

# **CHRISTIAN LIFE SCHOOLS**



*"Christ-Centered Academic Excellence"*

## **STUDENT HANDBOOK**

*Revised May 2021*

# Student Handbook

## *Christian Life Schools*

*5950 Spring Creek Road*



*Rockford, IL 61114*

Elementary School .....	815-877-2560
Elementary Fax .....	815-639-7979
Middle School .....	815-877-2623
High School .....	815-877-5749
MS/HS Fax.....	815-877-4358

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

**Marissa Johnson**  
Elementary School Principal

**Michael Hoekstra**  
Secondary School Principal

**Kim Moore**  
Registrar

**Dennis Myers**  
Athletic Director

**Duke Ducett**  
Guidance Counselor (9th-12th)  
Academic Dean

# *CHRISTIAN LIFE SCHOOLS*

## **History**

Christian Life Schools, a not-for-profit organization, began in 1973 in Rockford, Illinois. Forty-three students (K-6) were taught in the church facility until the first phase (six classrooms and a 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. Thus, the class of 1979 was the first graduating class of Christian Life High School. Since those humble beginnings, numerous and on-going additions and enhancements have been made to Christian Life Schools.

## **School Governance and Policy Making**

Christian Life is a ministry of City First Church, and operates under the leadership of the CFC Board and Senior Pastor. All school policies are created by CLS administration and approved by the CFC Board and Senior Pastor. For any questions or concerns about school policy, please contact a CLS administrator.

## **Accreditation**

Christian Life Schools is recognized by the Illinois State Board of Education, accredited by the Association of Christian Schools International (ACSI), and North Central Accreditation (NCA).

## **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).

## **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.

## Core Values

- We believe in a Christ-centered, God-honoring environment that encourages spiritual growth.
- We believe in educating with excellence the whole child (social-emotionally, spiritually, intellectually, creatively and physically) through a variety of activities in and out of the classroom.
- We believe in integrating Biblical truth in all areas of learning.
- We believe in reaching a lost world for the gospel both as a community outreach and through the acceptance of mission appropriate students.
- We believe parents and the church are ultimately responsible before God to the education of His children.

## Expected Student Outcomes

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 **Intellectual 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.

In the area of **Social-Emotional 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 you 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 Policies & Procedures

- Initial Requirements:
  - Completion of New Student Application
  - Application Fee
  - Entrance Testing
- CLS Admissions Coordinator will then meet with appropriate CLS Principal to review application, testing results, and previous behavior records. A decision will be made to offer enrollment based upon what is best for both prospective student and CLS (Note: CLS does not discriminate against students with IEP's or 504 Plans; however, instances may arise in which the administration believes we cannot provide accommodations which a Plan may require. Additional outside factors such as availability of open seats in grade levels will also be considered.)
- If enrollment is offered, then student must submit:
  - Academic records: previous years' report card and standardized test scores (grades 9-12): official transcript)
  - If applicable, current IEP documents or 504 Plan
  - Copy of certified birth certificate
  - Emergency and health information
    - Those not previously enrolled in Illinois school: current physical
    - All those entering preschool, kindergarten, 6th, and 9th grades: new physical
    - Dental and eye exams
    - Immunization Record or Exemption (for medical or religious reasons)
      - Medical exemption:** Written explanation from licensed physician detailing child's physical condition is such that administration of one or more required immunizing agents is inadvisable
      - Religious exemption:** Written explanation of parent or guardian's objection, stating specific religious beliefs and Scriptural references
- Enrollment fee

**International Students** are welcomed to be considered for enrollment at Christian Life Schools with the following understanding:

- Written/Spoken/Reading proficiency is required
- Tuition/Fees are not discounted and an international fee applies
- A host family must be confirmed prior arriving (if accepted)
- Student must obtain a physical as well as updated immunization records by an Illinois doctor within 30 days of arriving on U.S. soil
- Graduating with a Christian Life 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 school year or they will not be allowed to attend 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 preschool, 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.

#### **\*Immunization Exemptions**

**Medical** - A licensed physician must complete the "Illinois Certificate of Religious Exemption" form available in the office.

**Religious** - A parent or guardian detailing their objection(s) to immunization on religious grounds. The objection must state the specific religious belief (including scripture references), which conflicts with immunization or exam.

## Dental Examinations

ALL students entering kindergarten, 2nd, 6<sup>th</sup>, and 9th grades, must submit a new dental examination.

## Eye Examinations

The State of Illinois requires all students entering **kindergarten and any new student** enrolling in an Illinois school for the first time to 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 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. 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.

## 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.

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, or Advil, also requires written parental permission. A permission form will be kept with your child's file and is only good for the current school year.

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.

## School Nurse/Health Records

The school employs a Registered Nurse, on a part-time basis, who assists with maintaining all student health records.

## Sick Policy

Unfortunately, CLS is unable to provide care for your child when they are ill. Because it is difficult to determine whether or not a child is well enough to come to school, below are guidelines the school uses to determine if a child is ill. These guidelines will determine whether a child may attend school, or if they need to be kept home or picked up due to illness.

**Before any child may return to school, they must remain symptom-free for 24 hours.**

- Fever of 100 degrees Fahrenheit or higher
- Excessive coughing, difficulty breathing
- Diarrhea once a day, with a fever
- Excessive runny nose with unclear/ colored mucus
- Diarrhea two times in a day, without a fever
- Unidentified rash



- Vomiting one time in a day, with a fever
- Runny, red eyes with a discharge (pink eye)
- Vomiting two times in a day, without a fever
- Listlessness or inability to participate normally in activities

**Communicable Diseases**

If your child has been diagnosed with a communicable disease, you are required to notify the school at once so we may post a notice to alert others at our school of the possible exposure. Strep throat, ringworm, scabies, chicken pox, whooping cough, pink eye, and head lice are examples of communicable diseases. Your child cannot return to school until they are totally free of all symptoms. A doctor’s note/release may be required at the principal’s discretion.

**Injuries**

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

- Administer first aid to the best of our ability
- Contact the parent regarding what should be done further for the student. (A phone call may not be made in the event of minor injuries).

**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.

**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 modest, 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 (8:00 a.m. - 3:00 p.m.), from entering the school building until departing the school grounds. (Includes free hours, study hall, hallways, etc.)**

**Girls**

- Jumper** Grades Pre-K through 5th only. Solid navy or tan khaki (no shorter than 3” from floor when kneeling).
- Skirt/Skort** Grades Pre-K 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.
- Shorts** Grades Pre-K through 5th only. Uniform style, Bermuda (long length) shorts in either tan khaki or navy blue colors. May wear up to October 15th and after April 14th. (Seasonal dress)
- Capris** Docker/uniform style, loose-fitting capris. No denim, no jean style, no khaki jeans, no jeggings, no form-fitting capris, no low-rise hip huggers. Length must be past the knee. May wear up to October 15th and after April 14th. (Seasonal dress for Pre-K through 5th)
- Socks** Leggings: Can only be worn under uniform skirt. No netting or lace.

**Boys**

- Shorts** Docker/uniform or cargo style shorts. No denim, no jean style, no khaki jeans, no low-rise hip huggers. Shorts length must reach knees. (Seasonal dress for Pre-K through 5th)

**Girls/Boys**

- Shirts** Loose-fitting, uniform style polo with 2-3 buttons (long/short sleeves), Oxford dress shirt. Polo shirts may be left untucked. Oxford shirts **MUST** be tucked in and buttoned. Wearing layered shirts is permissible.



