoid drawing attention to themselves. Should be clean, neatly trimmed, and one of the four natural colors (brown, black, blonde, red). For boys, ears must be visible, with hair not exceeding below the collar. Corn row braids are acceptable (for gentlemen, braids must not extend beyond two inches (2”) of the nape of the head/neck). Attention drawing hairstyles will not be accepted (punk, mohawk, spiked, tails, etc.).

Miscellaneous

Earrings are permissible for girls only.
Neck chains, pendants, rings, and wrist bracelets may be worn as long as they do not distract from the learning environment, and do not contradict Christian standards/values.
Tattoos or body piercing other than the ear, are not allowed.
Head coverings (hats/caps, sweatbands, bandanas, etc.) may not be worn in the building at any time.
Sunglasses may not be worn in the building during school hours.

Fridays - School Spirit Wear!

Every Friday is “School Spirit Wear” Day. This is not a casual dress day! Students must wear either school spirit attire and jeans, or remain in accordance with the weekly standard uniform policy. This means wearing your normal uniform clothing or jeans (**WITHOUT TEARS, HOLES OR FRAYS**) with approved spirit wear attire only. No mixing uniform tops with jeans.

School Spirit Wear is defined as:

CLS spirit wear shirts purchased through the office. Team shirts as approved through the athletic director. School shirts representing school sanctioned programs (i.e. music, band, class trips, missions, etc.) Shirts **MUST** have the name of the school and be in royal blue, white or grey (school colors) to be acceptable spirit wear attire on Fridays.

Casual Dress

On special occasions, students are sometimes allowed to forego the school uniform for casual dress. On these days, modesty is the overwhelming priority. Clothing must not be revealing. Students may not wear clothing with writing across the backside. Normal dress code guidelines remain in effect in matters of hair, shoes, jewelry, head covering, clothing without tears, holes or frays, etc.

Inappropriate Dress

If an item a child is wearing is questionable or inappropriate and not explicitly covered in the dress code, the student will be asked by the administration not to wear it again. If the student wears the questionable item again, the parent will be called to bring a suitable change of clothes. The student will be held from class until clothing arrives or will be dismissed for the day. Repeated offenses will warrant further action.

Dress for Athletic Practices & Special Activities

- During practices for athletics, standard P.E. uniform or the practice uniform for that specific sport is required. Students are to be in the gym or practice rooms dressed in acceptable practice attire.
- Males must wear a shirt during practice sessions both in the building and outside. Shorts with writing across the backside are not permitted.
- Females must wear t-shirts. Tank tops, pants/shorts with writing across the backside are not permitted.
- For special activities, the dress code may be altered by the administration. Regardless of the activity, Christian modesty is required.

Parent Cooperation

Please understand that it is our deepest desire to work with the parents and to provide an opportunity for an exemplary, God honoring education as well. Therefore, it is imperative that we have the support and cooperation from the parents to have their children at school on a regular basis. Parents demonstrating unwillingness to “work with us,” may be asked to enroll their students in a school where the parents could comfortably work with the staff. It is not fair to the school family, the student and his family, or any of us to perpetuate a relationship that is not working together toward the needed and required objectives or expectations for the best of the student.

School Offices

The school offices are places of business and are open from 7:15 a.m. to 3:30 p.m., during the regular school year. Please plan to take care of any concerns or needs during these designated times. There is a 24-hour voice mail system available for your convenience (telephone numbers for each department are listed on page one). Lunches, homework, books, etc., may be left in the office to be delivered to your student, but not taken directly to the student’s classroom.

School Day

The school day is from 8:00 a.m. to 3:00 p.m. If at all possible, students should arrive after 7:45 a.m., and be picked up no later than 3:15 p.m.

MS/HS Daily Schedule

There are seven class periods in the MS/HS day from 8:00 a.m. through 3:00 p.m. Students typically will take six academic classes and P.E. Lunch is incorporated into period five. Below is our Monday through Thursday schedule. Times are modified on Friday mornings to accommodate separate MS and HS chapel times.

8:00-8:55	(1st)
9:00-9:50	(2nd)
9:55-10:45	(3rd)
10:50-11:40	(4th)
11:45-12:10	(5A)
12:15-12:40	(5B)
12:45-1:10	(5C)
1:15-2:05	(6th)
2:10-3:00	(7th)

Extended Care

Middle school students who arrive prior to 7:45 a.m. are to go directly to the amphitheater. All families will be billed monthly for Before/After Hours Care. After-school supervision for middle school students is available each day from 3:15 - 5:30 p.m. at designated rates. (Refer to Extended Care fee sheet.)

Students are NOT to leave the school grounds without office notification once they have arrived on campus.

Change Of Address

It is the responsibility of the parents to report any change of address to the office at once. It is very important that the office have the student’s correct address and parent’s home, cell, and business phone numbers in case of emergency.

School Closing

In case of severe weather or mechanical breakdown, school may close, the starting time may be delayed, or the dismissal may be early. Any of the above predicaments will be announced on radio stations WROK 1440 AM, WQFL 101 FM, and WGSL 91.1 FM, along with local television stations starting at about 6:15 a.m. or at the time a complication may arise during the school day. IF NO REPORT IS GIVEN ON THE RADIO, ASSUME SCHOOL WILL BE IN SESSION AND DISMISSED AT THE NORMAL TIME. Please DO NOT call the school for clarification of a radio report. Telephone lines need to be open for emergencies.

Parent - Teacher Conferences

A two-day conference to meet with teachers is made available every Fall and Spring. Evening hours will be available to facilitate everyone’s schedule. Additional conferences, called “staffings”, will be available as the teacher or parent requests. (These are usually held immediately after school.)

Lost And Found

All lost articles will be placed in the bin located near the offices. At the end of each quarter, items in the bin will be put out on display. If items are not claimed within a reasonable time, they will be boxed and sent to outreach centers.

Electronic Devices

Students are prohibited from using electronic devices such as iPods, radios, CD players, TV's, pagers, cell phones, etc. during the school day (8:00 a.m.-3:00 p.m.) If students bring these items to school, they must understand that they do so at their own risk. If seen, faculty and staff reserve the right to confiscate such items. All electronics are turned into and must be picked up from the school office.

Chapel

Regular chapel time will be held as part of the elementary, middle and high school programs. Chapel attendance is required of all full-time students. All part-time and home school students are encouraged to attend. These chapel times are designed to provide a positive, meaningful experience for all students at CLS. The focus point will be God's Word and worship. It is expected that students will be appropriate, courteous and respectful to chapel speakers at all times. Parents are welcomed to attend chapel at any time. (Part-time students are defined as those taking 1-4 classes. Those taking 4 classes with a sport/PE credit [athlete] are still considered part-time.)

Spiritual Emphasis Week

Each year, there will be a SPIRITUAL EMPHASIS WEEK. This is a time set aside for ministry to the student body and for the purpose of developing a closer walk with Christ. The spiritual growth of the student is an integral part of the school's objectives. All full-time students, are required to attend the services during Spiritual Emphasis Week. Any part-time and home school students desiring to attend, should contact the office to make the necessary arrangements

Textbooks

Textbooks that are loaned to the student for the year belong to the school and must be sturdily covered at all times. Students should put their name or identification number in the front of the book (as indicated) as soon as it is issued to them. If, in the event a book becomes lost or damaged beyond normal usage, the student will be subject to fines or the replacement cost.

Parent-Teacher Fellowship

Parents are invited back to school at the beginning of the school year to meet their child's teacher, administrator, and other parents. The primary purpose of this event is to orient parents to the school's Christian educational goals and to familiarize parents with their child's teacher and the goals of the teacher.

Open House

During Open Houses, we open our school to parents and friends for a full-scale viewing of the curriculum used by staff and the accomplishments made by our students. Student work in the form of writing, music, art, etc., will be on display. This may also be an opportunity for parents to invite friends and neighbors.

Visitors

All visitors are required to identify themselves and check in at the school offices. Several times a year, Christian Life has an "Open House" where the public is welcomed to tour our facilities. However, we will allow potential students/parents to visit during our regular school hours only if the following guidelines are met:

- A parent prearranges the visit by phone at least one day prior to the visit.
- The visitor is seriously considering attending CLS in the near future.
- On the morning of the visit, the visitor stops in the office to register upon arrival at CLS.
- The visitor will follow all school policies while on campus.

Volunteers

We need your help! We encourage parents to help in a volunteer capacity. There are many times when a volunteer parent can help make a difference in the life of the school. Parents can help in the following ways:

- Become part of the EPO. (Eagle Parent's Organization)
- Work in the concessions during athletic events.
- Clerical tasks/projects of all kinds.
- Special programs. (arrangements, decorations, etc.)
- Field trip chaperones.
- We need parents who are available to assist teachers with a variety of determined tasks.

Withdrawals

Prior to withdrawal from CLS, appropriate textbooks and school property must be returned and all fees paid before the school will transfer any official academic records. Parents are fiscally responsible for the entire quarter the student(s) is enrolled.

Parking & Traffic Patterns

Elementary

After entering the south parking lot off Spring Creek Road, parents will note a circled line of fluorescent cones in front of the school building. Please observe and do the following:

- Pull as far forward along the cones as possible.
- Pull up as close to the cones as possible and have children leave and enter from the right side of the car.
- If you need to walk your child into the school building, do not park your vehicles in the restricted areas designated by cones, chains, or paint.

Please park in designated parking areas between the islands —not in the drop-off area between islands and cones.

Middle School/High School

Student drivers and parents dropping off or picking up MS/HS students should do the following:

- Enter the CLS north parking lot via the stoplight at the North Mulford and Brynwood Drive intersection (Hilander light).
- Follow the directional markers around the perimeter of the north lot traveling westward to the visitor area between the circle drive and the football field.
- Please do not double park or park in the circle drive. Use the visitor area to drop off or pick up your rider(s).
- Drivers then exit using the center drive traveling eastward back to Mulford Road. Please do not attempt to exit through the elementary playground lot. This is NOT an acceptable route due to the safety of our children.

Standardized Testing/Achievement Tests

K-10

- Each spring grades K-10 take the Stanford Achievement Test Series.

Guidance Counselors at Christian Life will inform parents and students about the paperwork for registration, fees, deadlines, and results of the following:

10th Grade

- Sophomores have the opportunity to take the PLAN test. It is a comprehensive assessment service that gives the student practice for taking the ACT needed for college admissions and provides the student and parent with information that can be used to plan and prepare for future academic and career success. The PLAN is given in the fall at CLHS.
- Sophomores can also take the PSAT/NMSQT (Preliminary SAT/National Merit Scholarship Qualifying Test). Usually this test is taken in the student's junior year, however, sophomores can also take the test as practice for their junior year pending test availability. Sophomores will not qualify for the National Merit Scholarship Program. The PSAT is given on the fall national testing date.

11th Grade

- Juniors have the opportunity to take the PSAT/NMSQT in the fall at CLHS. The PSAT is the precursor to the SAT I (one of the two main college entrance examinations). Students' results may qualify them for the National Merit Scholarship Program.
- Juniors are encouraged to take a college board exam (ACT or SAT) in the spring at a designated off-campus location. One must be on record to apply to four year colleges and universities in the fall of their senior year.
- In the spring, an optional 21-hour ACT Prep Course is taught at CLHS to boost confidence (and scores) of students by reviewing math, reading, English, and science fundamentals and strategies for taking the test. A simulated ACT test is given the last week of the course. There is an extra charge for this course.

12th Grade

- Seniors can take the ACT or the SAT I in the fall at a designated off-campus location. Some colleges and universities also request scores from the SAT II: Subject Tests. These tests fall into five areas: English, history and social studies, mathematics, sciences, and languages. The ACT, SAT I, and the SAT II can be taken again in the winter and spring if scores need improvement. A registration fee will be incurred each time one of these tests is taken.

Note: Students taking the ACT or SAT are requested to enter the high school College Board Code Number on the registration form. The Christian Life High School code number is 143-698. This number should be used on both college entrance exams.

