

# Student-Parent Handbook

Christ Lutheran High School



2009-2010

*Approved by the CLHS Board of Directors on 06/22/2009*



## Foreword

Dear Friend of Christian Education:

Welcome to Christ Lutheran High School, a cooperative ministry operated by the East Central Illinois Lutheran High School Association.

Please read and keep this edition of the school handbook. It contains information for both students and parents: Christ Lutheran's philosophies, policies, and regulations are included. Help your student understand the rationale behind the school rules and policies. They are intended to serve your student in an orderly, functional, and safe atmosphere.

We share a ministry through your efforts at home and our efforts at school. We pray that we will work for the sake of these students. A third member of our team is the church. Worship often together as a family. Talk to God with prayers and devotions. Without God's help the team will falter. Our relationship with God through Jesus Christ controls our happiness here on earth and assures our eternal life with Him in heaven.

Finally, we'd like to wish you a good year. Should questions arise as we make our way through this year, please contact the appropriate person as quickly as possible to work through the situation.

We often know the struggles and worries that accompany success and contentment. Everyday-life is an education in and of itself. May God grant us the insight we need to guide our lives with His will.

Sincerely,

**THE BOARD OF DIRECTORS**

## Introduction

Christ Lutheran's most important role is to proclaim the life, death, and resurrection of Jesus Christ. We believe that through the Holy Spirit, this proclamation changes the hearts and lives of those who are unconditionally declared righteous for Christ's sake.

Christ Lutheran High School is here to assist families to meet their parental responsibilities and challenges. Christian education is applying God's Law and Gospel to every aspect of life and learning. We agree with the Lutheran Church-Missouri Synod, which stated, "The most effective education agencies available to the church for equipping children and youth for ministry are the full-time Lutheran elementary (including preschool) and secondary schools" (1983 Convention Proceedings, Res. 2-17).

Christ Lutheran High School strives to represent a significant portion of each of the five functions of Lutheran congregations:

1. **EDUCATION** in all subjects prepares students to serve God and others throughout their lives. The Holy Spirit nurtures students' faith through God's Word. Unchurched students are accepted and taught God's Word so that the Holy Spirit can work faith in their hearts. Christ Lutheran teaches Christian doctrine as proclaimed by the Lutheran Church-Missouri Synod.

Students are taught using a Law and Gospel approach. They learn the demands of God's law and are comforted by the Gospel of Jesus Christ. Students are encouraged and prepared to serve Christ and other people.

Utilizing God's blessings, students and teachers endeavor to achieve excellence through use of current learning materials and teaching strategies. Students are trained to become responsible stewards of their God-given gifts and accomplishments.

2. **WORSHIP** is a regular occurrence both in the classrooms as well as in corporate settings, but worship is not limited to these occasions. Students grow through spontaneous worship experiences and learn to pray as opportunities and needs arise. Teachers model the Christian life by leading worship exercises and by practicing active participation in congregational worship.
3. **EVANGELISM**, witnessing, and testifying of the Gospel of Jesus Christ is part of student and staff life. Through staff modeling and instruction, students give witness of Christ's love to each other, to the congregations, and to the communities. Students of unchurched

families may benefit as the student is brought to faith and then witnesses to his or her family.

4. **FELLOWSHIP** is another experience for the school community. As members of the body of Christ, students and staff accept, support, encourage, and witness to one another. Each individual is respected as unique and assisted to achieve their full potential. As a forgiven child of God, each member of the Christ Lutheran family strives to create an environment of love and joy.
5. **SERVICE** is a natural outgrowth of Christian education. Students are prepared to respond to God's love as they interact with each other, their communities, and the world.