Sweatshirts/jackets may not be worn under polo shirts.

**Undergarments** Undergarments should not be visible.

**Pants** Docker/uniform or cargo-style pant. No denim, no jean style, no khaki jeans, no low-rise hip huggers, no leggings/jeggings.

**Colors** Polo and sweater colors are white, navy, light blue, red, hunter green, yellow, and gray. No gold. Without a tie, oxford color is white only. All grades may wear ties with a solid color button down Oxford only.

Pants, shorts, skirts, capris, skorts and jumpers are to be khaki or navy. No green khaki.

**Sweaters** V-neck, crewneck pullover, or cardigan sweater in a *solid polo color* (no designs or patterns).

A shirt, as described above (polo or oxford-style button down) must be worn under any style of sweater.

**CLS Sweatshirts/Zip Ups:** May be worn Monday - Friday. Purchased through the school offices or online.

**CLS crewneck, CLS hoodie, or CLS full-zip fleece:** Students are required to wear a uniform shirt underneath, if sweatshirt is to be removed.

**Shoes** All grades need to wear non-marking shoes to protect the gym floor.

During P.E., all students are expected to wear non-marking athletic shoes.

**Grades Pre-K through 5th** - Shoes need to have a full heel or strap around the back of foot and covered toe. Students must wear socks. No hiking boots, flip-flops, slippers or roller-skate shoes. Shoes must remain on 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. No slippers or roller-skate shoes. Shoes must remain on feet at all times.

**Hair** Christian Life students are to be conservative with hair style and avoid drawing attention to themselves (punk, mohawk, spiked, tails, etc.). Hair should be clean, neatly trimmed, and predominantly one of the four natural colors (brown, black, blonde, red).

The CLS Administration will make a final determination on any questionable haircuts and determine whether the haircut is acceptable or not. Boys' hair should be shoulder-length or shorter.

**Miscellaneous (These restrictions apply to school hours and any school-related activities.)**

- Earrings are permissible for girls only; only small studs are permissible in nose piercings.
- Visible Tattoos or other body piercings are not allowed.
- 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.
- Head coverings (hats/caps, sweatbands, bandanas, etc.) and 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/khakis or remain in accordance with the weekly standard uniform policy. (NO tears, holes or frays.)

**School Spirit Wear defined:**

CLS spirit wear shirts are purchased through the office, CLS team shirts as approved through the Athletic Director, and school shirts representing school-sanctioned programs (i.e. music, band, class trips, missions, etc.).

Shirts MUST have the name of the school or logo to be worn on Fridays.

**Casual Dress**

On special occasions, students are 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 yoga pants, leggings, or 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.

### **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.
- During homecoming spirit week, powder-puff activities, and class-sponsored special chapels, shorts, if worn, must be bermuda style or basketball style; no short shorts, spandex, yoga pants, or leggings are allowed. Tank tops are not allowed.

### **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. *Note: MS and HS students may be required to change before returning to class.*

### **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 7:30am to 3:30pm 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 school are listed on page 1.) Lunches, homework, books, etc., may be left in office to be delivered to your students, but not taken directly to the student’s classroom.

### **School Day**

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

### **MS/HS Daily Schedule**

There are eight class periods in the MS/HS day from 8:00am to 3:00pm. Students will typically take seven academic classes, a study hall, and lunch. Times are modified on Friday mornings to accommodate MS and HS chapel times.

### **Extended Care Program**

Extended Care Programs are available to CLS Elementary and Middle School students (Full-time Preschool programs/ Kindergarten through 8th grade) both before and after official school hours.

Fee: (Refer to Tuition Rates and Schedule sheet.)

Hours: Morning Care 6:30 - 7:45 am

After Hours 3:15 - 5:30 pm

**Please Note:**

1. All Pre-K through 8th grade students who are not picked up by 3:15 pm, without exception, will automatically be placed in the Extended Care program. Please understand that this is for the supervision and protection of your student(s). Fees will be assessed according to the outline on Tuition Rates and Schedule sheet.
2. Billing for this program will be monthly.

Overall, 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/email addresses to the office at once. It is very important that the office has the student's correct address and parent's home, cell, business phone numbers, and email address in case of emergency.

### **School Cancellation (Morning or Mid-Day)**

What makes closing schools difficult are the circumstances surrounding the decision. The safety of the students and employees is the first priority. Safety is everyone's responsibility. When the Rockford area is slated for snow, sleet, high or low temperatures, CLS administrators assess weather conditions, facility preparedness, and community conditions.

### **School Closing Methods of Communication**

#### **Via Text Messaging:**

In order to subscribe to CLS text alerts, one must text "CLSEAGLES" to 25827.

#### **Via Instagram:**

To follow: @clschools.org

#### **Via Constant Contact**

Send email address to respective office and you will be added to the distribution list.

#### **Via Local Media:**

Any Rockford TV Station – Channels 13, 17, 23 or your local cable system

Comcast Cable Channel 3 (WREX-TV)      [www.wrex.com/](http://www.wrex.com/)

Comcast Cable Channel 4 (WTVO-TV)      [mystateline.com/news/schoolclosings](http://mystateline.com/news/schoolclosings)

Comcast Cable Channel 5 (WIFR-TV)      [www.wifr.com/closings](http://www.wifr.com/closings)

Radio Stations WROK-AM 1440

### **Parent Teacher Conferences**

Parent Teacher Conferences take place each Fall and Spring. Evening hours will be available to facilitate everyone's schedule. Additional conferences will be available upon parent or teacher request.

### **Lost and Found**

All lost articles will be located as follows: Elementary: cabinet outside of the South gym; MS/HS: maintenance room across from room 128. At the end of each quarter, items in these areas 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, iPads, cell phones, etc., during the school day (8:00am-3:00pm) unless authorized by the teacher. 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.

### **Student Technology Acceptable Use**

Access to the CLS's electronic networks must be (a) for the purpose of education or research, and be consistent with the Christian Life Schools' educational objectives, or (b) for legitimate school business use. This list is not exhaustive and teachers may use their discretion in determining acceptable use. The use of the school's electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator will make all decisions regarding whether or not a user has violated these procedures and may, under the direction of the Principal, deny, revoke, or suspend access at any time.

Always use the electronic media in respectable manner.

Always report any problems immediately to your teacher or administration.

Never disclose any personal about yourself or anyone to other students, teachers or administration.

Never disclose your password, id, online access code or personal email to anyone.

Be polite; do not use any inappropriate language or abusive message to others on or off electronic media sources.

Respect copyright and publishing rules with all your media sources.

Remember, that CLS provides e-mail to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.

Student users will not post or transmit photographs or personal contact information about themselves or other people without prior written parental consent from the parent of the student whose information is being posted.

Users will not use the Internet for advertising, promotion, commercial purposes or similar objectives, except that employees may make personal purchases online during their duty-free (e.g., lunch) time.

### **Student Technology Unacceptable Use**

The user is responsible for his or her actions and activities involving the network, students must at all times comply with Board policy, District and classroom rules regarding use of media electronic technology. Disciplinary actions will be set forth in the Rights & Responsibilities section of the school student handbook. The following includes but not limited to unacceptable uses of the electronic media technology:

Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;

Unauthorized downloading of software, regardless of whether it is copyrighted or virus scanned. This includes downloading copyrighted material;

Using the network for private financial or commercial gain and hacking or gaining unauthorized access to files, resources or entities;

Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;

Using another user's account or password;

Posting material authored or created by another without his/her consent or posting anonymous messages.

Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, inciting violence, racially offensive, harassing, or illegal material.

Using the network while access privileges are suspended or revoked.

### **Electronic Mail**

Upon enrollment in Christian Life Schools, students are issued a personal email account. Therefore, students may only access these email accounts (ending in *clschools.org*) from District computers. Accessing personal e-mail accounts through school computers, including but not limited to AOL, Hotmail, Charter, Yahoo, et al., is prohibited.

Students should use their school e-mail for educational projects and collaborations. Students will not re-post or forward a private email message without prior consent of the sender. Using email to threaten, harass, or bully others will not be tolerated.

### **Social Networking**

The use of social networking sites or text messaging by Christian Life students/athletes to engage in bullying and /or harassment of others either at CLS or other private or public schools will be subject to disciplinary action according to the bullying policy set forth in the student handbook, even if these activities occur off school grounds. Generally, Christian Life will consider social networking behavior or text messaging inappropriate if it is of a bullying and/or harassing nature, it is deemed defamatory or derogatory to others, it violates school rules or any part of the disciplinary code, it has the effect of disrupting the educational environment, and/or if it has a definitive connection to the school environment or community.

Classroom blogs for collaboration are considered an extension of the classroom therefore access to these blogs is permitted via the Christian Life School networks. The use of district computers is limited to assigned schoolwork; personal blogs that do not pertain to class work at Christian Life Schools should not be accessed from school district computers.

### **Privacy Expectations**

The school retains control, custody and supervision of all computers, networks and Internet services owned or leased by the school. The school reserves the right to monitor all computer and Internet activity by students on school devices. Students have no expectation of privacy in their use of school computers, including e-mail and stored files. If a violation is reported, the administration has the right to search a student's email, files, folders and the Internet cache and history for evidence against the student.

The school does not have the right to require a student to provide a password or other related account information to gain access to their personal social media or email accounts.

### **Damages to property (hardware or software)**

The school assumes no responsibility for any unauthorized charges made by students, including but not limited to credit card charges, long distance telephone charges, equipment and line costs, or for any illegal use of its computers such as copyright violations.

### **Illegal Activities**

Using the school's computers, networks, software and Internet services for any illegal activity or that violate other Board policies, procedures and/or school rules. Illegal activities include, but are not limited to: gambling, sports betting, copyright infringement, plagiarism, writing or doing work for other student, creating viruses, viewing pornography or going around the web filter. Other activities may be included. If you have a question, please ask the librarian or school technology department for help, when in doubt.

### **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 welcome to attend chapel at any time, provided they sign in with the respective office and receive a visitor's badge. (Part-time students are defined as those taking 1-4 classes. Those taking four 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 check with the office for the revised bell schedule for the week.

### **Textbooks**

Textbooks that are loaned to the student for the year belong to the school and must be covered at all times. Students should put their names 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.

### **Open Houses**

Prospective families are invited to experience Christian Life Schools through touring the facilities, viewing the curriculum, and meeting the professional staff and administration. This is a great opportunity for parents to invite friends and neighbors.

### **Prospective Students/Shadowing Program**

Students wanting to experience a day at Christian Life may come and spend a day and "shadow" with us, with the following guidelines:

- All visitors are required to identify themselves and check in at the school offices.
- A parent prearranges the visit by phone with the prospective Principal/Admissions Coordinator at least one day prior to the prearranged visit.
- The visitor is seriously considering attending CLS in the near future.
- On the morning of the visit, the parent and visiting student need to stop in the office to register upon arrival at CLS.
- The visitor will follow all school policies while on campus.

### **Visitors**

All visitors are required to identify themselves and check in at the school office(s). All visitors must be approved by the school offices.

### **Volunteers**

All volunteers are expected to adhere to the visitor policy. Parents interested in volunteering should complete the Volunteer Application form, as well as the Background Check form. All parents are encouraged to help in a volunteer capacity. Parents can help in the following ways:

- Become part of the Alliance (parent volunteer organization)
- Athletic concessions
- Field trip chaperones
- Special events (Father/Daughter Ball, Mother/Son Date Night, Jingle Berry Shoppe, Dr. Seuss Cafe, Book
- Clerical tasks
- Lunch Room
- SCRIP
- Library
- Recess

Fairs, Fun Fair, Track & Field Day, etc.)

## **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 semester the student(s) is(are) enrolled, as well as communicating with the appropriate office of official drop.

## **Parking & Traffic Patterns**

### **Elementary**

After entering the south parking lot off Spring Creek Road, 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, paint, or handicap areas. Please park in designated parking areas between the islands, not in the drop-off area, or 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.
- 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***

### **1st-10th**

- Every year grades 1-10 participate in standardized testing. Students who are absent will not make up any part of the test.

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

### **11th Grade**

- Juniors have the opportunity to take the PSAT/NMSQT in the fall at CLHS. The PSAT is the precursor to the SAT and ACT (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 7 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.*



## ***Discipline Policies***

**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.**

### **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.
- 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.
- 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. This includes comments made through social networking sites and texting.
- 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 maintain Christian standards in courtesy, kindness, morality, and honesty.

### **Anti-Bullying and Harassment Policy**

The administration, faculty and staff of Christian Life Schools is dedicated to providing a safe and Christ-centered environment for our students that encourages learning and positive intellectual, social-emotional, physical and spiritual development and interaction. Bullying, harassment or other disruptive or unkind behavior is viewed not only as unchristian behavior but that which also disrupts a student's academic development and the school's ability to teach. It is the policy of Christian Life Schools that the harassment or bullying of any student, whether in the classroom, on school property, or at school sponsored events, is unacceptable behavior. All students who are determined to engage in such behavior are subject to disciplinary action. A violation of this policy will result in serious consequences, including, but not limited to, formal dismissal from Christian Life Schools.

#### **Policy Purpose**

- To continue the promotion of strong Christian development in all of our students and to encourage the Christ-like treatment of each other as made in the image of God.
- To build positive student relationships in order to provide an environment that is physically safe and emotionally secure for all students.
- To raise awareness in the school and homes that bullying and harassment are unacceptable behaviors for all our students at Christian Life Schools.
- To establish procedures that are consistent throughout the school for handling potential bullying and harassment behaviors that might occur.

#### **Principles**

1. We are made in the image of God; therefore, every person has intrinsic worth, value and dignity and should be treated accordingly (Genesis 1:27).
2. Jesus identified the most important commandment is to love God, and the second is to love your neighbor as yourself (Matthew 22; John 13:34-35; Romans 12:18). Bullying and harassing behavior contradicts God's character and command.
3. God's Word which commands us to let all bitterness, wrath, anger, loud quarreling, and evil speaking be put away from you with all malice and be kind to one another, tenderhearted, forgiving one another, even as God in Christ forgave you (Ephesians 4:31-32), and to put into practice that which never fails- love (I Corinthians 13).

#### **Definition of Bullying**

Bullying is a repeated, deliberately harmful behavior of an individual or a group abusing their position with the intention to harm others or gain real or perceived power. A behavior must meet all three requirements in order to be considered bullying:

1. **Deliberately harmful** aggressive behavior
2. **Repeated** over time
3. Involves a **power imbalance** between those who bully and those being bullied.