ELEM/MS/HS Discipline Policies

Code Of Conduct

- Students agree to obey those who have authority over them, for this is right in the sight of God.
- Students agree to show respect to their teachers and fellow students in class with proper behavior.
- Students agree to cooperate with school policies with a positive attitude both during and after school hours.
- Students agree to refrain from the use of drugs, tobacco, and alcohol, since these are certain destroyers of self-discipline and self-control, and they are definitely against God's plan for a Christian teenager.
- Students agree to refrain from becoming selfish, irresponsible, demanding, discourteous, irreverent, or destructive in their attitudes toward fellow students and teachers.
- Students agree to refrain from the use of profanity, offensive slang, vulgarity, divisive rivalry, and inappropriate jesting.
- Students agree to refrain from lying, cheating, and stealing, or tolerating these actions among fellow students. Students are expected not only to adhere to this policy, but also to promote and encourage peers in it.
- Students agree to refrain from ALL forms of secular entertainment which are not glorifying to the Lord Jesus Christ.
- Students agree to maintain Christian standards in courtesy, kindness, morality, and honesty.
- Students agree to refrain from participating in any situations where illegal activities or incidents are occurring, with the understanding that they will be considered "active participants" if involved to any degree and do not leave the premises immediately.

Any and all students who choose to enroll at CLS also choose to abide by the Christian Life Code of Conduct before, during, and after school hours. Any violation of said Code of Conduct may result in administrative discipline: detention, suspension, contractual agreement, probation, or expulsion.

Matthew 18 Policy

Policies and Procedures For Reconciling Problems in Christian Life Schools

In Matthew 18:15-17, we are told that when a brother sins against someone, to take up the matter on a one-to-one basis; if the offender doesn't listen, then take one or two others back with you to confront the offender again; then if the offender doesn't listen, take the matter up with the church.

The Matthew 18 principle is applicable to the operation of Christian Life Schools. The policy and procedures for solving problems, reconciling disputes and resolving issues, whenever parents, teachers or administrative staff are involved are as follows:

POLICY: Always try to confine problems, disputes, or issues to the fewest number of people necessary.

PROCEDURE:

- First, go to the individual(s) with whom you have a problem, dispute, or issue to discuss.
- If the results of step 1 are unsatisfactory, then ask one or two others to accompany you to a second meeting with the individual.
- If the result of step 2 are unsatisfactory, then take the matter to the proper authority (i.e. a member of CLS administration team.)

Disciplinary Procedures

It is important that all of us are on the same "team" when it is necessary to discipline a student for inappropriate behavior. Contrary to some beliefs, **tuition is not an insurance premium!** We present a clear "chain of events" regarding disciplinary procedures. We do this in order to give our students consistency, stability, and a clear understanding as to what is expected.

Should a problem arise, the teacher will first attempt to deal with the student, and the following procedure will be followed. (Obviously, very serious discipline problems may cause the staff member to immediately move to a more serious step rather than a "warning," etc.)

Step #1—Warning: When a student is doing something out of order or inappropriate, the teacher gives a verbal request (warning) that this particular conduct is to be stopped immediately.

Step #2—Consequences To Action: If Step #1 has been given and inappropriate behavior continues, consequences will be given to the student by the teacher:

Elementary: Cleaning room, writing sentences, loss of recess. Parents may receive a form of contact (written or verbal) by the teacher.

MS/HS: 30-minute after school consequence. Student has two days in which to serve.

Step #3—Elementary: Communication Is Made With Parents: (via phone, or letter).

MS/HS: Detention: If Steps #1 and #2 have been used and inappropriate behavior continues, a detention will be given to the student by the teacher. Detentions are served each Saturday from 8:00–10:00 a.m. and 10:00 a.m.–12:00 p.m. in a designated location in the school. There is a \$5.00 fee for each detention, and any ongoing refusals to serve a detention and non-compliance may result in a parent conference, suspension and/or possible dismissal. Accumulation of unserved detentions will not be permitted or tolerated. Student athletes having a practice or game scheduled on a Saturday will be required to serve the (D.T.) detention prior to any participation or representation with a team. Complete service of the detention is required. It is important to note that in order to facilitate continuing communication with parents, **the detention form should be taken home, signed by a parent, and returned to the office the morning after the issuance of the detention.**

Step #4—Conference With Parents, Teacher and/or Administrator: When a student accumulates continued forms of consequences for undesired or inappropriate behavior, there will be a conference scheduled with the parents, teacher(s), and/or administrator. Obviously, more serious concerns may call for a meeting of this nature immediately upon earliest convenience.

By the conclusion of this meeting, a written plan of action, signed by the individuals involved, will be drawn up. The purpose of this written plan would be to again clearly identify the specific conduct which is desired and to identify the specific consequences which will occur if this continues to be violated. This agreement will extend for the length necessary to show needed change. A possible suspension or dismissal may be deemed necessary.

By setting up this clear “chain of events,” we at Christian Life feel that we are able to create a consistent, predictable, safe atmosphere of acceptance and boundaries which will allow individual students to flourish.

Suspension

A suspension may be given to students in response to more serious disciplinary violations and/or after less serious forms of disciplines (detentions, etc.) have failed to bring about the necessary change of conduct. This suspension may last anywhere from one day to a period of weeks. If the suspended student is an athlete, and their suspension makes them miss more than 60% of their season, it is considered an incomplete season. Therefore, they do not receive any PE credit for that semester.

If A Student Is Suspended

If a student is suspended, he/she will serve the suspension at home. If a student is suspended :

- He/she will receive 50% academic credit as a top possible grade in courses during the time of the suspension.
- Academic work missed must be made up, and the work must be presented to teachers upon return.
- The student is responsible for all missed homework, tests, and quizzes which are due on the day he/she returns to school.
- The student forfeits the right and will not be permitted to participate in any school event or form of extracurricular activity until the term of suspension is completed and the student resumes attendance in a full day of school. (i.e., if a suspension ends on a Friday, the student becomes eligible the following Monday.)

Dismissal

Serious display of non-Christian actions or attitudes as outlined or indicated in this section, may prompt a student’s dismissal from Christian Life. As stated earlier, the “disciplinary chain of events” may needfully be “jumped” in order to respond appropriately to a more serious student violation. Should a student be dismissed from Christian Life, they are not permitted to attend CLS functions and/or school events. When a student is dismissed from Christian Life Schools, the student immediately forfeits all privileges associated with Christian Life.

Although there is an appeals process for readmittance, there is NO guarantee that a student will be reinstated once they’ve been dismissed or withdrawn due to disciplinary actions. General policy requires a student to sit out a minimum of one (1) complete semester before readmittance is considered.

The Importance of Attitude

It is not our desire to ever have to ask a student to leave Christian Life. Yet reality mandates that these difficult times may, of course, come. Allow us to share some of the situations which might bring us to the point of dismissal. Please realize as you review these possible situations that at Christian Life we believe that ATTITUDE IS OFTEN MORE CRUCIAL THAN VISIBLE ACTIONS.

Attitudes Reflecting A “Flaunting Of Sin”: As mandated by the Christian Life Campus Council, students may be asked to leave if they continue to flaunt and/or glamorize sin or choices which would reflect a non-Christian lifestyle. If a student’s attitude towards personal sin remains repentant and serious about change, it is often our privilege to leave that student in the school and to continue to work with him/her.

If the student's attitude begins to transmit an undercurrent of "glamorizing" sin, or setting a continuing non-Christian tenor with minimal serious attempts to change, he or she may be asked to leave the school. This type of wrong attitude and conduct may include possible "bragging" about sinful conduct that they may even be fabricating.

Attitudes Which Create Negative Tenor For Other Students: Proverbs speaks repeatedly about the power of another person either for positive or negative in our lives. We realize that every student has to "make their own choices" and that no other student can "force others" into wrong attitudes or actions. Yet, we do often see that one or two individuals (while perhaps not even meaning to) can create a negative atmosphere and tenor in a particular classroom which continues to "pull others down" into wrong attitudes or conduct.

STUDENTS DO NOT HAVE TO BE CHRISTIANS IN ORDER TO ATTEND CHRISTIAN LIFE. We do not know of any Christian School that is composed of a totally Christian student body, no matter how much their handbook might attempt to legislate such.

Although students need not be a Christian to attend Christian Life, they will not be allowed to create a negative tenor for the rest of individuals within the class. At Christian Life, ATTITUDES are as important as ACTIONS. Thus, should a continual negative tenor be set by a student, such will constitute possible dismissal.

Attitudes Which Continue To "Dampen" Spiritual Growth In Others: This would include any kind of mocking of the things of God, or the creation of a "peer pressure" that would make spiritual growth difficult for others.

Any Attitude or Behavior That Would Be Regarded By The Administration As Sexually Inappropriate May Result In Suspension Or Dismissal.

A Progressive Hardening Attitude Against The Things Of God: Although everyone attending Christian Life does not need to be a Christian, we do desire that the experience at our school be one that makes Christianity progressively "**more and more attractive.**" Should we see a sustained pattern of heightening spiritual hardness rather than progressive spiritual softening, we will feel as though **we are doing the student a serious disservice to continue to "inoculate" them.** (Allow a simple illustration: When the doctor gives someone a polio vaccination, he gives the person an injection of a "little polio virus" ... just enough to make the person IMMUNE, but NOT ENOUGH TO GIVE THEM THE "REAL McCOY"!)

In like manner, with the Christian atmosphere of Christian Life ... including Bible class, chapels, and daily verbalizations about Christ ... it is possible for a student who is choosing NOT to follow Christ to experience "just enough" Christianity to build up a growing "spiritual immunity and hardness" ... but NOT enough Christianity to "get the real thing."

Again we state, students DO NOT have to be Christians to attend Christian Life, but for their own sake and for the sake of other students around them, **we cannot allow a growing sense of progressive spiritual hardness.**

Continued Verbal Abuse To Fellow Students: It is crucial to us that Christian Life be a "safe place," even emotionally. Though we realize that "kids will be kids," it is imperative that sustained verbal abuse not be allowed. This would be toward other students or toward the faculty.

The Inability Or Unwillingness Of Parents To "Work With Us" When Repetitive Problems Arise With Their Student: WE AT CHRISTIAN LIFE BELIEVE THAT "TEAMWORK" WITH THE PARENTS IS BOTH BIBLICAL AND ESSENTIAL. SHOULD A SERIOUS PROBLEM ARISE WITH A STUDENT, WE WILL ENDEAVOR TO COMMUNICATE CLEARLY OUR CONCERNS TO THE PARENT(S). We will value the insight that the parents might be able to give us as to what might be "behind the scenes." Yet, should the overall attitude of the parent be one of continual blame-shifting, denial, or defensiveness, it will be very difficult to work together for the good of the student.

Furthermore, it is hard to work with parents when they do not allow their children to accept personal responsibility for wrong actions and continue to reflect the attitude of, "My child is good ... but it's just all the other students in the class who are negatively influencing my child." Though we realize the strategic power of influence, it is imperative that each individual student be allowed to accept personal responsibility for his/her own actions.

If the parents demonstrate an unwillingness to "work with us," we may ask that their students be enrolled in a school where the parents COULD comfortably work with the staff. It is not fair to the school family, the student and his family, or any of us to perpetuate a relationship that is not working together toward the needed objectives. Again, such teamwork actions are imperative for the ultimate best for the child.

Grounds for Suspensions or Possible Dismissal

Although this list is not all inclusive, Christian Life Administration reserves the right to dismiss for the following, but not limited to:

- Insubordination (refusal to comply with a reasonable request or disrespect to school personnel)
- Insolence (attitude of contempt)
- Mockery (malicious insults, teasing, and behavior)
- Harassment
- Intimidation, or threats of violence or reprisal toward other students or staff personnel
- Use of profane, vulgar, or obscene and/or offensive language
- Possession of obscene and/or offensive materials
- Truancy/attendance
- Willful destruction or defacement of school property or private property on school premises (Student is responsible for repairs.)
- Theft
- Possession or use of fireworks, lighters, etc.
- Possession of knives or weapons of any kind
- Forgery
- Lying
- Cheating (giving or receiving information on an assignment, quiz or examination; this includes any form of plagiarism.)
- Computer hacking
- Endangering the health, safety, or well-being of oneself or others (e.g. fighting, driving recklessly, etc.)
- Possession or use of illegal substances (alcohol, drugs)
- Positive results of random drug screening test
- Any behavior in action or words that occurs on or off campus that is antagonistic to the basic goals and objectives of the school, or has an adverse effect on other students (e.g. illicit sexual behavior, vandalism, gambling, any criminal acts, any criminal offenses/charges, etc., as determined by the State of Illinois)

Harassment Policy

In keeping with our mission statement to love others sacrificially, anything contrary or incompatible with that goal will not be permitted. Harassment of any type - verbal, facial, physical, sexual - is diametrically opposed to the mission of Christian Life Schools, will not be tolerated and may warrant dismissal. A student who feels that he/she has been subjected to harassment should notify a staff member. The matter must also be reported to the Principal, and an investigation will take place. In the case of a substantiated incident of harassment, the appropriate course of disciplinary action will be dictated by the particular circumstances of the situation.