## **Christ Lutheran High School's General Objectives of Christian Education**

Our primary objective is to assist students to obtain greater knowledge of and closer union with God. We perceive the school as a partnership with parents and congregations in training students. We recognize six areas of growth with students: spiritual, intellectual, physical, social, emotional, and aesthetic. Our goal is to guide students to recognize their potential in these areas on a level commensurate with their God-given abilities. All teaching is subject to "the Holy Scriptures, which are able to make you wise for salvation through faith in Christ Jesus...and is useful for teaching, rebuking, correcting and training in righteousness, so that the man of God may be thoroughly equipped for every good work" (2 Timothy 3:15-17). Our specific objectives in each area are as follows:

### **SPIRITUAL GROWTH**

Christ Lutheran High School provides spiritual growth experiences, which enable students to:

- Nurture their faith
- Practice Christian service
- Know God and His forgiving love in Jesus Christ and to respond to that love in faith, worship, love, service and hope
- Share the knowledge of their Savior with others
- Develop skills in use of the Bible
- Grow in Biblical knowledge
- Develop an understanding of the doctrines, history, and worship practices of the Lutheran Church-Missouri Synod
- Use Christian principles to deal with moral dilemmas

### **INTELLECTUAL GROWTH**

Christ Lutheran High School provides intellectual growth experiences, which enable students to:

- Acquire thorough grounding in the knowledge and skills of the common branches of learning
- Develop an inquiring mind
- Develop independent and critical thinking
- Acquire problem-solving skills
- Cultivate desirable and useful work habits and study skills
- Evaluate human knowledge in the light of the infallible Word of God

- Progress and function at an appropriate ability level
- Achieve admission to and success at venues of higher learning

## **EMOTIONAL GROWTH**

Christ Lutheran High School provides emotional growth experiences, which enable students to:

- Assimilate character traits into a logical pattern of self-discipline motivated by the Gospel and guided by God's law
- Develop realistic self concepts
- Handle stress in a positive way
- Feel free to share feelings
- Grow into emotionally mature Christian adults
- Experience success but also learn from mistakes
- Realize that they are ultimately responsible for the choices they make and any consequences thereto related
- Act responsibly with the freedoms that they are privileged to enjoy

## **SOCIAL GROWTH**

Christ Lutheran High School provides social growth experiences, which enable students to:

- Evaluate current lifestyles and lead a godly life according to God's unchanging Word
- Be understanding, compassionate, and helpful
- Respect the God-given authority of home, school, church, and state
- Serve as useful and active citizens in the community as well as the church
- Function in groups as leaders and as followers
- Develop personal responsibility
- Develop caring relationships by recognizing the rights, privileges, and individual differences of others
- Be sharing and caring persons

## **PHYSICAL GROWTH**

Christ Lutheran High School provides physical growth experiences, which enable students to:

- Regard his or her body as the "temple of the Holy Spirit."
- Develop and maintain sound health habits

- Learn the basic body movements and develop motor coordination
- Grow in awareness of physical fitness and develop recreational skills
- Develop Christian attitudes of self-control, sportsmanship, and competition.

## **AESTHETIC GROWTH**

Christ Lutheran High School provides aesthetic growth experiences, which enable students to:

- Value the arts as avenues of self-expression
- Communicate in and with the arts by knowing the terminology and gaining skills in the arts – music (vocal and instrumental), drama, dance, and visual arts
- Appreciate present artistic expression of others and gain awareness of the historical development of the arts
- Become observers of and perceptually aware of the world God has given them

## **I. Definitions of the Christ-Centered Education at CLHS**

- A. **SCHOOL MISSION STATEMENT:** Christ Lutheran High School's mission is to prepare young people for lifelong service to Christ.
- B. **SCHOOL PURPOSE:** Christ Lutheran High School provides a Christian academic and extra-curricular education to help students discover and develop their relationship with Jesus and the purpose God has for them so they might dedicate their lives to giving God all praise and glory so that the glory of the Lord can be shared "to and through" the student body.
- C. **SCHOOL PHILOSOPHY:** Students come to Christ Lutheran High School from a variety of backgrounds, but share the need to be accepted by self and others, to articulate and achieve goals in life, and to grow in their personal faith. As a Christian educational institution of the Lutheran Church – Missouri Synod, Christ Lutheran High School has an obligation to provide a Christian environment in which the needs of the church, the families, and its students can be met. This environment will be one where students are given opportunities to practice both Christian, family, and civic responsibilities, and to experience a broad yet challenging academic and extra-curricular program to prepare them not only for the collegiate experience but for life; not just for here, but for the hereafter.