Bullying can be:

- a. Verbal (repeated mocking or put-downs, name-calling, teasing, offensive remarks).
- b. Physical (repeated hitting or kicking, taking or threatening to take possessions).
- c. Social or relational (repeated exclusion, hurtful words, rumors, gestures, body language).
- d. Electronic (emails, text messages, chat rooms, Snapchat, Facebook, Instagram).

### **Definition of Harassment**

Harassment is unwelcome conduct based on a protected class (race, sex, national origin, color, gender, age, disability, religion) that is severe, pervasive, or persistent and creates a hostile environment. Harassment includes "sexual harassment" (unwelcome conduct of a sexual nature, which can include sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature).

### **A Christ-Centered Approach**

Often times it is difficult to pinpoint the specific acts of bullying or harassment as they usually take place beyond direct supervision. Most bullying or harassment is done between classes, in hallways, on the playground, at lunch, and before and after school. This will require vigilance by staff and the support of parents in a compassionate pursuit of truth and mentoring for our students.

Therefore,

- a. Administration and staff will take an active role in resolving conflicts and encouraging students to resolve conflict in a God-pleasing way.
- b. Teachers will be vigilant in watching for signs of bullying, harassment and teasing that might surface within the classroom. We expect students to conduct themselves in a manner in keeping with their level of development and maturity. All staff should intervene and stop the behavior immediately when they witness bullying or harassing behavior.
- c. Teachers and administration will partner with parents to bring out the truth of each situation and correct unacceptable behavior of students. The development of an atmosphere that encourages students to grow in self-discipline and demonstration of genuine respect for all people must be pursued cooperatively between the school and parents.

### **Reporting Procedures**

1. Students who are being bullied should:
  - a. Tell the person bullying or harassing them to stop.
  - b. If the bullying or harassment continues, the student should speak with their teacher or a trusted staff member as soon as possible after the incident (don't wait until the end of school!)
2. Parents are asked to support the school's anti-bullying and harassment policy and actively encourage their child to speak with their teacher or a trusted staff member as soon as possible after the incident so that prompt action can be taken to investigate the situation and determine the nature of the misconduct.
3. Teachers/Staff shall be alert to signs of bullying and harassment and act promptly and firmly against it according to God's Word and according to the school's discipline policy. They will encourage all students to refrain from bullying and harassment behavior and encourage reporting of any such behaviors that they witness.

All claims of bullying or harassment will be promptly investigated by the teacher and/or principal. All involved parties (including witnesses) will be interviewed to determine the nature of the misconduct. The investigator will determine if the behavior is bullying based on the following criteria:

1. *Did the aggressor behave with the deliberate intention to harm the victim?*
2. *Has the behavior been repeated over time?*
3. *Did the situation involve a power imbalance between the aggressor and the victim of the behavior?*

### **Consequences**

If the investigation finds that bullying or harassment occurred, it will result in prompt and appropriate remedial action. Consequences for students who commit acts of harassment and/or bullying, shall be unique to the individual incident and will vary in method and severity according to the nature of the behavior and the developmental age of the student. The teacher and/or principal will use their discretion to warrant the consequences including but not limited to the actions below.

1. Parent communication.
2. Meeting with the parent(s), student, teacher and/or administrator.
3. In school suspension.
4. Out of school suspension.
5. Expulsion.

## **Responsibility for Implementation**

The Christian Life Schools Administration is responsible to ensure that this policy is implemented.

## **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 is offended, he should take up the matter on a one-to-one basis; if the offender doesn't listen, then he is to take one or two others to confront the offender again; then, if the offender doesn't listen, he is to 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.

1. Go to the individual(s) with whom you have a problem, dispute, or issue to discuss.
2. If the results of step 1 are unsatisfactory, then ask one or two others to accompany you to a second meeting with the individual.
3. If the result of step 2 is 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 a warning has been given and inappropriate behavior continues, consequences will be given to the student by the teacher:

**Elementary:** Phone call to parent, loss of recess or student privilege, at the discretion of teacher. Parents may receive a form of contact (written or verbal) by the teacher, or student may be sent home.

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

### **Step #3—Administrative Action**

**Elementary:** Phone call to parent, loss of recess or student privilege, at the discretion of administration. Student may be sent home or placed on suspension.

**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 on designated Wednesdays from 3:00-5:00 and on designated Saturdays from 8:00-10:00 am and 10:00 am -12:00 pm in a designated location in the school. Any ongoing refusals to serve a detention and non-compliance may result in a parent conference, suspension and/or possible dismissal. Accumulation of un-served detentions will not be permitted or tolerated. 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. 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 ring after the issuance of the detention. All detentions must be served in order to take final exams.

**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 his suspension makes him miss more than 60% of his season, it is considered an incomplete season. Therefore, he will not receive any PE credit for that semester.

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 detention will be issued.

## **If a Student is Suspended**

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 attend and/or 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. 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”:** 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.

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.

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/Non-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/non-verbal abuse not be allowed, both toward other students, or 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

## **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
- Bullying in any form, verbal, physical, or cyber (i.e. social networking websites, texting, etc.)
- 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, homosexuality, vandalism, gambling, any criminal acts, any criminal offenses/charges, etc., as determined by the State of Illinois)

# ***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.
- Quiet voices are required during school hours.

### **Restrooms**

- 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.
- Eating area should be left clean.
- Throwing of food or any other objects is not permitted at any time!
- No pop or caffeinated beverages are permitted.
- Microwave use is not permitted for any student lunch.

### **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, or (electronic) games to school.

(Toy guns, pocket knives, and skateboards are never allowed.)

- Students will observe their teacher's standards for classroom conduct at all times.

## ***Elementary School General Information***

### **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 7:30am to 8:30am to report an absence.)

- Excessive absences may be sufficient cause for a student's retention and/or possible dismissal.
- According to the Illinois School Code, 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 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.
- 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.
- Students returning from medical appointments need to bring in a slip verifying their appointment. The slip must be an official signed doctor's note/excuse, from the primary doctor, or a local care facility. In the event of a serious illness or absence longer than four days, a doctor's note is also required. (Excuses generated by online/web-based care, such as eDoctor, does not qualify.)

### **Tardies**

Students should report immediately to the school office in the event of tardiness in order to obtain a Late Pass to take to class. Tardies are recorded on a permanent record file. Students with perfect attendance will be awarded with a special certificate at the end of the school year. Beginning in 1st grade, every three tardies accumulated will equal one absence. An excessive amount of trades and absences may be sufficient cause to retain a student from advancing to the next grade level, and /or possible dismissal.

### **Extended Care**

Extended Care is provided for students before and after school. Before Care is offered from 6:30am until 7:45am. After Care is offered from 3:15pm until 5:30pm. The Extended Care staff records the time the child comes and the time they leave. Every PreK through 8th grade student on school grounds after 3:15pm 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.

### **After Care Late Pick-Up Policy**

The following is policy regarding late pick-up at After Care:

- 1st time a parent is late: Parent will receive a call from the office and be charged \$5.00 for every 15 minutes after 5:30pm. This charge will be reflected on the monthly statement.
- 2nd time parent is late: Parent will receive another call from the office and be charged \$5.00 for every 15 minutes after 5:30pm. This charge will be reflected on the monthly statement.
- 3rd time parent is late: Parent will not be allowed to use After Care for 2 weeks.
- 4th time parent is late: Parent will no longer be able to use After Care for the rest of the school year.