Christian Life Elementary School

Elementary School Standards

The students of Christian Life Elementary School will cooperate in observing the following standards:

IMC, Halls, Lobby

- **Walk** at all times when in passage through the school building.
- Talking in conversational tones before and after school is permitted.
- **SILENCE** is required during school hours so neighboring classrooms and offices are able to work freely.
- Ball equipment should be used only in gym, on blacktop, or the field area.

Restrooms

- Use restrooms during designated classroom times for their intended purpose.
- Keep the restrooms neat and clean.
- Students need to remain respectfully quiet during restroom use.
- Appropriate behavior is required at all times while using restroom.

Cafeteria

- Dress appropriately and quickly travel between buildings for lunch.
- Remain seated and talk quietly while eating.
- Leave your place clean – others will sit there after you.
- Throwing of food or any other objects is not permitted at any time! (Discipline may be given.)

Classroom

- Students are to enter the classroom quietly with required materials and take their seats **before** class starts.
- Students are not to be in any classroom which does not have teacher supervision.
- Permission must be granted by the teacher before a student may bring toys, pets, (electronic) games, etc., to school.
(Toy guns, radios, pocket knives, and skateboards are never allowed.)
- Students will observe their teacher's standards for classroom conduct at all times.

Office

Students are not permitted in the school office without permission from the teacher. (Exception: when coming late to school, since checking in at the office is necessary.)

Elementary School General Information

Dress For Cold Weather

When cold weather season is in effect, caps, scarves, coats, and gloves (mittens) are standard apparel. All students will be going out if the windchill factor is above 10 degrees Fahrenheit. If a student needs to remain inside during recess, a note is required from a physician stating the health concern. A parent note will be accepted for one day.

Extended Care

Adult supervision is provided for students before and after school. Morning supervision is offered from 6:30 a.m. until school begins. Afternoon supervision is offered from school dismissal until 5:30 p.m. The supervisor notes the time the child comes and the time he leaves. **Every student on the grounds after 3:15 p.m. is required to report to Extended Care. This is not optional.** Parents are billed accordingly at the beginning of each month. Information on the fees is available in the school office. Although extended care is provided, we encourage parents to pick up their children between 3:00 p.m. and 3:15 p.m.

Telephone

The telephone in the office is to be used for school business only or in case of emergencies. Students must have written permission from a teacher before coming to use the phone. This will be for emergency situations only. Phoning home for books, lunches, clothes, and field trip money does not constitute an emergency. The phone in the teachers' lounge is off-limits to students unless special permission has been granted by a teacher or the office.

Attendance

Regular attendance is essential to students achieving success in school. It is not only important for the student's academic success but also for building proper attitudes toward responsibilities. A PHONE CALL or NOTE is required from parents when a student has been absent. (OFFICE REQUEST: Phone the school office from 7:30 to 8:30 a.m. to report an absence.)

* Excessive absences may be sufficient cause to retain a student and/or possible dismissal.

* Students missing more than 10% of the scheduled school days are considered truant.

Vacations are to be prearranged. The office is to be notified ahead of time and assignments to be completed ahead of departure, if possible. This will be left up to the decision of the teacher.

If a student is absent due to illness longer than four days, a doctor's slip is required.

Tardies/Absences

Students should report immediately to the school office in the event of tardiness in order to obtain a tardy slip to take to class. Tardies are recorded on a permanent record file. Students with perfect punctuality will be awarded a special certificate at the end of the school year. **Every three tardies accumulated will equal one absence.** An excessive amount of tardies and absences may be sufficient cause to retain a student from advancing to the next grade level, and/or possible dismissal. A doctor's slip is required in the event of a serious illness or absence of four or more days.

According to the Illinois School Codes, it is the right of every child, whether attending a public, private, or parochial school, to receive an education. All students ages 7–16 must, by law, attend school daily. Students missing more than 10% of the scheduled school days for the academic year are considered truant.

Therefore, upon continual absences or tardies of a student, it becomes the school's responsibility, by law, to follow up with the family regarding the reason or cause of the absences. If, after notification to the parent, there appears to be no valid cause for continual tardies or absences, and this pattern continues, it may be required to contact an appointed truancy officer to intervene in the situation, upholding the laws and code regulations regarding school absentees, according to the Illinois School code booklet.

Lunch And Milk

- A balanced meal is available daily. Tickets for lunch and milk are sold in the office.
- When a ticket is purchased, it is only for the person named. No borrowing lunch or milk punches.
- Break milk is available for students in grades kindergarten through second. Payment is due the first of the school year for the first semester, and again in January for the second semester, or you can pay the whole year at once.
- If lunches are forgotten, it is the policy of Christian Life Schools to issue the student a ticket, good for one day, at the current rate.
- No soda pop is allowed in the lunchroom.
- To avoid unnecessary arguments in the lunchroom, we ask that there be NO sharing of food by the students.

Standards For Written Work

Every student is expected to do his/her written work neatly and in a legible style. If the work is sloppily completed, the student may be required to redo the assignment until presentable. Proper headings and standards set by the classroom teacher should be observed at all times.

Absentee Homework

In the event your child is ill and misses school, homework can be picked up at 2:45 p.m., if you make the request for assignments before 11:00 a.m. Otherwise, the work will be available the next day. Parents, you are encouraged to make contact with the school soon into your child's illness. If too many days slip by without that contact, your student will have an academic mountain to climb when he returns.

Make-Up Work

Missed school work due to absence will be given equal number of days absent to make up the work (e.g. student absent on Monday will be expected to turn in all make-up work for that day on Wednesday).

Supplies

Christian Life Elementary School furnishes all books needed except for the Holy Bible. All other supplies must be furnished by the student. Supply lists are available for each grade level.

Grandparents' Day

The whole family is of the utmost priority at Christian Life Elementary School. We honor all grandparents of our children by inviting them to spend a half-day in the classroom doing the fun things of learning right alongside their grandchild. We recognize the powerful, spiritual influence of grandparents and their wonderful, Godly heritage.

Awards

At the end of each year on Awards Day, awards are given for the following: Christ-like character, perfect attendance (first through fifth grades), math awards (first through fifth grades), spelling awards (first through fifth grades), and band awards (fifth grade).

Elementary School General Rules

- Chewing of gum is not allowed on campus.
- Writing and passing notes will not be allowed during a school day.
- Students are to follow a “hands-off” policy: no fighting, hitting, etc.
- Students who are responsible for causing damage will be expected to restore or replace as deemed needed or necessary by the Administration.
- Students should help keep our school clean by placing trash in proper containers. Desks must be kept clear of trash.
- Once students are dropped off at school, they are not to leave the campus at any time.
- **Throwing of snowballs is always forbidden on campus.**

Elementary School Classroom Guidelines

- Follow all adult directions without comment. Such obedience should be willing and immediate.
- Respect the feelings, rights, and property of others. This includes students, teachers, and visitors. Students should learn to be quiet in class, to raise their hands to speak, to not interrupt others, to walk in the buildings, and to eat with proper manners.
- Keep hands, feet, and objects to yourself.
- At all times get permission to speak or to leave your seat during classroom instruction.
- Use appropriate language and tones while speaking.
- Conduct an honest and morally pure lifestyle. Behavior is expected to be uplifting and God-glorifying.

Because school is a place of business—a place where we are all learning more about life and our responsibility in it—we feel strongly that each student must be diligently striving to accomplish these Classroom Guidelines. If students are not in control of their behavior patterns and/or are behind in their work, they may have to forego all privileges of an extracurricular nature: picnics, parties, field trips, athletic trips, etc. Privileges are for the responsible. Disciplinary actions and/or school suspension can and may occur depending on the severity of the situation.

Elementary School Course of Study

Christian Life Elementary School has a self-contained (kindergarten through fifth grades) classroom program with slight modification in the upper elementary (fourth and fifth grades) through the departmental division of a few subjects.

Declaration

The Bible is the foundational textbook to all our subjects of study. God’s revealed truth, the Bible, is a framework for all other common truths (i.e.. science, math, history, etc.). It is an integral part of all our studies and cannot be separated out of the so-called “secular” subjects. For all truth, whether revealed or common, is from God.

Bible

Instruction in Biblical principles for successful living is essential to building Christ-like character in our students. Daily instruction and practice is given to the power of prayer, the study of God’s Word and the living out of its truths, and memorization and recitation of Scripture. These are all of which are critical to a life of dependence upon God alone and His promises. (Romans 4:21)

Language

Students study the principles of correct spelling, sentence structure, parts of speech, penmanship, writing and speaking skills, and correct everyday usage of the English language.

Reading

A phonics-based approach to instruction in reading characterizes our program. Students are trained in recognizing and pronouncing the vowels, consonants, and their various combinations. This decoding process is combined with vocabulary enrichment, comprehension skills, and rate building.

Computer

Computer instruction is a part of our first through fifth grade program. Each classroom is equipped with computers for the staff and students to use. Teachers may also sign up to utilize the computer lab.

Art

This course is designed to give a basic understanding of art elements and art principles. The students are introduced to a variety of art techniques, through an assortment of fun projects and activities.

Mathematics

The study of numbers, their order, and dependability reflects the nature of our God. Students are heavily reinforced in the four major operations of arithmetic by speed drills, problem solving, and regular computation.

History

Instruction in God’s purpose for the family unit, communities, cities, colonial and general American history, and world history is given. Geography and basic map skills are also emphasized in this discipline.

Science

Appreciation for God’s intervention and control over His creation highlights the study of science at Christian Life. Life did not begin by evolution, but by a separate creative act of God. Students study basic concepts of the animal and plant kingdoms, the human body, astronomy, and energy.

Spanish

This program covers the four basic communication skills of listening, speaking, reading, and writing in the foreign languages. This curriculum integrates the textbook, Spanish videos, and an accompanying Spanish dictionary to assist student learning.

Music

Students will develop an appreciation and the effective vocal skills for worshipping the Lord. Basic concepts of music theory, rhythm, harmony, and instrument identification and function are studied. Students are also given an opportunity to perform various musical presentations throughout the year.

Band

Formal band instruction and performance is a part of our fifth grade curriculum. Students develop the basic skills of instrumental competence through daily practice and special concerts.

Physical Education

Keeping our bodies fit since we are the temples of God is the major emphasis of our physical education program. Students are aerobically challenged by our physical education program to develop endurance and agility through constant movement. Additional sporting skills are reinforced throughout the year.

Curriculum

The majority of our curriculum are Christian book publications. This curriculum has a “back to basics” philosophy emphasizing disciplined study, practice and review from a Christian perspective. We reserve the right to choose from the many publications available that coincide with our Christian philosophy of education.

Transferring Elementary School Students

Requests for transcripts must be made in writing to the Registrar, and must include the mailing address of the recipient. **ALL OFFICIAL TRANSCRIPTS** must be mailed.

Until satisfactory arrangements are made with the business office concerning financial obligations, report cards, transcripts, and any other official academic records will not be released. If outstanding fees exist, only a student’s health records will be forwarded.

Reporting and Grading Procedures

The purpose of our reporting system is to give parents a clear picture of the progress that has been made. Each child’s ability and aptitude, as far as it is known, is taken into account when grades are given.

The academic year is made up of four nine-week periods. The first nine-week report card is in conjunction with a parent/teacher conference. Mid-Quarter and Quarterly reports are sent home to keep the parents informed of their child’s progress. Students that may have “fallen” or shown signs of below average work will need the necessary attention from home and school to regain their academic standing.

The following grading scale is the basis of our grading system:

A	95-100%
A-	91-94.9%
B+	87-90.9%
B	84-86.9%
B-	80-83.9%
C+	77-79.9%
C	74-76.9%
C-	70-73.9%
D+	67-69.9%
D	64-66.9%
D-	60-63.9%
F	Below 60%

Elementary School Cheating

Cheating is obviously a serious infraction. The student will receive an automatic “zero” on their work, and parents will be notified. A repeated offense could result in being sent to the principal’s office.

Elementary School Homework

To aid the student in learning to be a disciplined person, we feel that homework is both necessary and vital. The work assigned to be done outside the classroom is not “busy work,” but a supplement to the regular classroom work.

As a standard “rule of thumb,” you may expect approximately 10 minutes of homework per grade level on a given homework night (e.g. 2nd grade= 20-25 minutes, 3rd grade=30-35 minutes, 4th grade=40-45 minutes.)