Based on this philosophy, the goals of Christ Lutheran High School are to:

- 1. Help students to strengthen and remain in their faith in God so they will
    - a) Grow in their personal relationship with Christ as their Savior.
    - b) Transfer their beliefs into daily living.
    - c) Witness their faith to others.
  - 2. Support parents in their efforts to "bring up their children in the nurture and admonition of the Lord."
  - 3. Prepare students for life after high school.
  - 4. Provide a positive high school experience for the students.
  - 5. Encourage students to consider full time church work vocations.
  - 6. Strengthen the relationship between supporting congregations and Christ Lutheran
- D. **MATTHEW 18 POLICY:** Within the Christian community of Christ Lutheran High School, occasions of conflict, offense, and sin will occur. In order that we might deal with each other within God's prescribed Word, all members of this Christian community are expected to abide by the principles of Matthew 18:15-17. It is assumed that this not be used for frivolous, personal, or petty matters. Everyone should be aware of the steps to deal with concern or conflict.

The following are the approved procedures as based on Matthew 18:

1. Concerning a faculty member or staff member:
  - a) Speak privately with the individual with whom there is a concern or conflict.
  - b) If necessary, both parties meet with the administrator.
  - c) If necessary, both parties meet with the administrator and representatives from the Board of Directors.
2. Concerning the administrator:
  - a) Speak privately with the individual when there is a concern or conflict.
  - b) If necessary, include another professional who would serve in an objective capacity. This individual is to be mutually agreed upon by both parties.
  - c) If necessary, meet with the Board of Directors to resolve the concern.

## **II. Parental Involvement**

Parent support and input into the philosophy and operations of Christ Lutheran High School are encouraged. The Board of Directors and Delegate Board are the major decision and policy-making organizations.

The Christ Lutheran High School parents in total and their support organization *Parents Crusade for Students and Athletes* are the major support groups. Please contact the school office for meeting times and additional information.

It is expected that CLHS parents will remain involved in the spiritual, academic, and extra-curricular lives of their students and will work in partnership with the school, extending themselves beyond the tuition, fees and other costs by contributing their time and talents to the continued welfare of CLHS.

Volunteers are essential to the smooth and economically efficient operation of our school. All parents and students should expect to be called upon to assist with at least one of a variety of student activities, fund-raising events, or other services each year.

### **III. Admissions**

Christ Lutheran High School admits students of any race, gender, creed, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, gender, creed, color, national or ethnic origin in school-administered programs. The school does discriminate in that it will accept only those students who agree to live under the expectations of a Christian community. It further discriminates in that it seeks to employ those teachers who share the same faith and beliefs as that of the churches which operate the school.

Pertinent information and regulatory standards for those seeking admission:

- A. Parents and/or guardians are to ensure that their son/daughter or ward will comply with the rules of the school; support the administration in upholding these rules; and maintain an atmosphere in keeping with the Christian principles of Christ Lutheran High School.
- B. Registration is contingent upon acceptance of all policies, procedures, philosophies, and fees approved by the Board of Directors of Christ Lutheran High School and outlined in the school handbook.
- C. Students seeking admission to CLHS must have reasonable potential to benefit from and reasonably be able to successfully complete the regular curriculum (including but not limited to the academic and spiritual requirements) in operation at the time of enrollment.
- D. Students who have successfully completed 8th grade or its equivalent, having displayed competency necessary for admission may apply.
- E. Transfer students, who with their parents, must meet with the administrator after providing the completed "Application Form" before the student can be considered for acceptance. Transcripts from previous school must be provided, the contents of which will be used in determining further continuation at Christ Lutheran.
- F. Special education backgrounds or needs are to be shared with the administrator before registration, as Christ Lutheran High School is not equipped to help all students with special, exceptional, academic, emotional or social needs. Every effort will be made to work with each student regardless of their needs, but some cases may prove beyond our means or scope to adequately provide for the student's growth and development.
- G. All newly enrolled, previously enrolled (returning) and transfer students are admitted on one quarter (1/2 semester) probationary basis.
- H. Completion of registration implies that parents will comply with all immunization and health requirements mandated by the State of Illinois.