### **Supplies**

Prior to the start of school year, supply lists are available by grade level for each student.

### **Absentee Homework**

In the event a child is ill and misses school, homework can be picked up at 2:45pm if a request for assignments is made before 11:00am. Otherwise, the work will be available the next day. 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 on Wednesday).



## **Lunch and Milk**

- A balanced meal is available daily through the hot lunch program. Money can be put on the family's lunch account through RenWeb Instructions are available in the office.
- Elementary students are not permitted to use ala carte unless a parent is visiting.
- No soda pop, or caffeinated beverages are allowed in the lunchroom.
- Due to allergies and health risks, there will be no sharing of food by students.

## **Snacks**

If the child's teacher allows snacks during the school day, students in all grades will bring their own healthy snacks from home. This is to ensure that each child has food that is safe for him/her. Christian Life Schools recognizes the importance of promoting wellness with students and does not permit snacks from home that are considered sweets, candy, or chips. The school will serve as a role model for our students when making nutritional decisions and be responsive to those children who have food allergies or other dietary restrictions. Please only send snacks such as fruits, vegetables, pretzels, granola bars, raisins, popcorn, crackers, or other healthy snacks. Water bottles are permitted in classrooms and remain the only beverage option for snack. No juice, punch, or drinks of any other kind are not permitted. Students may not purchase vending machine snacks or beverages during the school day unless authorized by a teacher.

## **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 15o 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. Child will remain in the office.

## **Telephone**

The telephones in the office are 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. 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.

## **Teacher Request**

Christian Life Schools does not accommodate teacher requests from parents. The administration, faculty, and staff at Christian Life Schools have a profound impact on students and help create the Christ-centered academic environment that has been established at Christian Life Schools.

## **Perfect Attendance**

Students who have earned the recognition of "Perfect Attendance" are students that are in attendance every school day, including school field trips, and have no more than two tardies. Three tardies equate to one absence.

## **Potty Training**

At Christian Life Schools, children are considered to be toilet trained when they are able to do the following:

- Consistently urinate and have a bowel movement on the toilet.
- Comply when the teacher requests them to use the toilet.

Christian Life Schools understands that occasional accidents will occur and allow for some adjustment time for the children to become familiar with our program and the teachers. The school is supportive of families needing help in this matter, but we do not do toilet training at the school. All children, regardless of their age, are expected to be fully toilet trained upon their start date.

## **Nap Time**

Nap times are an important opportunity for young children to rest and recharge. During each afternoon of the full-day programs, preschool and kindergarten children will be provided time to nap. The various nap times are developmentally appropriate for the different age groups. Children are not required to sleep; however, all are expected to rest quietly during this time.

## **Lobby**

The educational day ends at 3:00pm. Therefore, all parents must remain in the lobby for pick up until that time.

## **Pets**



Administration encourages the appropriate and safe inclusion of animals in the instructional program and promotes a healthy and safe learning environment for students to be exposed to animals at school. However, family pets are not permitted in the school building at any time, nor during outside school arrival or dismissal times without approval from the Administrator. Staff and students will wash hands after contact with animals, their products, or their environment. Animals can be displayed in enclosed cages or under appropriate restraint (e.g. leash). Animals are not allowed in carpeted areas of the school campus. **Animals are not allowed in carpeted areas of the school campus.**

## **Grandparents' Day**

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

## **Awards**

At the end of each year, elementary students in 1st through 5th grades attend an assembly. Awards in various categories are given to students.

## ***Elementary School General Rules***

- Chewing of gum is not allowed on campus.
- Students are to follow a "hands-off" policy.
- Students who are responsible for causing damage will be expected to restore or replace as deemed necessary by the Administration.
- Students should help keep the 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 not permitted.

## ***Elementary School Classroom Guidelines***

Christian Life feels 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, and athletic trips. Privileges are for the responsible. Disciplinary actions and/ or school suspension can and may occur depending on the severity of the situation. All students are expected to:

- Follow all adult directions without comment. Such obedience should be willing and immediate.
- Respect the feelings, rights, and property of others.
- Raise their hands.
- Wait their turn to speak.
- Keep hands, feet, and objects to themselves.
- Stay in 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.

## **Classroom Rules:**

- *I will do all my work to the best of my ability.*
- *I will take responsibility for my own actions.*
- *I will be quick and cheerful to obey.*
- *I will keep my work and play areas clean and neat.*
- *I will treat others as I would want them to treat me.*
- *I will use my talents for good.*
- *I will be quick to forgive.*
- *I will tell the truth and admit when I am wrong.*
- *I will not draw attention to myself.*

## ***Elementary School Course of Study***

Christian Life Elementary School has a self-contained (kindergarten through fifth grades) classroom program.

## **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. It is an integral part of all our studies and cannot be separated out of the so-called “secular” subjects. 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 critical to a life of dependence upon God alone and His promises. (Romans 4:21)

## **Language**

Students discuss what is being learned, read for different purposes, and write about their learning. We call this type of language academic language, the language that is used by teachers and students for the purpose of acquiring new learning and skills. The emphasis on academic language increases each year from the time children enter Christian Life to their progression in higher grades.

The process approach to writing involves a series of stages that leads a writer through drafting, revision, editing and publishing. Other skills are properly defined in terms of specific writing types: Persuasive, Informative, Explanatory, Narrative, Report Writing, and Reading Response.

Vocabulary knowledge is directly related to content knowledge. Therefore, it is critical for students to possess a deep understanding of the content vocabulary in order to understand the concepts expected throughout the content standards. Content vocabulary is the technical language associated with a specific content area. Examples of content vocabulary in mathematics are: equation, fraction, exponent, and monomial. Often these words have multiple meanings leading to confusion (i.e., square, coordinate, degree).

## **Reading**

Students will understand a Balanced Literacy Approach that incorporates multiple reading strategies to become proficient readers. Students will acquire skills for reading, writing, thinking, speaking and listening. The Balanced Literacy Program at Christian Life includes:

- Modeled Reading (Reading Aloud) and Modeled Writing
- Shared Reading and Shared Writing
- Guided Reading and Guided Writing
- Independent Reading and Independent Writing
- Daily 5 and CAFE
- Fountas and Pinnell

Guided reading is a teaching approach designed to help individual readers build an effective system for processing a variety of increasingly challenging texts over time. It is research-based, professionally energized, highly targeted, scaffolded reading instruction that propels all students toward confident, independent reading of high quality grade level books across a diverse array of literature and informational genres. Reading well means reading with deep, high quality comprehension and gaining maximum insight or knowledge from each source. The goal of guided reading at Christian Life Schools is to bring the child to the level of complex texts appropriate for their individual level and faculty uses the Fountas & Pinnell Level Gradient to match books to readers and provide differentiated instruction through working with small groups in reading.

## **Technology**

Technology use at CLS will benefit students in the following ways:

- Improve higher-order thinking skills, such as problem solving, critical thinking, and creativity
- Prepare students for their future in a competitive global job market
- Experience student-centered, project-based, and online learning environments
- Inspire digital-age professional models for working, collaborating and decision-making

## **Art**

K-5 students at Christian Life Schools learn art skills and concepts that comply with the Illinois Learning Standards for Fine

Arts. They include art production, art history, art criticism, and aesthetics. Students will experience a variety of art media, including drawing, painting, printmaking, sculpture, and fiber arts.