- Homework may be given three times per week.
- No homework is given on Wednesdays.
- Tests given on Thursdays are discouraged.
- “Limited” homework, if any, is given to grades K-2 on weekends.

See your child’s teacher for late work policy.

Elementary School Honor Roll

- **Principal’s Award** - This is awarded to students on a semester basis. A student must achieve a 97% -100% in all subject areas, except writing, to receive this award.
- **“A” honor roll** - This is awarded every Quarter. The student must receive A’s in all subject areas (excludes writing) or a combination of A’s and B’s with an average of 91% or higher. They are not allowed to receive a C in any area.
- **“B” honor roll** - This is awarded every Quarter. The student receive B’s in all subject areas (excluding writing) or a combination of A’s, B’s and C’s with an average of 86% or higher.

Elementary School Student Activities

Assemblies

Special assemblies will be held throughout the year featuring such special occasions as Homecoming, Christmas, awards (end of the year), and fund-raising prize opportunities.

Athletic Events

Elementary students are welcome to attend after-school sporting events, **but a written note from the parents must be in their possession.** If the student does not have an accompanying note or is wandering about the school during the event, he will be ushered to Extended Care, where he will remain until he is picked up by an adult.

Chapel

First through fifth grade students will attend chapel every Friday. Special topics presented by our elementary chaplain, principal, staff, and special guest speakers help challenge our students to a deeper walk with Christ. Chapels are an integral part of our school’s curriculum; therefore, attendance is expected. Teachings are based on the Word of God. Denominations will not be taught, however, students will be exposed to various forms of worship and prayer.

Class Parties

Parties are encouraged for our students on Thanksgiving, Christmas, Valentine’s Day, Easter, and the last day of school. Halloween is not a holiday that is observed or celebrated. However, the Harvest theme is stressed during October and November. These parties are at the end of the school day and last no longer than one hour.

Field Trips

In connection with the regular classwork, one major field trip for each grade is planned. One or two local field trips may be taken throughout the year. Dress code is to be observed. (Exception: special recreational event.) Bus transportation may be offered by the school on occasion, however, it is often necessary to request parent drivers.

Musicals

Throughout the year, various types of musicals will be presented by different grade levels (1st/2nd grades; 3rd/4th grades; 5th grade). Parents, family and friends are invited to attend. Parents are always welcome to help.

Pictures

Pictures are taken of all students each fall for school records and yearbooks. Students are given the opportunity to purchase copies of these pictures if they wish. Additional pictures are taken in the Spring for purchase as well.

Spirit Week

In conjunction with Homecoming weekend, students will dress according to the theme for each day. Students will attend the regal King and Queen Coronation the last day of Spirit Week and be treated to the best in pomp and circumstance.

After School Sports / Activities

There is limited opportunity for elementary students to participate in school-sponsored activities. The programs available include: chess club, indoor track, soccer, basketball, volleyball, and flag football.

Christian Life Middle School and High School

MS/HS Attendance

Regular attendance is absolutely necessary if the student is to achieve success in school. It is important for the student's academic well-being, as well as cultivating proper occupational responsibilities.

According to the Illinois School Codes, it is the right of every child, whether attending a public, private, or parochial school, to receive an education. All students ages 7-16 must, by law, attend school daily. Students missing more than 10% of the scheduled school days for the academic year are considered truant.

Truant means a child who is subject to compulsory school attendance and who is absent without cause for a school day or portion thereof. (Ill. Rev. State. 1986 Supp., Ch. 122, par. 26-2a).

Chronic or Habitual Truant means a child subject to compulsory school attendance and who is without valid cause from such attendance for 10% or more of the previous 180 regular attendance days (Ill. Rev. State. 1986 Supp., Ch. 122, par. 26-2a). (18 days in a 12 month period)

Parents who are permitting students to be absent from school without valid cause are subject to punitive action by the courts.

Truancy is defined as:

1. After arrival at school, any absence from an assigned area without teacher permission, approval of the principal or his appointee.
2. Avoidable failure to arrive on school grounds as scheduled without permission from the principal or his appointee and without knowledge of a parent or guardian.
3. Any unreported absences.

Therefore, upon continual absences or tardies of a student, it becomes the school's responsibility, by law, to follow up with the family regarding the reason or cause of the absences. If, after notification to the parent, there appears to be no valid cause for continual tardies or absences, and this pattern continues, CLS may be required to contact an appointed truancy officer to intervene in the situation, upholding the laws and code regulations regarding school absentees, according to the Illinois School Code booklet.

We request that ALL absences (even partial day) be phoned into the office before 8:00 a.m. on the morning of the expected absence. The parent/guardian must call and state the reason for the absence. Not calling will automatically render the student as "unexcused". Upon the parent call, the administration will determine if an absence is excused or unexcused.

Students who are gone just part of the day (partial absence) are required to see teachers in the classes they missed in order to turn in homework and discover what will be required the following day; this should be done prior to leaving the school on the day of absence. In the event of a serious illness or absence longer than four days, a doctor's note is required. In such case, students will be given 1 day, per day absent, to make up any outstanding course work.

Examples of unexcused absences include among others: AWOL from school grounds, baby-sitting, shopping trips, hair appointments, student employment, or any other activity which may be dealt with outside CLMS/CLHS normal school hours. All unexcused absences will warrant a zero on due assignments, or another academic penalty determined by the instructor. In the case of college visits, the student must submit to the office, an appropriate validation of the visit. (i.e. school seal, stamp, admissions personnel, etc.)

Christian Life Middle and High School policy limits the number of days a student may be absent from any particular class in a given semester without some resulting punitive consequences (being dropped from the course for the semester). That limit is 12 days per semester, and applies to both excused and unexcused absences, as well as suspensions. Students exceeding 12 days absent in a given course will be dropped from the course. An appeals process may be granted for extreme circumstances. Parents who schedule vacations over school days place students in jeopardy of exceeding our limit.

Leaving Early: For the safety and protection of the students, when students leave early for any reason, we would ask for a parent note or phone call ahead of time. For all middle school students leaving early, it is still necessary for parents to sign them out. Failure to do so may result in a detention.

MS/HS Tardies

A student is “tardy” when late to school in the morning, or late to his next class, following the passing time, between classes. Students are allowed five minutes to pass between classes and are expected to be on time to their next class. Students not arriving inside classrooms prior to the late bell will be counted as tardy. An excessive amount of tardies and absences may be sufficient cause to retain a student from advancing grade levels, and/or possible dismissal.

Every Tardy = 30 minutes consequence after school in study/detention hall, with two days to serve. ALL unserved consequences become detentions.

Saturday Detentions = two hours served on Saturdays (8:00-10:00 am) with \$5.00 fee.

MS/HS Attendance Procedures

Attendance is taken each period of the day.

Excused Absences: Class work missed due to the excused absence may be completed for full credit. As always, a parent or guardian should verify by phone with the office by 8:00 a.m. whenever a student is going to be absent.

Unexcused Absences: Students absent from a class period with no parental notification are “absent unexcused.” No credit will be given for class work that is missed on an unexcused absence. The student will be called to the office upon their return to school. The student will be given opportunity then to validate their absence. If a call and explanation are received from the parent, thereby legitimizing the unexcused absence, the student will receive from the office an “excused absence”. The student is then responsible to take the excused pass to each faculty member involved to get their absence corrected. Any class work having been missed at that point may be completed for full credit. Those students unable to validate their unexcused absence will receive from the office ONE DETENTION FOR EACH PERIOD MISSED! If a student who was “absent unexcused” the day before, shows for class but has no excused pass the teacher will send the student to the office immediately to clear up the confusion. The student will return from the office with either an excused pass or a detention.

Unexcused Tardiness: Every time a student is tardy to a class he/she will receive a 30-minute consequence after school. Students should report to the consequence monitoring room at 3:05 and be prepared to stay until 3:35 p.m. The student will have the date of the tardy or the next day in which to serve the consequence allowing for special arrangement of transportation. If the consequence is not served within the two day deadline, the consequence will become a Saturday detention. Tardies that are not health related or of an emergency nature are considered unexcused tardies. Students should report to the classroom, not the office. All unexcused tardies in excess of ten minutes are considered unexcused absences; students should report to the office in this case.

Excused Tardiness: Students who are tardy who claim to have a legitimate reason for being late but have no pass should be sent to their previous teacher or to the office to get an “excused tardy” pass. Any teacher who accepts responsibility for a student’s tardiness should issue to the student an excused pass. A tardy may be excused by the office should the office receive a call from the student’s parent verifying the health related or emergency nature of the tardiness. A student with an excused pass may enter a classroom at any time during the class period. A teacher receiving an excused pass will hold the student accountable to the five-minute passing limit. Please note that it will be the student’s responsibility to get the parents to validate the tardy.

If a student accumulates more than 12 absences (excused or unexcused) in a semester they will be withdrawn from the course (with no credit). Be aware that there are only 90 classroom periods in a semester; missing as many as 12 of those periods constitutes a serious problem! Verified medical/dental appointments and absences while under a doctor’s care do count toward the limit. MEDICAL EXCUSES SHOULD BE TURNED IN TO THE HIGH SCHOOL OFFICE. Vacation days are counted as full absences. Extenuating circumstances—e.g. serious illness, death in the family, etc., will be considered on an individual basis by an administrative team committee.

MS/HS Makeup-Work

The school’s make-up classwork policy is divided into three parts: equal day compensation, multiple consecutive day, and unexcused absences. Please read each section carefully.

Equal Day Compensation—Students will be given minimally the number of days equal to the days they were absent to make up missed school work. This includes securing notes, taking tests and quizzes, and turning in homework when absence is excused. Full-day or partial absences due to funerals, sickness, unforeseen emergencies, college visitation by seniors (verification of college visit is required to excuse the absence), school music or sport activities, teacher-sponsored field trips, day-long medical/dental absences are all excusable.

Example: If a student is gone on Monday, the “work due” that day would be due on Tuesday. If the teacher is giving a quiz on Tuesday, the day of return, it may be taken that day or the next.

Athletes: Occasionally, athletes will leave school early to travel to a competition. The classes missed are excusable under the “partial day absence” policy. However, be sure to read this policy concerning when work is due, as some school work will be required to be turned in on the day of absence.

Multiple Consecutive Days—For absences such as vacation or when a student will be out of school for a predetermined extended time period, parents must notify the office at least one month prior to day one of the absence. Students are encouraged to see teachers ahead of absences for homework, and what may be required upon returning. Vacations do not warrant “excused” absences. Please keep in mind the 12-day absence policy. Verification of college visit is required.

Unexcused Absence—Students will receive no credit and automatic detention for each class period missed, and the work missed may still be required to be submitted to teachers upon returning to school. Students receive one detention for each period of an unexcused absence.

MS/HS Homework

Homework is an integral part of Christian Life Schools and is assigned to aid students in learning self-discipline and to advance their studies. Homework is considered to be both vital and necessary for the school day as well as to prepare students for the demands of higher education.

Homework can be expected each night. No evening is exempt from homework. With respect to Wednesday night church, major projects and tests on Thursdays will be limited. However, assignments and quizzes are still permissible. Failure to complete homework could result in no academic credit.

We request parents of high school students to weigh the wisdom of allowing their son or daughter to work weeknights or overextend themselves with social activities during the school year. It often becomes difficult for students to achieve academic excellence when attempting to hold a part-time job, remain active in numerous activities, and handle CLS classwork demands. It is more difficult to place a student in college, the military, or a worksite if a mediocre academic transcript exists upon graduation.

Academics

Academic excellence is a time-honored tradition at Christian Life Schools. The school provides a course of study, approved by the state of Illinois, in a Christ-honoring atmosphere. The curriculum and graduation requirements exceed those of the Illinois State Department of Education. Standard school textbooks from a variety of publishers are used. As quality Christian school texts become available, they are incorporated into the curriculum. Students are taught to consider all materials in the light of God’s Word as we strive to complement and build upon what the home and church teach. A more detailed outline of our academic course offerings may be found in the Curriculum and Planning Guide.

Curriculum and Planning Guide

The Curriculum and Planning Guide is available to high school students through their high school counselor. This book is designed to help students and parents together with teachers, guidance counselors, and the administration, plan the best possible program for each Christian Life student. It contains all of the curriculum departments the high school offers, a content description for each course, duration of the course, and the credit value of the course.