#### **IV. Tuition and Fees**

- A. **COLLECTION OF TUITION:** Although Christ Lutheran High School does not want to deny anyone a Christian education, it is to be understood that the primary source of funding for the school is tuition. Tuition is collected through the school office and is due the fifteenth of each month beginning with August and concluding with May. A \$15.00 late fee will be assessed for all payments ten (10) days past due. The following policy is in place for tuition accounts that are not up to date:
1. Families that are thirty (30) days past due will receive a letter of warning (with a copy sent to the Board of Directors) from the administrator.
  2. Families that are sixty (60) days past due will have their student separated from school until arrangements have been made to rectify the situation. If suitable arrangements are not made, these accounts will be turned over to the school's collection agent.
  3. If there are extenuating circumstances regarding why tuition has not been paid, families are urged to speak with the administrator. The administrator, however, makes no tuition-based decisions without the advice and consent of the Board of Directors.
- B. **UNPAID TUITION:** Report cards and/or transcripts of credit for a student cannot be released if the family account is past due or unpaid. It is also to be understood that a student cannot be granted a diploma from Christ Lutheran High School if his/her tuition account is not paid in full. It is also to be understood that the annual registration fee and tuition deposit are non-refundable.
- C. **FINANCIAL AID:** If available, it is need based. Forms and specific guidelines are available from the school office. Those seeking financial aid are asked to see out assistance from their congregation or other interested individuals. It is to be noted that Christ Lutheran High School does not have a budgeted line item for financial aid, and that all such aid comes from funds designated to cover operating expenses. Decisions regarding financial aid are made by the Finance Committee with consultation of the administrator on a case-by-case basis. Some privately funded scholarships may be available. Information for these will be provided as they become available.
- D. **TUITION RATES:** The Board of Directors determines the amount of tuition annually. Those families that are members of a congregation in the East Central Illinois High School Association will be entitled to a specific discount, also determined by the Board of Directors. All efforts will be made to keep tuition as affordable and reasonable as possible; however Christ Lutheran

High School must also be fiscally responsible and practice good stewardship. Along with the set rates each year, the following discounts apply:

1. 5% discount for those paying the entire amount for the year prior to September 1
2. 10% discount for second child concurrently enrolled.
3. 25% for parents who work for one of our feeder schools
4. 50% for those parents currently employed at Christ Lutheran
5. Tuition for any student shall not be less than 50%; discounts cannot be combined so as to reduce tuition less than 50% of the prescribed amount
6. Current fees (book fee, registration fee, activity fee, etc.) are to be paid for each student enrolled regardless of any tuition discount

## **V. Academic Information**

- A. MEETING STUDENTS' NEEDS: The governing board of Christ Lutheran High School has seen fit to state that the academic environment should be one that includes college-preparatory work. Currently, colleges and universities require or expect four years of English, three years of science, three years of math, and three years of social studies. The curriculum established at Christ Lutheran High School far exceeds these expectations. Other areas of instruction (i.e., Health, Sex Education, abstinence instruction, Drivers' Education, etc.) will be taught in conjunction with the regular curriculum by faculty members, or in some cases will be outsourced to qualified instructors and/or institutions.

B. GRADUATION REQUIREMENTS: To graduate from Christ Lutheran High School, students must earn a minimum of 20 credits plus religion during their four years. A ½ credit is earned for each semester passed in a subject area. Students are required to have:

Religion	Each semester in attendance
English	Four (4) credits
Science	Three (3) credits including a semester of Chemistry
Social Studies	Three (3) credits including Government and US history
Math	Three (3) credits and it must include Geometry
Foreign Language	Two (2) credits
PE/Health	One (1) credit
Volunteer/Service Hours	Eight (8) hours per year

Exceptions may be made with the approval of the administrator and corresponding teacher for unusual circumstances. Post-secondary institutions have their own entrance requirements which may include more than the high school requirements noted above, and students are encouraged to include this in their high school planning.

C. ELECTIVES: Additional courses will be offered based on student interest, availability of teachers, and the ability to fund them.

D. GRADING PROCEDURES: Weekly reports are issued through [www.TeacherEase.com](http://www.TeacherEase.com), a computer program. The dates for each mid-quarter as well as the end of each quarter are included on the school calendar. Report cards will be mailed to parents at the end of each quarter.