### **Mathematics**

Students will benefit mathematically from the Math Learning Center’s comprehensive Bridges and Abeka Curricula used at Christian Life. These curricula equip teachers to fully implement the State Standards for Mathematics in a manner that is rigorous, coherent, and engaging. Students will develop understandings of mathematical concepts, proficiency with key skills, and ability to solve complex and novel problems. They will use structured investigations, and open exploration. They will be presented with material that is as linguistically, visually, and kinesthetically rich as it is mathematically powerful.

### **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 life cycles and habitats, human body systems, the solar system, energy, electricity, states of matter, and the scientific process.

### **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 an optional part of our fifth grade curriculum. Students develop the basic skills of instrumental competence through daily practice and special concerts.

### **Physical Education**

Physical Education is critical to the development and maintenance of good health. The goal of physical education is to develop physically educated individuals who have the knowledge, skills, and confidence to enjoy a lifetime of healthful physical activity.

## ***Transferring Elementary School Students***

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

Until satisfactory arrangements are made with the accounting 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.

### **Elementary School Homework**

To aid the student in learning to be academically disciplined, 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.
- See your child’s teacher for late work policy.

### **Elementary School Cheating**

Cheating is a serious infraction. The student will receive an automatic “zero” on their work, and parents will be notified.

## ***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 is taken into account when grades are given. 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 academic year is made up of four nine-week periods. The first nine-week report card is in conjunction with a parent/teacher conference. Reports are sent home to keep the parents informed of their child's progress. Quarterly grades are sent home with students in their backpacks with the exception of the end of the year (Quarter 4) grades which are mailed home in late-June. Daily, weekly, and bi-monthly grades are available on RenWeb. *Please keep a current email address on file with the office.*

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

A	95-100%
A-	90-94.9%
B+	87-89.9%
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 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 fundraising opportunities.

#### **Athletic Events**

Elementary students are welcome to attend after-school sporting events, with a parent or adult. Elementary students cannot attend athletic events without a parent or other responsible adult.

#### **Chapel**

Full-time kindergarten through 5th grade students will attend Chapel every Friday. Special topics presented by the elementary

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 required. Teachings are based on the Word of God.

#### **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.

#### **Birthday Parties**

Birthday invitations may be passed out during school hours if all girls, all boys, or the entire class is invited.

#### **Birthday Treats**

Students are permitted to bring in birthday treats that have been store bought. For the safety and health of all students, no homemade food is permitted at any time. For those parents that desire to bring in birthday treats, prior arrangements should

be made with the classroom teacher to protect from interruptions and to protect important instructional time. In keeping with school goal of promoting wellness with the students, Christian Life encourages parents to consider a ‘healthy snack option’ for birthday options.

### **Field Trips**

In connection with the regular classwork, at least 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.

### **Musical Programs**

Throughout the year, various types of musical programs will be presented. Parents, family and friends are invited to attend. Parents are always welcome to help. A Christmas program is also presented every year.

### **Pictures**

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

### **Spirit Week**

In conjunction with Homecoming, elementary students are invited to dress according to the theme for each day during Homecoming Spirit Week.

### **After School Sports / Activities**

Elementary activities include: Student Council, Chess Club, Young Rembrandts, Eaglet Cheer Camp, soccer, basketball, volleyball, and flag football, and are dependent on participation numbers, as well as available, qualified coaches.

## ***CHRISTIAN LIFE MIDDLE AND HIGH SCHOOL***

### **MS/HS Attendance**

#### **Attendance is taken each period of the day.**

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.

**Reporting absences** — Parents/Guardians are required to call if a student is absent. Please call the office between 7:30am and 8:00am to report a full or partial day of absence and the reason for not attending school. Administration will then determine if an absence is excused or unexcused.

**Excused absences** — Class work missed due to an excused absence may be completed for full credit. Students returning from medical appointments need to bring in a slip verifying their appointment. The slip must be an official signed doctor’s note/ excuse, from the primary doctor, or a local care facility. In the event of a serious illness or absence longer than four days, a doctor’s note is also required. (Excuses generated by online/web-based care, such as eDoctor, does not qualify.) In each case, students will be given 1 day per day absent, to make up any outstanding course work.

**Unexcused absences** — Students absent from a class period with no parental notification are considered “absent unexcused” with no credit given for class work missed. However, the work missed may still be required to be submitted to teachers. If a call and explanation are received from the parent/guardian, thereby legitimizing the unexcused absence, the student will receive an “excused absence” and will be able to make up the class work for full credit. It is the student’s responsibility to meet with teachers after their absence has been corrected. Those students unable to validate their unexcused absence will receive from the office ONE DETENTION FOR EACH PERIOD MISSED. 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 normal school hours.

**Leaving school for part of a day, or early for the day** — For the safety and protection of the students, when students leave for part of the day or leave early for any reason, parents are requested to notify the office by a phone call or note prior to the student leaving in order for the absence to be excused. Parents of middle school students need to come to the office to sign their child out. High school students may sign themselves out of the office. Both middle and high school students may sign themselves back in to the office. **Students gone for just part of a day** 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.

**Tardiness:** A student is considered “tardy” when arriving late to school, or late to their next class, following the passing time between classes. Students are allowed five minutes passing time between classes and are considered late to class if they are not in their seats when the late bell rings.

**Excused Tardiness:** Students arriving to class who claim to have a legitimate reason for being late but have no tardy slip should be sent to their previous teacher or to the office for an “excused tardy” slip. 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. Please note that it is the student’s responsibility to get their parents to validate the tardy.

**Unexcused Tardiness:** Tardiness that is not health related or of an emergency nature is considered unexcused.

**Unexcused Tardy within the first 10 minutes of class:** Students should report directly to the classroom if the unexcused tardy is within the first ten minutes of class. Every time a student is unexcused tardy to class they will receive a 30-minute consequence to be served in the consequence monitoring room after school from 3:05 until 3:35pm. Students 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 detention. Students accumulating four or more unexcused tardies in a one week timeframe will warrant a detention being issued. Not attending a consequence due to sports practice is not an acceptable excuse.

**Unexcused Tardy after the first 10 minutes of class:** An unexcused tardy in excess of ten minutes is considered an unexcused absence and students should report to the office. A detention will be issued.

**CLS policy limits the number of days a student may be absent from any particular class in a given semester to 12 days.** This applies to both excused and unexcused absences, as well as suspensions. Students exceeding the limit of 12 days may be dropped from the course with no credit being earned. An appeal may be granted for extreme circumstances. Parents who schedule vacations over school days place students in jeopardy of exceeding our limit.

**Truancy is defined as:**

1. 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.
2. After arrival at school, any absence from an assigned area without teacher permission, approval of the principal or his appointee.
3. Any unreported absences.

According to the Illinois School Code, 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. **Truant** means a child who is subject to compulsory school attendance and who is absent without cause for a school day or portion thereof. **Chronic or habitual truant** means a child subject to compulsory school attendance who is without valid cause from such attendance for 10% or more of the previous 180 regular attendance days; 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. (IL Rev. State 1986 Supp., Ch. 122, par. 26-2a)

Therefore, upon continual absences or tardiness 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 tardiness 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.

**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” Monday 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.

## 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.

### Academic/Behavioral Probation

All new students to Christian Life Schools 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

Middle school academic success is based upon the cumulative year long averages in coursework. Less than a 60% (F) will mandate summer school participation.