The guidance staff is available to help students with any and all concerns in regard to scheduling an educational program. Please feel free to consult with the faculty, guidance counselors or administration.

Academic/Behavioral Probation

All new students to Christian Life School are automatically placed on an academic and behavioral probation for a minimum of one semester. **Academic probation** requires the student to maintain a “C” or better average in all coursework. If the student does not maintain this average, CLS reserves the right to adjust individual schedules, or dismiss the student. **Behavioral probation** requires that all students must adhere to the expectations covered in the student Code of Conduct.

Middle School

All students’ first semester grades are scrutinized in early January. Second semester academic probation will occur for students whose grades are poor. Parents are notified in writing in January of the probationary status. Final course grades in June will determine if the student will progress to the next grade level, be retained, or be required to attend summer school or tutoring. **ANY YEAR END FAILING GRADE IN GRADES 6, 7 OR 8, IN THE “CORE” ACADEMIC COURSEWORK, WILL REQUIRE MANDATORY SUMMER SCHOOL OR TUTORING BY A CERTIFIED LICENSED TEACHER.**

High School

All incoming freshmen are automatically placed on an academic and behavioral probation for a minimum of at least one semester. **Academic probation** requires the student to maintain a “C” or better average in all coursework. If the student does not maintain this average, CLS reserves the right to adjust individual schedules, or dismiss the student. **Behavioral probation** requires that all students must adhere to the expectations covered in the student Code of Conduct. The accumulation of more than 4 detentions, may warrant immediate dismissal.

Students in grades 9-12 may be placed under academic probation due to poor grades. If a student does not achieve a minimum grade of 60% each semester in coursework, he/she must repeat the entire semester of the failed class(es) or enroll in a summer school program.

Students warranting any form of disciplinary action may be placed on behavioral probation before they are allowed to return to school.

Middle School Course Requirements

The Christian Life Middle School is composed of grades 6 through 8. The basic framework of the program pivots around a small, select team of teachers who work with the students at each of the three grade levels.

Studies have proven that students at this age level thrive both academically and socially when given more personalized attention. Thus, a team of primary teachers give instruction on all of the core subjects.

The middle school concept slowly transitions the students from the “self-contained classroom” of elementary school to the rapid classroom and teacher changes they will face in the high school. Five core academic subjects are taught which include Bible, Social Studies, Math, Science, and English/Literature. Physical Education and electives are incorporated into their weekly schedules.

6th GRADE

Core Classes

Bible
English/Literature
General Math
Integrated Science/Health
New World Geography
Physical Education

Elective Choices

Art
Band
Choir
Spanish

7th GRADE

Core Classes

Bible
English/Literature
General Math/Pre-Algebra
Integrated Science
World Geography
Physical Education

Elective Choices

Art
Band
Choir
Computer Keyboarding
Spanish

8th GRADE

Core Classes

Bible
English/Literature
Pre Algebra/Algebra 1*
Integrated Science
US History/State & Federal Government
Physical Education

Elective Choices

Art
Band
Choir
Computer Keyboarding
Spanish

Acquiring a solid foundation in math skills is essential to future success in higher level math courses that are required for graduation. As a result, placement in 7th and 8th grade math is determined at the end of the previous school term. The decision is made by the previous year’s math teacher, the guidance counselor, and the middle school principal. The decision is based on semester two academic progress, the semester two placement test (final exam), and teacher recommendation.

*By taking Algebra 1 in 8th grade, students are on track to go into Algebra 2 in 9th grade, Geometry in 10th grade, Trigonometry/Pre-Calculus in 11th grade, and Calculus in 12th grade. They **will not receive credit on their high school transcript** having taken the course in middle school. This does, however, afford them the opportunity to be on track to take Calculus by their senior year. This tracking is recommended for students who plan on a possible math intensive major in college (Ex. Engineering, pre-med or pre-vet). Students can re-take Algebra 1 in 9th grade, if a better high school math foundation is deemed necessary by the 8th grade math teacher and guidance counselor.

8th Grade Promotion Requirements

All eighth grade students must pass all core subjects and the Illinois and US Constitution tests to participate in the eighth grade promotion ceremony. Any middle school student failing a core subject for the year must repeat the course over the summer to be promoted to the next grade level.

High School Graduation, Course And Credit Requirements

A Christian Life High School diploma will be granted to all full-time students who have met Christian Life Schools' graduation requirements. To be eligible for graduation, students must earn 28 credits. These credits must be accumulated in grades 9 through 12.

Christian Life High School students can pursue either a minimum requirement or a college preparatory program:

Minimum Requirement Program

BIBLE	4 years	4.0 credits
LANGUAGE ARTS	4 years	4.0 credits
MATHEMATICS	3 years	3.0 credits
SCIENCE	2 years	2.0 credits
SOCIAL STUDIES	3 years	3.0 credits
HUMANITIES	2 years	2.0 credits
(Visual Arts, or Performing Arts)		
PHYSICAL EDUCATION/HEALTH	3 years	3.0 credits
ELECTIVES	7 classes	7.0 credits
		TOTAL CREDITS: 28

Recommended College Preparatory Program

BIBLE	4 years	4.0 credits
LANGUAGE ARTS	4 years	4.0 credits
*MATHEMATICS	*3 or 4 years	*3.0 or 4.0 credits
*SCIENCE	*3 or 4 years	*3.0 or 4.0 credits
SOCIAL STUDIES	3 years	3.0 credits
FOREIGN LANGUAGE	2 years	2.0 credits
VISUAL/PERFORMING ARTS	2 years	2.0 credits
PHYSICAL EDUCATION/HEALTH	3 years	3.0 credits
**ELECTIVE	**2 or 3 years	**2.0 or 3.0 credits
		TOTAL CREDITS: 28

*4 credits of Math and 3 credits of Science or 3 credits of Math and 4 credits of Science.

**Elective requirements will depend on the number of Math and Science credits earned.

Bible Requirement

CLHS Bible class is required each year for full time students. Exemptions allowing home school Bible will be considered for any schedule that requires 7 academic classes (excluding PE and teacher's assistant). Transfer students need only to take Bible for each semester they are enrolled at CLHS. It may be possible for transfer students to graduate from CLHS with less than 28 credits if the school from which they transferred did not have a 7-period day.

Commencement Requirement

Each semester of coursework passed earns .5 credit toward the 28 needed for graduation. Coursework in high school must be passed by semester or repeated, either the following school year or in summer school. **All** coursework must be successfully completed to participate in graduation ceremonies. Any outstanding coursework must be completed by September 1 to receive either of the Christian Life High School diplomas.

Diplomas

CLHS requires a minimum of 28 credits to receive either of the following diploma types:

- Christian Life High School Diploma—students must be enrolled with CLHS on a full-time basis both junior and senior years.
- Christian Life Home Education Diploma—students who are enrolled with CLHS part-time during any part of their junior or senior years.

PE Requirement

All students are to be enrolled in PE for a minimum of 5 semesters plus 1 semester of Health unless any of the following conditions exist: medical exemption, a CLHS junior or senior athlete, a junior or senior cheerleader, first period enrollment in driver education, a junior or senior high school sports manager, a PE assistant for elementary or middle school, or a senior class scheduling conflict exists. Full-time CLHS students CANNOT choose home education PE which is only reserved for part-time students.

Recommended High School Programs

Students normally take seven (7) academic courses in a school year. Following are suggested formats for either a minimum requirement program or a college preparatory program:

Minimum Requirement Program

9th GRADE

1. Bible
2. Freshman English
3. Algebra 1
4. Biology
5. PE/Health
6. Visual or Performing Arts
7. Elective
7. Elective

10th GRADE

1. Bible
2. Sophomore English
3. Algebra 2
4. Physical Science
5. US History
6. PE
7. Elective
7. Elective

11th GRADE

1. Bible
2. Junior English
3. Geometry
4. World History/
Contemporary World Studies
5. PE or Sport
6. Foreign Language
7. Elective

12th GRADE

1. Bible
2. Sr. Advanced Composition/
Public Speaking
3. American Government/
Economics
4. PE or Sport
5. Elective
6. Elective
7. Elective

College Preparatory Program (H) - Designates Honors Course

9th GRADE

1. Bible
2. Freshman English (H)
3. Algebra 2 (H)
4. Biology (H)
5. PE/Health
6. Foreign Language,
Visual or Performing Arts
7. Elective

10th GRADE

1. Bible
2. Sophomore English (H)
3. Geometry (H)
4. Physical Science (H)
5. US History (H)
6. PE
7. Foreign Language,
Visual or Performing Arts

11th GRADE

1. Bible
2. Junior English (H)
3. Trigonometry or Pre-Calculus
4. Chemistry (H)
5. World History (H)
6. PE or Sport
7. Elective

12th GRADE

1. Bible
2. Sr. Advanced Composition/
Public Speaking (H)
3. Pre-Calculus or Calculus (H)
4. Anatomy & Physiology (H)
or Physics (H)
5. American Government/
Economics
6. PE or Sport
7. Elective

Driver's Education

CLHS offers a state-approved Driver Education program which is one semester long and repeats Semester II. It may be taken in conjunction with PE class if taken during 1st hour.

Teacher's Assistant (T. A.) Program

This allows a student to be a teacher's assistant for one period in their schedule. Students are limited to four semesters T.A. experiences during their 4-year high school career. Grades will be on a P=Pass, F=Fail, scale only.

Internet Distance Learning

Internet distance learning to earn high school credits is offered to meet alternative education needs.

Grade Point Average (GPA)

Christian Life High School awards "grade points" each semester for final semester grades. The value ranges from 0 to 5 points. (See following chart.) A cumulative GPA is available from the guidance counselor at each semester's end as a student progresses through high school.

Grading Scale

Below, you will find “academic conversion” charts for our classes based upon percentage (%), letter grade (LG), and grade point average (GPA). The chart on the right is for “weighted coursework” such as advanced science or advanced math classes which are given additional credit due to their difficulty.

(Non-Weighted)			(Weighted)		
%	LG	GPA	%	LG	GPA
95-100	A	4.0	100.1-110	A+	5.0
91-94.9	A-	4.0	95-100.0	A	4.0
87-90.9	B+	3.0	91-94.9	A-	4.0
84-86.9	B	3.0	87-90.9	B+	3.0
80-83.9	B-	3.0	84-86.9	B	3.0
77-79.9	C+	2.0	80-83.9	B-	3.0
74-76.9	C	2.0	77-79.9	C+	2.0
70-73.9	C-	2.0	74-76.9	C	2.0
67-69.9	D+	1.0	70-73.9	C-	2.0
64-66.9	D	1.0	Below 60	F	0.00
60-63.9	D-	1.0			
Below 60	F	0.00			

Honors Class Qualifications

Selected coursework at CLHS has an optional honors section tracking. Students who are allowed to enroll receive additional academic credit added to their final semester averages. In order for a student to be considered, the following must be met:

1. Initial Academic Criteria per Curriculum and Planning Guide

Students must have achieved a minimum of between 75-91% in the most recent semester(s). (This minimum varies by subject.) Please refer to the Curriculum and Planning Guide for the subject of interest.

2. Departmental Criteria

- A student who has a positive attitude and who has a desire to learn.
- A student who completes all of his work to the best of their ability.
- A student who is a positive influence on their classmates.
- A student who is organized, prepared and on time without excessive absences.
- A student who disciplines themselves academically, through work and study.

The guidance counselor will place a student in an honors-level course based upon the student meeting the above criteria and teacher recommendation. Students who qualify for honors sections will be required to maintain acceptable academic averages to remain in them.

Non-qualified students may submit a **written appeal** by completing a form and submitting it to their counselor. Students whose appeal is upheld will be required to sign an **honors course probation** form which will set requirements and expectations for the student on appeal to remain in the honors section. Probation must be met for each grade report period or the student will be withdrawn.

Weighted Grade System

In our honors class sections, students who achieve a “C” or higher will be awarded 5% added to their semester class final average. An award of 10% is added similarly to students in Anatomy & Physiology, Physics, Spanish 4, Pre-Calculus, and Calculus. No home education coursework will receive honors status or weighted credit.

Class Ranking

At each semester’s conclusion, final course percentages are averaged and a listing is created from the top student down in descending order. This establishes a numerical ranking for each student among his peers within a class.

Progress Reports

The office will mail home an academic cumulative progress report at intervals during the school year. During Semester I, the mailing will occur after weeks 4, 8 and 12, and at the conclusion of the semester. Semester II’s reports will be mailed after weeks 5, 10 and 15, and at the semester conclusion. An academic printout for any class can be secured by requesting it from the student’s teacher anytime.