If a student is in danger of failing a course, teachers will make every effort to notify parents through Teacher Ease, phone call, or personal contact prior to the student receiving an F for a particular course. Failures that occur due to a student failing a final examination or not submitting a course-ending project or paper are the responsibility of the student, not the instructor.

Due to the rigorous nature of Christ Lutheran High School's curriculum, a failed course would need to be made up and completed in

summer school, night school, correspondence school, or some other source of verifiable credit. Many of the classes are prerequisites for others in the course of study, so make-up work would need to be done prior to the beginning of the next year; otherwise the student may run the risk of not fulfilling the requirements for graduation.

Parent-Teacher conferences may be scheduled at any time by Parent/Teacher request. Communication between teachers, students, and parents is paramount to the success and good will of all involved.

- E. GRADING SCALE: The following letter grades and their corresponding percentages are used to reflect academic progress:

A+	99-100	C+	80-81	F	0-59
A	95-98	C	73-79		
A-	93-94	C-	71-72		
B+	91-92	D+	69-70		
B	84-90	D	62-68		
B-	82-83	D-	60-61		

(Pluses and minuses do not figure into the grade point average and are only used as indicators)

In calculating the grade point average that appears on the report card and in official transcripts, the following letter grade values are used: A = 4.0, B = 3.0, C = 2.0, D = 1.0, F = 0.

Although the student is responsible for all work turned in that contributes to the calculation of the final grade, no grade submitted to the office by a teacher for the official transcript shall be less than 50%.

- F. ACADEMIC TERM: The school year will consist of two semesters, and each semester shall constitute two quarters and a final examination. Final examinations are given at the end of each semester and shall be cumulative in nature. When the semester grade is calculated, each quarter will be worth 40% and the final examination will be worth 20%. Any student that fails a quarter may redeem his or her grade with successfully passing the other quarter and doing well on the final examination. Students are given credit for each semester that they successfully complete.
- G. SENIOR EXEMPTIONS: Second semester seniors will be exempt from taking final examinations if they: 1) earned an A for the first semester; 2) Earn a cumulative grade of 93% for the 3rd and 4th quarter; 3) have not had excessive absences from class during the year; 4) have had no major disciplinary infractions during the year.

- H. HONOR ROLL: There are three levels of student academic recognition.
- |                       |              |
|-----------------------|--------------|
| <i>Highest Honors</i> | 4.0 GPA      |
| <i>High Honors</i>    | 3.99-3.5 GPA |
| <i>Honors</i>         | 3.49-3.0 GPA |
- with all grades at C or better
- I. NATIONAL HONOR SOCIETY: Students that have a cumulative grade point average that meets or exceeds the qualifications as stated in the constitution of the National Honor Society are eligible to seek admission to Christ Lutheran High School's chapter of the National Honor Society. Candidates are measured not only by their academic performance but also on the qualities of service, leadership, and character. Selection is by a secret ballot of the faculty based on submitted written applications. The results of the committee's evaluation are then used to elect new members for the year. Selection is regarded as a privilege; periodic evaluations are made as per the official National Honor Society Handbook based on the cumulative GPA, leadership, character and service.
- J. VALEDICTORIAN – SALUTATORIAN: A valedictorian and salutatorian are chosen each year from the graduating class. The valedictorian ranks first in scholarship, the salutatorian ranks second. Selection is based on the cumulative grade point average.
- K. DROPPING CLASSES: Given the nature and structure of the curriculum at Christ Lutheran High School, dropping classes (with the exception as noted in section VI, paragraph C) is not permitted.
- L. SCHEDULING: Scheduling at Christ Lutheran High School is done on registration day or when the student enrolls. A pre-registration form will be completed at the end of the year to assist in this process. The administrator and guidance counselor (if available) will handle all scheduling decisions. Students must make every effort to stay on track so as to fulfill the stated graduation requirements. Students struggling in a class should work individually with the teacher for assistance.
- M. REMEDIAL CREDIT: Should conflicts in a student's schedule (from previously failed or missed classes) make it impossible to schedule the necessary classes in order to fulfill graduation requirements, credits may be earned via correspondence, summer, or night schools. Internet-based courses may also be available.
- N. DUAL CREDIT: Obtaining Dual Credit coursework is an exciting opportunity for qualified high school juniors and seniors 16 and older. Parkland's program allows students to take classes that can fulfill high school graduation requirements while simultaneously earning college credit. The student can

take college classes at the Parkland campus, online, and even at your high school. The college credits the student earns are transferable to most colleges and universities.