### High School

All 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.

## 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.

### **Curriculum and Planning Guide**

The Curriculum and Planning Guide is available to high school students through their high school counselor. This guide 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.

### **Middle School Course Requirements**

The Christian Life Middle School is composed of grades 6 through 8. 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 - One Semester**

Art  
Band (Yearlong course)  
General Music/Choir  
Foreign Language  
Study Skills

#### **7th Grade**

##### **Core Classes**

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

##### **Elective Choices - One Semester**

Art  
Band (Yearlong course)  
General Music/Choir  
MS Technology  
Foreign Language  
Study Skills  
MS Robotics

#### **8th Grade**

##### **Core Classes**

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

##### **Elective Choices - One Semester**

Art  
Band (Yearlong course)  
General Music/Choir  
MS Technology  
Foreign Language  
Study Skills  
MS Robotics

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 their cumulative academic progress 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 be promoted to high

school. 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.

**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.

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
		<b>TOTAL CREDITS: 28</b>

### 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
		<b>TOTAL CREDITS: 28</b>

\*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.

## PE Requirement/Health

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 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. A one-semester Health class is required for all high school 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

<u>9th GRADE</u>	<u>10th GRADE</u>	<u>11th GRADE</u>	<u>12th GRADE</u>
1. Bible	1. Bible	1. Bible	1. Bible
2. Freshman English	2. Sophomore English	2. Junior English	2. Advanced Composition/ Public Speaking
3. Algebra 1	3. Algebra 2	3. Geometry	3. American Government/ Economics
4. Biology	4. Physical Science	4. World History or Elective	4. PE or Sport
5. PE/Health	5. US History	5. PE or Sport	5. Elective
6. Visual/Performing Arts	6. PE or Elective	6. Foreign Language	6. Elective
7. Soc. Studies Survey or Elective	7. Elective	7. Elective	7. Elective

### College Preparatory Program (H) - Designates Honors Course

<u>9th GRADE</u>	<u>10th GRADE</u>	<u>11th GRADE</u>	<u>12th GRADE</u>
1. Bible	1. Bible	1. Bible	1. Bible
2. Freshman English (H)	2. Sophomore English (H)	2. Junior English (H)	2. Advanced Composition/Public Speaking (H)
3. Algebra 2 (H)	3. Geometry (H)	3. Trig./Pre-Calculus	3. Calculus (H)
4. Biology (H)	4. Physical Science (H)	4. Chemistry (H)	4. Anatomy & Physiology (H) or Physics (H)
5. PE/Health	5. US History (H)	5. World History (H)	5. American Government/ Economics
6. Foreign Language, Visual/Performing Arts	6. PE	6. PE or Sport	6. Foreign Language
7. Elective	7. Foreign Language, Visual/Performing Arts	7. Foreign Language	7. Elective

## Driver's Education

CLHS offers a state-approved Driver Education program which is one semester long and repeats Semester II. This course is offered before school as a non-credited course.

## 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 of T.A. experiences during their 4-year high school career. Grades will be on a P=Pass/F=Fail scale only.

## Online Coursework

Online coursework to earn high school credits is offered in our computer lab. There is a possibility that students may be placed in an online course if scheduling conflicts arise.

## Grade Point Average (GPA)/Transcript

Christian Life High School grade point values range from 0 to 5 points.

(See following chart.) A cumulative GPA is included on each student's transcript, available from the guidance counselor at each semester's conclusion.

## 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, Trig/Pre-Calc, AP US History, and AP 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 their peers within a class.

## Progress Reports

Parents may access grades and assignments at any time through RenWeb, our internet-based program.

## Grading Scale

Below, you will find “academic conversion” charts for our classes based upon percentage (%), letter grade (LG), and grade points. 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	GP	%	LG	GP
95-100	A	4.0	100.1-110	A+	5.0
90-94.9	A-	4.0	95-100.0	A	4.0
87-89.9	B+	3.0	90-94.9	A-	4.0
84-86.9	B	3.0	87-89.9	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 his 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.

## Final Exams/Final Exam Exemption

**Semester 1:** All 9-11th grade students are required to take final exams. Seniors with a cumulative unweighted average of 95% or higher may exempt exams, except for those classes which require a research or paper assignment in place of the final.

**Semester 2:** 9-11th grade students with a cumulative unweighted average of 95% or higher may exempt final exams. Seniors with a cumulative average of 60% or higher may exempt final exams.

## 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.

## ***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 6 consecutive full-time semesters, including their 8th semester, at Christian Life High School to be eligible and considered for full academic honors.

### **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 **minimum of 20 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. Once inducted, students must follow NHS guidelines to maintain membership.

### **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 4.0 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) – all four credits must be earned in honors sections

**Foreign Language** (white) – no additional requirements

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

**Science** (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** (mauve) – 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** (navy 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.

## 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 accounting office concerning financial obligations, report cards, transcripts, and any other official academic records will not be released.

### 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.



## **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.

## **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. 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.)

## **Repeated Coursework**

Any time a student completes a semester of any class, even if repeated, both final grades remain on the official transcript reflecting accurate academic history.

Although rare, a student may choose to retake a class in which he has earned a passing grade of “D” in order to improve the grade to open future options. Both final grades earned will be noted on the transcript (percentage and letter grade) and reflected in GPA.

## ***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](http://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](http://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.
- 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.
- 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.
- Scoring cannot be done at home unless curriculum is online or on dvd-rom.

## Department Awards

This academic honor is awarded and/or recognized at commencement. Each department award is based on six 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.

## Teacher Choice Awards of Excellence

In May each year, selected students are honored for being the “top” choice of each teacher in the subject area(s) they teach. Certificates are awarded in Science, Math, Bible, Performing Arts, PE, Art, English, Foreign Language and Social Studies. Besides strong academics, six other criteria areas are considered when choices are determined.

## *Guidelines for Conduct*

### Dress Code Violations

Students will follow the dress code as outlined in the school handbook. Students found to be non-compliant to the Christian Life 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.**

### 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 students will not be allowed. Disciplinary action will be followed as previously stated.

### Backpacks

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

### Rough-Housing

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

## 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.

## Library

No books should be taken from the library without following standard check-out procedures.

## Lunchroom Policies

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 or 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 Activities

Middle/High school students are not allowed in the building (other than the north lobby and the commons area) after 3:30pm 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 6:30-8:00am, from 11:30am-12:30pm, or during the after-school Extended Care hours from 3:15-5:30pm when the playground is in use. **Students in the building or other restricted areas (including the church) after 3:30pm 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 YOUTH SERVICES 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.

## 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.

## Student Drivers

- 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.**

## **Firearms**

Possession of fireworks, weapons, and other dangerous materials are not permitted on school grounds or in school related activities. All items will be confiscated and turned over to parents and/or police immediately. 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, prop or forcefully pull doors open. All outside doors are locked at all times.

## 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 \$10.00.

## 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.

## *High School Randomized Drug Screening Program*

Christian Life Schools may require drug screening within the student body. Agreement to this policy is mandated upon registration and enrollment acceptance.

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: 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. If drugs or alcohol are found on a student, we will immediately notify the police and parents. 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:** Up to ten days of 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 & Theater Groups**

Pep Band as part of Band/Jazz Band.

Choir and Limited Edition

MS/HS Fall Play and MS/HS Spring Musical. Tryouts are open to all students.