Online access anytime to parents and students to view grades and assignments is made available through our K-12 Planet internet-based program PowerSchool at: ps.clschools.org/public. Contact the school office for a user ID and password.

Final Exams/Final Exam Exemption

All 9th, 10th, and 11th grade students are required to take Semester I & II final exams, which weigh 20% of the semester average. Semester I final exam exemption can occur only for seniors who have a cumulative unweighted average of 95% or greater in a class which is only one semester long (i.e. Health, 12th Composition, Government). Attendance has no bearing upon final exam exemption.

Semester II seniors with a cumulative average of less than 60% (F) will be required to take the Semester II final exam during normal final testing periods. All other seniors who are passing their coursework when finals begin need not take them.

Add/Drop Courses

Students may choose to add a class within the first three weeks only of the start of any new semester. A class may be dropped only up to one week after receiving a semester's first progress report. A decision to drop a class beyond this deadline will result in a withdrawal placed upon the student transcript and no academic credit.

AP/CLEP

Students, as seniors, can participate in two programs which can earn them college credit or course exemption.

Advanced Placement Testing (AP)

More than 20 national subject exams are offered for college credit on our campus during the first two weeks in May. Our counselor will proctor them and acceptable scores can earn academic credit from most colleges.

College Level Entrance Placement Exam (CLEP)

Rock Valley College is the regional center for this testing which can award college credit. Typically, the testing is every other month at RVC, and information is available in our counseling offices.

ACT Preparation at CLHS

A spring, 21-hour preparation series of classes are offered for juniors who plan to take the June ACT test. The dinner hour sessions are conducted by our faculty and a fee is required.

Permanent Records

Transcripts

Requests for transcripts must be made in writing to the Registrar, and must include the mailing address of the recipient. **ALL OFFICIAL TRANSCRIPTS** must be mailed.

Until satisfactory arrangements are made with the business office concerning financial obligations, report cards, transcripts, and any other official academic records will **not** be released.

Work Study

With prior approval by school administration, occasionally students are placed in a meaningful employment training program to further their college and career goals. These students typically report to their place of employment during the regular school day. A "P-Pass" grade and elective course credit can be earned and will be reflected on the official transcript as "Work Study" credit, provided all criteria have been met.

Repeated Coursework

Anytime a student completes a semester of any class, even if repeated, **both** final grades remain on the official transcript reflecting accurate academic history. Both final grades earned are included in determining GPA and class rank.

Although rare, a student may choose to retake a class that has earned a passing grade of "D" in order to improve the grade to open future options. While both final grades earned will be noted on the transcript (percentage and letter grade), credit earned **will only be noted once** for the higher grade.

College Coursework

Christian Life High School participates with Rock Valley College in the awarding of both college and high school credit for the same class (known as dual credit). Dual credit classes are taught at CLHS by our faculty; there may be no additional costs to the student. College coursework taken on the RVC campus does incur RVC tuition costs in addition to CLHS tuition.

- Non-adult education courses which meet for a full semester or summer session can earn high school credit, once an official transcript is received from RVC.
- One semester of RVC coursework = 1 semester of CLHS credit regardless of credit hours earned.
- Conversion of a RVC course transcript to a CLHS transcript will reflect identical GPA and letter grade. The course percentage is determined by adding either 5% or 10% to the mid-range percentage for that letter grade. (1-2 credit courses receive 5%, 3-5 credit courses receive 10%. This grade weighting is only offered for final grades of "C" or better.)

Transfer Students and CLHS Transcript Conversion

A student desiring to graduate from Christian Life High School must complete a minimum one year enrollment as a full-time student. No senior transfers will be accepted at mid-year. Consideration will only be granted to those students relocating from outside the Rockford and surrounding geographical area.

Students who transfer with Home Education or Institutional semester grades will have them scrutinized by our Academic Dean and Registrar to validate them for our permanent records and credits earned toward our diploma. Students who transfer into CLHS after having completed coursework will have their classes and final semester percentages listed verbatim on our transcript. CLHS' transcript program operates on a "percentage" system as our students earn both a final percentage and letter grade each semester.

Coursework that is not scored by an accredited institution or is home/parent scored will receive credit toward graduation, but will not receive a letter grade. Student will receive "P" Pass only on transcript.

Students who transfer and have only letter grades to submit to us, can expect the following on our transcript:

- All letter grades will be issued a percentage that is the mid-range for our letter grades/percentage scale.
- Courses received which are honors classes, will be designated with an "H" on the transcript to denote an honors class was taken, but we will not add +5% or +10% to them as we assume the student's prior high school has weighted the class.
- Although 28 credits are typically required to graduate, a transfer student can do so with less credits earned. This is justified if their former high school does not have a 7-period day. Missing Bible classes are not required to be recouped by transfer students.

Upon a current CLS student transferring to another private or public school, if outstanding fees exist, only a student's health records will be forwarded to the school to which the student is transferring. If the student has no outstanding fees with CLS we will forward an official transcript of the scholastic records of the student transferring.

Academic Awards

Honor Roll

At the end of first semester, an academic honor roll is compiled according to the percentage scale. The list will include CLS students in grades 6-12 and will be made available in the office. Honor Roll lists reflect the averaging of all course percents for each semester.

High Honors

Academic percent average of 95% or higher and no individual percent lower than a 91% constitutes high honors.

Honors

Academic percent average between 85-94% with no individual class grade less than 80% will be classified as honors.

Valedictorian/Salutatorian

The top two academic students will be honored on graduation night as a result of finishing first and second in cumulative percent average for all high school academics. The #1 and #2 academic students will not be declared until after Semester II final exams are taken in the senior year and final ranking is determined through 8 semesters. If candidates are within .02% of each other, the honor will be shared.

Transfer and "Home Educated" students must complete 4 full-time semesters, prior to their 8th semester, at Christian Life High School to be eligible and considered for full academic honors. If less than 4 semesters are completed, they are eligible at best, to share the award with a CLS student for "co-winner" honors. This is done by ranking the new student with current students. If the new student ranks ahead of the top one or two fellow students, the new student and the fellow student are declared co-winners. This is done to help keep the integrity of the academic honor for existing students while not penalizing the new student (or home school student) who will not achieve the minimum 4 full-time semesters in attendance. In the event a "co" is named for our Valedictorian, no Salutatorian will be named for that graduation class.

National Honor Society

Christian Life High School has a chapter membership in the National Honor Society. The objective of this chapter is to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote worthy leadership, and to encourage the development of character in all students of the high school. Membership in this chapter is based upon scholarship, service, leadership, character, and spirituality. Students are selected for nomination into the society by the faculty.

To be eligible for election into membership, the candidate must:

- Be a junior or senior;
- Have **completed a minimum of two full-time semesters at CLHS** or through CLHS-approved home education programs;

- Achieved **at least an 87.5% cumulative average** through four (juniors) or six (seniors) full academic semesters, with all academic credits having been earned (completed transcripts must be on file for students to earn candidate status);
- Submit a **30 or more documented hours of service** since the start of freshmen year (service hours must be obtained from a minimum of four unique sources – see NHS brochure for specifics);
- Submit **typed and signed candidate application** itemizing leadership demonstrated;
- Provide **two letters of recommendations** (home education applicants need five) from either a pastor, employer or non-NHS faculty member.

Students should check with their guidance counselor to request a copy of the NHS brochure to familiarize themselves with all requirements. Qualifying candidates make application for membership in November and if accepted, become inducted in December.

High Honors

This academic honor is awarded and/or recognized at commencement. After eight semesters, a student must have a cumulative GPA of 3.75 or higher to receive the gold cord.

Eagle Scholar

This academic honor is awarded and/or recognized at commencement. After eight semesters, a student must have attained a final GPA of 4.00 or higher to receive a medallion.

Departmental High Honor Color Cords

This academic honor is awarded and/or recognized at commencement. A student must have maintained 91% or higher each of eight semesters. The student must have earned four credits in the department and must have been in attendance at CLHS in 11th and 12th grade. Additional requirements per department include:

Bible (purple) – a minimum of two credits must be earned in the CLHS Bible curriculum

English (royal blue and white) – all four credits must be earned in honors sections

Foreign Language (red and yellow) – no additional requirements

Math (red) – four credits in the math curriculum with calculus being the highest level of math completed (home education math coursework is acceptable if the student is successful in calculus)

Performing Arts (green) – all four credits must be in either vocal, instrumental, or theater; no combinations

Physical Education (orange) – all four credits must be earned at CLHS, not through home education or PE waivers (includes health)

Science (dark blue and light blue) – four credits earned in science curriculum with physics or anatomy being the highest level of science completed; all credits must be earned in science classes with accompanying labs (home education coursework does not qualify due to lack of labs)

Social Studies (white) – four credits earned in the social studies curriculum with a minimum of one credit earned in an honors section and world history must be one of the courses taken (credit can be earned in psychology).

Visual Arts (light blue) – four credits in fine arts and/or technical arts

*Note: College level courses receive dual credit with CLHS, and therefore, count toward the four credit requirements. Credits earned by transferring students also count toward these requirements as long as they meet the above criteria.

Department Awards

This academic honor is awarded and/or recognized at commencement. Each department award is based on eight semesters of academic performance. Certificates are awarded to the top senior (no ties) in the following departments: Art, Bible, English, Foreign Language, Mathematics, Music, Physical Education, Science, and Social Studies. Criteria for selection include: scholastic achievement (GPA) in the department, work ethic, attitude in the classroom, enthusiasm for the department subject matter, academic integrity, classroom leadership and Christ-like character, impact on the department, and a personal commitment to “striving for excellence.”

*Note: The selection of top senior does not necessarily have to come from the students who qualify for Departmental High Honor Cords.

Home Education Policies

Christian Life High School will only accept coursework from accredited educational institutions including other public and private high schools, two and four year colleges (remedial and college level coursework), and approved accredited home education programs for all students new to Christian Life High School or current CLHS students who need to home educate a course due to previous failed coursework or lack of room in their class schedule.

Once enrolled, Christian Life High School will accept **official transcripts** of home education coursework from the following curriculum scoring agencies:

American School - Lansing, IL

www.americanschoolofcorr.com

1-800-531-9268

- College Preparatory and General Programs
- Accredited by North Central Association of Colleges and Schools (NCA) and the Accrediting Commission of the Distance Education & Training Council
- Recognized by the Illinois State Board of Education
- Specific core course list approved by NCAA Clearinghouse

Alpha Omega Academy – Rock Rapids, IA

www.aoademy.com

1-800-682-7396

- Online (Switched on Schoolhouse) and Traditional (LIFEPAC) Programs
- Accredited by North Central Association of Colleges and Schools (NCA) and the Commission on International & Trans-Regional Accreditation (CITA)
- Member of the Association of Christian Schools International (ACSI)
- Courses approved for NCAA scholarship eligibility
- Specific core courses approved by NCAA Clearinghouse

ANY OTHER CURRICULUM MUST BE PRE-APPROVED BY ADMINISTRATION.

Unless enrolling as an incoming freshman, our CLHS Registrar must have a home education official transcript on file prior to the student beginning attendance.

- To earn a Christian Life High School diploma and receive class rank outright, a student must be enrolled with us on a **full-time** basis both the **junior and senior year** of high school .
- Students who opt to continue with us on a **part-time** basis will earn a Christian Life Home Education diploma and will **share class rank** with our full-time CLHS students.
- Students who opt to continue with us on a **full-time home education** basis will earn a Christian Life Home Education diploma but **will not receive class rank**.
- **GPA** will be available for all students once two semesters have been completed.
- Students acquiring more than **7 credits with “P-Pass”** for final grades are disqualified from receiving a class ranking.
- Juniors and seniors will pay our **full-time tuition** rate when they are taking part-time classes at CLHS or Rock Valley College and none at home.
- Home education of Physical Education to make room in schedules for needed coursework will follow the strict guidelines of the Regional Office of Education regarding **acceptable** physical education activities for academic credit.
- No home education coursework will receive honors status or weighted credit.
- Any student who attends CLHS part time during their junior or senior year while earning home education credit will receive a Christian Life Home Education diploma.

Guidelines for Conduct

At the start of each school year, each middle/high school student is given a handout of the following “Guidelines for Conduct,” which provides detail to the daily do’s and don’ts expected of all students. It is the student’s responsibility to become familiar with school guidelines. Expectations are as follows:

Dress Code

Follow the dress code as outlined in the school handbook. Students found to be non-compliant to the Christian Life Middle/High School uniform dress code will, upon their first offense, be issued a warning and be required to change their clothing until compliant. If necessary, the student will be sent home. Any classes or work missed during the student’s period of noncompliance will be treated as an unexcused absence. **A second offense in the same school year will warrant a consequence. Each offense thereafter warrants a detention.**

Mutual Respect

Student interrelationships should be characterized by mutual respect. No one should have to tolerate hurtful attacks on their self-esteem.

Vandalism

The Lord has been gracious to us in providing wonderful facilities. Students are expected not only to treat our physical complex with respect by not littering, but also to deter others from acts of vandalism and to notify administration of reckless offenses. If a student is responsible for items being damaged or lost, the student will be required to pay the replacement costs (For example: broken glass door, broken windows, damaged textbooks, or lab equipment).

Public Display of Affection

PDA between boyfriend/girlfriend will not be allowed.

Saturday Detentions

Saturday detentions are served on Saturday mornings 8:00-10:00 a.m. Double detentions are served immediately following at 10:00 a.m.-12:00 p.m. Students must be prompt. The only valid excuse for postponement of a detention to the following week is “Attendance at a Church/Youth Retreat” or “out of town (with parent).” **A \$5 FEE WILL BE COLLECTED FROM STUDENTS FOR EACH DETENTION THEY RECEIVE.** Student athletes having a practice or game scheduled on a Saturday will be required to serve the detention prior to any participation or representation with a team. Complete service of the detention is required.

Food/Drink in Lockers

Students should not have open beverages and/or snacks in their lockers. Open beverages and snacks will be confiscated by school personnel. Bottled water may be kept in a student’s locker but may not be carried from classroom to classroom.

Back Packs/Coats

They are not to be carried from class to class; they should be kept in lockers.

MS Extended Care

Morning Care - Middle school students, upon early arrival to school (before 7:45 a.m.), must report to the amphitheater and remain there under supervision until dismissal at 7:45 a.m.. Supervision begins at 6:30 a.m.

After Hours Care - Middle school students not picked up by 3:15 p.m. will be required to go to “After Hours”.

All families will be billed monthly for Morning/After Hours Care.

Electronic Devices

Students are prohibited from using electronic devices such as iPods, radios, CD players, TV’s, pagers, cell phones, etc. during the school day (8:00 a.m.-3:00 p.m.) If students bring these items to school, they must understand that they do so at their own risk. If seen, faculty and staff reserve the right to confiscate such items. All electronics are turned into and must be picked up from the school offices.

Cash

Students are advised not to bring large sums of cash to school with them. While the majority of our students are honest, law-abiding citizens, there have been enough instances of theft in the past to remind us that all of our students are not.

Rough-housing

Students involved in “rough-housing” will be sent to the office.

Library

Take no books from the library without following standard check-out procedures.

Card Playing

Students are not permitted to play cards during the school day (8:00 a.m. - 3:00 p.m.)

Campus Restrictions

Students are to remain on the school grounds continuously from the time of initial arrival to the time of departure for the day, unless permission to leave is granted by the high school office.

Senior Off-Campus Lunch

Students at CLS have several lunch options available to them including sack lunches, complete salad bar, ala carte or hot lunch. Tickets for hot lunch and milk can be bought in the office. Microwave ovens are available for student use. Debit cards can be used to purchase items from the ala carte line. The cafeteria will be monitored by staff during each lunch period and attendance is taken.

Student Guidelines:

- Volume should be kept at an appropriate and reasonable, indoor level.
- Students are responsible to pick up their eating area before being dismissed.
- Students are expected to respond to kitchen staff in an appropriate and respectful manner.
- Students receive a detention for skipping lunch and a second detention for leaving the school campus without permission.

After School Activity

High school students are not allowed in the building (other than the north lobby and the commons area) after 3:30 p.m. unless they are here for a practice or supervised activity. Students are not allowed in the playground area, including the basketball courts (near the playground area) from 6:30-8:00 a.m., from 11:30 a.m.-12:30 p.m., or during the after-school extended-care hours from 3:15-5:30 p.m. when the playground is in use. **Students in the building or other restricted areas (including the church) after 3:30 p.m. without a pass will be given a warning the first time. The next time he/she will be given a detention by the office. STUDENTS SHOULD NOT "HANG OUT" ON WEDNESDAY NIGHTS WAITING FOR CROSS CURRENT TO BEGIN.**

Hall Passes

It is essential for students to have a Hall Pass whenever they are in the hallways between classes. Office Assistants and Teacher Aides will have special identification. Seniors (or part-time students) who start late and/or finish early are not permitted in the hallways between classes. They should wait quietly in the high school commons area until the next passing period. Students who must travel in the halls during non-passing periods are required to have a signed pass in hand stating name, destination, the time the pass was written, and the signature of the authority figure who issued the pass. Passes are also required in order to travel to the elementary and church complexes.

Skipping Class

Students receive one detention for each period skipped. If a student skips an entire day, they receive seven detentions.

Serious Offenses

Students may receive double detention, in-school or out-of-school suspensions, or expulsion for more serious offenses. In most cases, students on suspension may complete homework, class work, quizzes, tests, and projects for half-credit (this is not an automatic 50%). This will be true for all suspensions regardless of the number of days suspended. All homework needs to be turned in the day the student returns to school (homework not turned in will receive 0%). Upon return, in-class assignments (quizzes, tests, projects) will be at the teacher's discretion to reschedule or ask the guidance counselor to proctor.

Cheating/Plagiarism

Students who cheat or participate in internet or any other form of plagiarism will be addressed, parents notified, receive a one-day out of school suspension, and receive a zero for the assignment. Upon a second incident, parents will be notified, the student will receive three days of suspension, and no credit for the assignment. If a second offense occurs in the same course as the first, the student will be dropped from the course. A third offense, (in any course) will result in dismissal from CLS.

Out-of-school Suspensions

A student will receive a day of out-of-school suspension with the receipt of four detentions in a 9-week period. Additional suspensions for each additional two detentions will be issued.

Unfinished Credits

Seniors with unfinished credits due at the time of graduation will NOT be allowed to participate in graduation exercises.

Student Drivers

Students who drive to school must register their vehicle in the office.

- Student parking permits are available to sophomores, juniors and seniors. Registration in the high school office is required and parking sticker must be displayed.
 - The cost of the parking sticker is a one time fee, at \$20.00 per student vehicle. A replacement fee of \$10.00 will be assessed to any student needing to transfer registration from one vehicle to another, or replace a vehicle sticker.
 - All students must be licensed and covered by insurance. The school is not responsible for the vehicle or its contents.
 - Students are not to park in faculty, visitor, or reserved areas. Park in the north lot only. Student must enter on Mulford Road and exit out the northeast or east exits of the school. Please DO NOT attempt to exit through the elementary playground lot. This IS NOT an acceptable route due to the safety of children.
 - All existing laws must be obeyed. Speeding and reckless driving will NOT be tolerated. Examples of reckless driving are: spinning/smoking tires, racing, doing donuts, driving too fast for conditions, carrying passengers outside the passenger compartment or driving in any manner as to be construed as reckless or negligent.
 - All vehicles may be subject to search if there is reasonable grounds to believe that drugs, alcohol, stolen property, or other contraband might be present in that vehicle.
 - Students are to observe speed bumps and not to exceed 10 m.p.h.
 - Violations of any of the above rules will result in suspension of driving privileges and/or possible additional discipline.
- Our facility is a high traffic area, and we have a constant flow of visitors, parents and children out on the premises throughout the entire day. So, please drive slowly and carefully.**

Contraband

Possession of fireworks, weapons, and other dangerous materials are not permitted on school grounds or school related activities. All items will be confiscated and turned over to parents and/or police. Persons in possession of such items or involved in their use will be suspended and/or expelled. Real or threatened acts of violence will not be tolerated.

Security

Security entrance into the middle/high school will be ONLY through the north lobby doors. Students should not block any other doors open. All outside doors are locked at all times.

Gum

Students MAY NOT chew gum.

Locks

Only locks purchased from the school are allowed on lockers. Each student is given two locks when he enters CLS. One lock for their main locker, and the second for their P.E. locker. If a lock is lost, a replacement may be purchased for \$5.00.

Lockers

Students are advised to keep their lockers locked at all times. Your hall locker and your P.E. locker may be inspected by authorized school personnel at any time. Christian Life Schools are NOT responsible for lost or stolen items. Students are to keep lockers neat and clean. No objectionable posters or photos are to be put on the doors. Students are not to exchange lockers.

Senior Pictures

Senior class pictures information is sent home during the summer. A copy of the picture to be used in the yearbook needs to be submitted to the office during the first two weeks of the school year.

Non-school Conduct

Conduct OUTSIDE of school does impact sustained enrollment at Christian Life Middle/High School.

Attitude

ATTITUDE IS OFTEN MORE CRUCIAL THAN VISIBLE ACTIONS. If a student's attitude begins to transmit an undercurrent of "glamorizing sin (or rebellion)" that student will be given the option of withdrawing from CLHS or submitting themselves to a behavioral contract which specifically "spells out" our immediate concerns. Behavioral contracts and students on probation are obviously closely monitored.

High School Randomized Drug Screening Program

Christian Life Schools holds to the policy of conducting monthly, random drug screening within the student body, grades 9-12. Agreement to this policy is mandated upon registration and enrollment acceptance.

Upon enrollment, parents must consent in writing to their son's/daughter's participation in a randomized drug screening program operated by a local medical facility which uses US Department of Health and Human Services approved procedures and laboratories. The sampling process is accomplished on-site with special care given to discretion and professionalism. Key components of the program include:

- Third party computerized randomization of monthly student list.
- Non-intimidating procedures insure modesty.
- Tamper-proof materials.
- Chain of custody protected (same nurse with one particular student, start to finish).
- Split-sampling makes it possible to run a second test if necessary.
- Sample processing done at USDHHS laboratory.
- Medical Review Officer (doctor) available (by phone) for follow-up consultations.
- Refusal by student to participate at the time of the randomized drug screen or tampering with the test sample constitutes a positive test.
- Forgoing the drug screen by admitting to substance abuse at the time of the test diminishes all consequences by one-half.

Consequences for positive tests are as follows: The use of tobacco in any form by Christian Life students is not permitted in or out of school. Student possession of any smoking paraphernalia including: matches, lighters, pipes, cigarette-making machines, and any other materials used in smoking will be subject to the following disciplinary action. (Additional penalties will be levied upon athletes. See CLS Athletic Code of Conduct.)

1st offense - One day out-of-school suspension, student conference and parent notification.

2nd offense - Three days out-of-school suspension and consideration for expulsion.

3rd offense - Expulsion.

Students agree to refrain from the use of drugs and alcohol. Any student who is apprehended with or under the influence of drugs, drug-related paraphernalia, or alcoholic beverages will be subject to the following disciplinary action. (Additional penalties will be levied upon athletes. See CLS Athletic Code of Conduct.)

1st offense - Ten days out-of-school suspension with parent notification and required substance abuse counseling course.

(Athlete suspended from all athletic activity for two weeks, carried over to next year if necessary.)

2nd offense - Expulsion.

Extracurricular Activities

Musical Groups

Pep Band/Marching Band as part of Band/Jazz Band.

A major musical production is done every spring. Tryouts are open to all students.

Other Extracurricular Activities

Spanish International Club (Grades 9-12)

Student Council (Grades 9-12)

Scholastic Bowl (Grades 9-12)

Missions Trips (Grades 9-12)

Worship Team (Grades 9-12)

Academic Eligibility For Extracurricular Activities

It is mandatory that all CLHS students have passed **all** classes in the previous semester to be eligible for participation in the spring musical, student council, worship team, and missions trips.

Athletics

At Christian Life High School, our athletic programs are extracurricular activities where those who excel in specific skills may continue to better themselves. Through competition, the programs benefit the physical as well as social and spiritual needs of the student.

Each athlete must pay a “sport fee” per sport season in which he/she chooses to participate during the school year. Athletes who have not paid this fee by the first competition will not compete. Athletes who are “cut” or who leave the team prior to the first competition, will be refunded their sport fee.

Students may participate and compete in any of the following interscholastic sports (Note – The following abbreviations are used to indicate competition at various levels: V-Varsity, JV–Junior Varsity, F/S-Fresh/Soph, F-Freshmen, and MS-Middle School).