### **Other Extracurricular Activities**

Special activities during the year prove to meet crucial friendship and social needs. Some of these include:

Homecoming	Class/Field Trips	Key Club	National Honor Society
King & Queen Coronation	Chess Club	International Club	Retreats
Junior/Senior Banquet	Spanish Club	Student Council	Scholastic Academic Bowl
Missions Outreaches	Track & Field Day	Sadies	

### **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.
- **a student must maintain a minimum grade of 60% in each course in which the student is enrolled. Exceptions will only be given by administration.**
- Previously paid activity fees will not be refunded.

## ***Athletics***

At Christian Life Schools, 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.

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 and JV–Junior Varsity.)

### **HIGH SCHOOL**

IHSA member school (Class A, 2A)  
Northeastern Athletic Conference (NAC)  
Northern Illinois Bowling Conference(NIBC)

#### **FALL SPORTS**

Football (Boys) JV & Var  
Soccer (Boys) JV & Var  
Volleyball (Girls) JV & Var  
Golf (Boys & Girls) JV & Var  
Cross Country (Boys & Girls)  
Cheerleading (Girls) JV & Var

#### **WINTER SPORTS**

Basketball (Boys & Girls) JV & Var  
Cheerleading (Girls) JV & Var  
Bowling (Boys & Girls)

#### **SPRING SPORTS**

Track (Indoor) (Boys & Girls)  
Track (Boys & Girls) JV & Var  
Softball (Girls) Var  
Baseball (Boys) JV & Var  
Soccer (Girls) JV & Var  
Bass Fishing (coed) Var

### **MIDDLE SCHOOL**

IESA member school  
Northern Conference  
Stataline Football Conference

#### **FALL SPORTS**

Tackle Football (Boys) 6-8  
Soccer (Coed) 6-8  
Volleyball (Girls) 6-8  
Cheerleading (Girls) 6-8

#### **WINTER SPORTS**

Basketball (Boys & Girls) 6-8  
Cheerleading (Girls) 6-8  
Bowling (Boys & Girls) 6-8

#### **SPRING SPORTS**

Track (Boys & Girls) 6-8

**\*As opportunity arises, CLS is also thrilled to support and cover high school athletes who are involved in individual sports such as swimming and tennis.**

### **ELEMENTARY**

Stataline Football Conference  
YMCA League Flag Football  
Art Sadtler Basketball

#### **FALL SPORTS**

Flag Football (Boys) 5  
Flag Football (Coed) 1-4  
Soccer (Coed) 4-5  
Volleyball (Girls) 5

#### **WINTER SPORTS**

Basketball (Boys & Girls) 4-5

#### **SPRING SPORTS**

Track (Boys & Girls) 5

## ***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. This code of conduct must be read by the parent(s) and/or guardian(s), signed by the student/athlete and parent/guardian, and returned to the coach before the student/athlete is allowed to participate.***

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.

*Special Note: if a student/athlete plans on participating in one or more sports in the same season, they must have written permission from both coaches in those sports. (i.e.; boys soccer and football, cheerleading and volleyball, etc.)*

*OTHERWISE: if that student/athlete quits the team after the first game, they are then ineligible to participate in another sport until the next athletic season. PE credit will only be given for one sport.*

### **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. 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,

**Elementary (Grade 1- 5)**

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

**Middle School (Grade 6-8)**

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 Junior Varsity (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**

**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 25 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 25 hours at the end of the semester, or they are rendered ineligible for the entire next semester; or they must make it up prior to the start of the next term.
- 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.
- **A student who has been ineligible for 3 consecutive weeks, will be removed from the team, forfeit any awards they may have earned, and their sports fee will not be refunded.**
- Part-time Home educated students must submit their grades weekly, on Monday, to both the athletic office and registrar for eligibility.
- Students with three or more classes under 60% will meet with the athletic director for remedial plan.

**Sports Fee**

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 start of the first official team contest will not compete. No student/athlete will be allowed to practice or participate in any unofficial, or official team events, photos or games if he/she has any outstanding, past or current, fees. Once the coach or athletic department receives electronic and/or written notification from the CLS offices.

**Athletes who are “cut” or who leave the team prior to the first competition, will be refunded their sport fee.**

<b>High School (Grades 9-12):</b>	1st Sport: \$125.00	2nd Sport: \$125.00	3rd Sport: FREE
<b>Middle School (Grades 6-8):</b>	1st Sport: \$100.00	2nd Sport: \$100.00	3rd Sport: FREE
<b>Elementary School (Grades 1-5):</b>	1st Sport: \$ 75.00	2nd Sport: \$75.00	3rd Sport: FREE

*Elementary Football/Basketball fees vary*



## Academic Responsibility of Student Athletes/Managers

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.

## Student Managers

- All student managers for athletic teams will earn an academic credit (PE).

## Concussion Policy

Any athlete who exhibits signs, symptoms, or behaviors consistent with a concussion (such as loss of consciousness, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest and shall not return to play until cleared by an appropriate health care professional.

The persons who should be alert for such signs, symptoms, or behaviors consistent with a concussion in an athlete include appropriate health-care professionals, coaches, officials, parents, teammates, and, if conscious, the athlete him/herself.

CLS Concussion Forms need to be completed in order to return to play after a concussion diagnosis. The Return to Play decisions and protocols will be overseen and approved by the Athletic Director prior to a student returning to play.

## 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 am– 3:00 pm), for previously scheduled appointments, or upon arrival to school, if tardy. "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.)

## 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 lists are examples of acceptable and 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.**

## 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.

### **Conduct/Lifestyle**

According to 1 Peter 2:21, we are called to do good, and also to follow Christ's example. As a student/athlete, there is to be no cursing/swearing, obscene gestures, or un-Godly conduct.

### **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.

### **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. Christian Life Schools reserves the right to perform random drug tests.

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.

### **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 (athletic or academic).

**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.

### **Harassment / Initiations/ Horseplay/Hazing Policy**

“FUN” at the expense of someone else’s self image is unacceptable and 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 two (2) 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 contest. 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, and sign the transportation release sheet. If parents want the athlete to ride with another adult, they must provide a written documentation so stating. **It is the responsibility of middle school parents to provide transportation home for their student athletes from contests. On occasion, parents may be asked to provide transportation to, as well as from, a contest.**

### **Student Drivers**

Only in the case of “in-town contests/practices” will a high school student be allowed to ride with another high school student. Any student wishing to ride with another student to and from the contest/practice must provide written parental permission to ride with that specific student to the coach. In all cases, the athlete is required to notify the coach when he/she is leaving. Violation will result in one game suspension. Repeated violation will result in removal from the team.

## **Parents’ Code of Ethics & Spectator Guidelines**

As a parent, I agree to cheer for our team in an enthusiastic, completely positive manner. I will support the team and coaches. If I have reason to disagree with a coach, I will make an appointment to meet with that individual instead of discussing situations with others. I will be respectful of the referees and their decisions, as they are the authorities in the game. So, I will respect the athletes, coaches, and referees, as they are people created by God in His image.

- 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 students/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, whether home or away, before or during the game while on school property.

***Warning:** It is necessary for us to warn you that participation in athletics can put your child in jeopardy of receiving an injury, possibly even a very serious injury. All sports have a danger factor associated with injury. While chances are very remote of a catastrophic injury, the injury of an athlete, disability or even death is a reality.*

### **CHRISTIAN LIFE SCHOOLS, a ministry of City First Church**

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