Fall Sports

Football (boys) – MS, F/S, V
Volleyball (girls) – MS, F, F/S, V
Golf (boys & girls) – F/S, V
Soccer (boys) – MS, F/S, V
Cross Country (boys & girls) – MS, F/S, V
Cheerleading (girls) – MS, JV, V

Winter Sports

Basketball (boys & girls) – MS, F, F/S, V
Bowling (boys & girls) – JV, V
Cheerleading (girls) – MS, JV, V

Spring Sports

Baseball (boys) – JV, V
Soccer (girls) – F/S, V
Track (boys & girls) – MS, F/S, V
Softball (girls) – V
Bass Fishing (coed) – V

Athletic Philosophy

An individual’s worth and self-esteem should not rise or fall on whether or not God has given them great athletic abilities. Parents and coaches alike must understand that each player on a team is a unique creation of God. Each person must understand that individual contributions to the team can be in the areas of practice, encouragement, positive attitude, playing time, and team management, to name a few. A team member’s worth rests not in game time and statistics, but in efforts to make the team stronger and better.

At CLS, we seek parents and athletes who understand and support this position and will be proud **of the team’s accomplishments—not the individual’s**. Coaches, parents, and fans must help everyone to understand their role and to feel good about that role.

The overall competitive objective of Christian Life athletics is to develop individuals and teams to the best competitive level possible while training young adults to reflect Christ-like attitudes, responses, and discipline. At Christian Life, we consider it an honor for any individual to be a MEMBER of a team, whether playing time is heavy or extremely limited. This must be clearly understood by all individuals who participate in athletics at CLS. Several of our own coaches now share that they spent the bulk of their high school sports career “on the bench.” Thus, all who participate in our athletic program must understand that the true value for the student will not be measured in playing time or points, but rather in the grooming of Christ-like disciplines and peer-group unity.

May we also suggest that we as parents not try to “live out our unfulfilled dreams” through our children. Whether our child sees much game success or almost no game action, it is imperative that our role as parents be one of pride, support, and encouragement.

Grade Levels 4, 5, 6

At this level, skill development and game strategy are focused upon. Coaches will endeavor to include all athletes in interscholastic competition.

Middle School

At this level, the competitive aspect of sports is heightened. Cuts will be made if numbers of students trying out are excessive. Those who make the squad have no specific guarantees of game time. (This will be at the coach’s discretion.)

High School F/S / JV

The competitive aspect of sports at this level continues and intensifies. Cuts may occur. The sub-varsity objective is to develop players for their varsity years while still emphasizing that many players see action. We concede that situations may dictate limited or no action for some players during any given game.

High School Varsity

Varsity level coaches will assemble the most competitive team for successful participation in interscholastic activities. There are no promises made to any players about playing time. Athletes and their parents must accept their role as team players, realizing they are important and have obligations to the team, not to self.

Academic Eligibility For IHSA Sponsored Student Activities

IHSA sponsored student activities at CLHS include all listed high school level sports and the Scholastic Bowl.

Christian Life High School has chosen a pursuit of excellence above the minimum IHSA requirements; thus, the following CLHS academic eligibility requirements must also be met.

IHSA Academic Requirements:

- Each student should be passing a minimum of 20 hours per week. This translates to four (4) CLHS academic courses.
- **CLHS part-time home educated students** who wish to participate in grades 9-12 IHSA sports/activities **must enroll in at least one CLHS class and three (3) CLHS-approved home education curriculum courses.**
- Each student must be passing a minimum of 20 hours at the end of the semester, or they are rendered ineligible for the entire next semester.
- A student shall not have reached his/her 20th birthday during a given sport/activity season. If so, the student shall be ineligible for that sport/activity and any other future sport/activity.

CLHS Academic Requirements:

- Eligibility runs from Monday to Monday as a cumulative semester average.
- In order to be eligible to participate in any IHSA activity, **a student must maintain a minimum grade of 60% in each course** in which the student is enrolled.
- Any student failing to meet the 60% criteria shall be **suspended from contests for seven (7) calendar days.** During that week they may practice, but not participate in any contests. At the elementary and middle school level, student athletes who are ineligible may attend home contests but not away contests. At the high school level, student athletes who are ineligible may attend home contests and (at the coach's discretion) away contests. Student athletes who are ineligible may not wear their uniform while in attendance of said contest.
- A student rendered ineligible due to failing a class and receives permission to drop the course, will not be eligible until the next eligibility is run (the following Monday).
- **A student who has failed any course in a given semester is rendered ineligible to participate in any IHSA sport/activity for the entire next semester or** until that course has been successfully completed. Even if a student withdraws from a class with a failing grade past the drop deadline, the student is still rendered ineligible to participate the following semester. For example, if a course was failed Semester II and the course is successfully completed in summer school or summer home education, then the student will be eligible to participate in a Semester I sport/activity. (Freshmen are exempt from this for the first semester.)
- **Part-time Home educated students** must submit their grades **weekly on Mondays** to the athletic office for eligibility.

Academic Responsibility Of Student Athletes

Student athletes are informed in advance of athletic contest dates and times of dismissal by the printed sports schedule and the coach's instructions. It is the responsibility of student athletes to discuss with their respective teachers what information was missed due to athletic absence and to turn in and make up work in a **timely manner**. Informing teachers of pending absence and turning in work in advance of the absence is **strongly suggested**.

Athletic Code of Conduct

The mission of Christian Life Schools' athletics is to advance the Kingdom of God in the student athletes and also in the hearts of opponents, spectators, coaches, and officials. This code of conduct serves to keep all participants accountable for maintaining exemplary behavior both in and out of season. Each student receives a copy of the code of conduct during the opening week of practice.

Term of Duration

This code of conduct remains in effect from August 1 through July 31 of each year. **Consequences for violations of this code when a student is "out of season" or during the summer will be levied in the athlete's next season of competition.**

Attendance

It is mandatory for an athlete to attend a **full school day** (all classes in which he/she is enrolled) to participate in **practice or a contest**. A student who may be tardy to class (excused or unexcused) after 10 minutes grace period will be considered absent from class and will be rendered unable to practice or compete. Exceptions will be given only through the administration (Athletic Director, Principal, Academic Dean) for the following reasons:

1. **Funeral**
2. **College visit**
3. **Medical/ Dental appointments**
4. **School field trip**

Illness is **NOT** an exception unless a **written notice of doctor's OFFICE visit** is presented to the school during school hours (8:00 a.m. – 3:00 p.m.). "Sleeping in" the morning after a sporting event is also NOT an exception; if this occurs, the student athlete will not participate in the next scheduled practice or competition.

Any student serving an in-school (ISS) or an out-of-school (OSS) suspension is rendered ineligible to participate in a practice or competition through the completion of the suspension. The athlete will become eligible on the school day following the completion of the suspension. (i.e. Suspension is completed on Friday afternoon; student is eligible for practice/competition on the following Monday.)

Substance Abuse

The use or possession of alcohol, drugs, tobacco products, or steroids is strictly prohibited. If a student should be in attendance at a gathering where illegal activities are occurring, the student will be considered an active participant should he/she fail to leave the premises immediately.

Use or possession of any **tobacco product** will result in the following consequences:

- **1st offense:** During high school (or middle school) career: Athlete will be suspended from one week of competition.
- **2nd offense:** During high school (or middle school) career: In season, athlete will be suspended from remainder of the season. The suspension will be a minimum of 30 calendar days (Monday-Sunday) with remaining days levied to the next season. Out of season, the athlete will be suspended for 30 days of the next sport season with a minimum 3-contest suspension.
- **3rd offense:** Expulsion.

Use or possession of **alcohol/ drugs** will result in the following consequences:

- **1st offense:** During high school (or middle school) career: Immediate suspension from all athletic activity for two weeks.
- **2nd offense:** Expulsion.

Criminal Acts/Offenses

Any student involved or found guilty of illegal behavior or criminal action forfeits the right to represent the school on a team, or in any school-sanctioned event or activity for a minimum of 90 full days. Administration reserves the right to increase this probation to a maximum of one (1) full calendar year.

Practice/Contest Attendance

Late to practice: Consequences for tardiness are left to the discretion of the coach.

Excused from practices/game contests: Athletes are expected to be in full attendance at all practices/contests. At times there may be situations that prohibit an athlete's attendance at practice/contest; this must be arranged with the coach prior to missing practice/contest- not after. Failure to arrange before missing is considered unexcused and subject to a one game suspension. Simply informing a coach of the absence (partial or full) does not make the absence excused. The following is a list of acceptable/unacceptable reasons for absence.

ACCEPTABLE

Family emergency
Medical excuse
Academic help
Dental appointment

UNACCEPTABLE

Work
Haircut
Over-sleeping
Other activities and/or family vacations

EACH UNEXCUSED ABSENCE WILL RESULT IN A ONE CONTEST SUSPENSION.

Practice Attire

- **GIRLS**—T-shirts and shorts of appropriate length will be accepted. Tank tops, pants/shorts with writing on the backside are not permitted.
- **BOYS**—T-shirts, tank tops and shorts of appropriate length will be accepted. Shorts with writing on the backside are not permitted. Boys must wear shirts at all times during all practices.

- **Ponytail/Earrings**—**NO** ponytails or earrings may be worn by any male athlete during any **practice, contest, or during travel to or from a contest**. Continued violations will result in suspension from athletic contests.

School Issued Uniforms/Equipment

Athletes are responsible to care for and **return** the uniform **issued** to him/her at the beginning of the season. Loss or damage to the **issued** uniform will result in a fine equal to **replacement cost**. Each athlete has one week from his/her last day of competition to turn his/her uniform in to the coach. Failure to do so results in a \$5 per day late fee. **Athletes will not be allowed to begin any other sport until all fines are paid to the athletic department.**

Uniforms **are not** to be worn by anyone other than the athlete to whom it was issued. Violations of this will result in a fine or game suspension for the athlete to whom the uniform was issued.

Sports Fee

A listing of sport fees can be found on the current CLS tuition schedule.

Harassment Policy

Harassment of any type will not be tolerated. By definition, harassment is any behavior including hazing, initiations, comments or conduct which is insulting, intimidating, humiliating, hurtful, malicious, degrading or otherwise offensive to an individual or group of individuals.

Violation of this policy will result in a minimum of one game suspension and a maximum penalty of being suspended for the entire sports season.

In the case of a substantiated incident of harassment, the appropriate course of disciplinary action will be dictated by the particular circumstances of the situation.

Transportation

All athletes, statisticians, and managers must ride on the team bus both to and from the game. If parents wish for their student to ride home with them at the completion of a contest, they must have face-to-face contact with the coach. If parents want the athlete to ride with another adult, they must provide a written documentation so stating. **NEVER IS IT PERMISSIBLE for an athlete TO RIDE WITH ANOTHER STUDENT EVEN WITH A PARENT'S NOTE.** Violation will result in one game suspension. Repeated violation will result in removal from the team.

Participation

Per IHSA By-laws, high school athletes cannot participate in non-school activity (same sport) during their season (i.e. no club soccer during the soccer season, no church league basketball during basketball season). Participation in a club sport during the IHSA season will render the athlete ineligible to compete and compromise the season for fellow teammates.

Athletic Code of Conduct

Parents and students will be required to sign a Code of Conduct.

***NOTE:** Christian Life's Athletic Code of Conduct must be received and signed by the student and parent, prior to their first date of competition.*

Cheerleading

Cheerleaders represent the school and are selected by tryouts in late spring. Girls are evaluated on their poise, personality, spirit, and their academic and behavioral records. Cheerleaders are expected to maintain high standards and strong Christian attitudes. A signed parental form is required for participating in tryouts. Cheerleaders will receive one-half credit per sport per semester upon completion of the sport season.

Spectator Guidelines

- We are a Christian School and want to reflect actions that are a positive witness for Jesus Christ.
- Use only those cheers that support and encourage the teams involved.
- Remember that school athletics are learning experiences for students and that mistakes are sometimes made. Praise student/athletes in their attempt to improve themselves as students, as athletes, and as people.
- Learn the rules of the game, so that you may understand and appreciate why certain situations take place.
- A ticket is a privilege to observe the contest, not a license to verbally assault others and be generally obnoxious.
- Respect the integrity and judgment of game officials. Understand that they are doing their best to help promote the student/athlete, and admire the official's willingness to participate in full view of the public.
- Recognize and show appreciation for an outstanding play by either team.
- Refrain from the use of any controlled substances (alcohol, drugs, etc.) on or near the site of the event before, during, or after the game.

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