- O. **TRANSCRIPTS:** Copies of school records for colleges, vocational schools or prospective employers are available through the office. As per the Family Educational Rights and Privacy Act, all students have the right of access to information that is contained in their permanent record, however specific appointments need to be scheduled. Transcripts may be requested in person or by letter. Seniors may obtain their school health records upon graduation.
- P. **COUNSELING AND GUIDANCE:** Students have the services at their disposal of professional, Christian high school teachers for counseling and guidance. Should situations arise that require professional counseling, the services of a local pastor, personnel from Lutheran Children and Family Services or Lutheran Social Services, or professionals from the public sector in the field will be sought. For assistance with college testing programs or selection, the administrator is available to assist the students.
- Q. **TESTING PROGRAM:** Christ Lutheran High School will administer appropriate tests to all classes to aid in their growth and development. These tests take place during October. Juniors and seniors will be responsible for scheduling their own date for college entrance examinations (i.e., ACT, SAT). In the past, Christ Lutheran has served as a testing site for the ACT.

## **VI. Student Conduct**

- A. **EXPECTATIONS OF STUDENTS AT CHRIST LUTHERAN HIGH SCHOOL:**
  - 1. We expect you will represent our school in an outstanding manner.
  - 2. We expect you will work to the best of your ability.
  - 3. We expect you will treat others with dignity, worth, and respect.
  - 4. We expect you will keep our campus beautiful and clean.
  - 5. We expect you will follow all the rules and regulations set forth by your teachers and the school.
  - 6. We expect you will work to keep a positive relationship with parents, teachers and friends.
  - 7. We expect you to reach beyond your grasp and learn new things.
  - 8. We expect you to make all of us very proud.
- B. **STUDENT BILL OF RIGHTS:** All staff and students will make every effort to observe the following. Students in our school have the right to:
  - 1. Learn in a safe and peaceful environment.
  - 2. Know what behavior is expected of them at all times in every area of the school.
  - 3. Be protected from physical harm and verbal abuse.

4. Have their positive behavior recognized.
  5. Have their personal property protected.
  6. Have their concerns heard.
  7. Be treated with kindness.
- C. DUE PROCESS: At all times, Christ Lutheran High School will respect student rights to due process. An opportunity will be provided, as appropriate, for students and/or their parents to have a hearing if they feel they have been treated unfairly.
- D. SEXUAL HARASSMENT: Peer sexual harassment is strictly forbidden at Christ Lutheran High School, on its premises and during its programs and activities. Peer sexual harassment is any unwelcome physical or verbal conduct of a sexual nature, such as touching or grabbing or sexual comments, directed at a person because of his or her sex, that interferes with the ability of a student or students to receive an education while at the same time maintaining a positive self-image and feelings of self-worth and respect.

Students are expected to treat their fellow students with dignity and respect at all times on school property and in school programs and activities. Disciplinary action may result from violations of this anti-harassment policy. Violations of this policy may be reported to teachers or administrators. The school strongly encourages students to report sexual harassment immediately. Christ Lutheran will take prompt, fair and thorough action to investigate any report and to stop the sexual harassment. Christ Lutheran High School will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school's legal obligations to investigate, to take appropriate action, and to conform to any discovery or disclosure obligations.

All forms of harassment are strictly prohibited. This policy applies to students, faculty, staff, administration, parents, vendors, and guests whenever and wherever a school related activity takes place. Compliance will be made with all local, state, and federal laws; anyone found to have acted in violation of this policy will be subject to appropriate disciplinary action.

- E. HAZING: Christ Lutheran High School interprets hazing as any act whether physical, mental, emotional, or psychological, which subjects another person, voluntarily or involuntarily, to anything that may abuse, mistreat, degrade, humiliate, harass, or intimidate the person, or which may in any fashion compromise the inherent dignity of the person. In addition, any requirement by a student which compels another student to participate in any activity which is against school policy and philosophy or state/federal law will be defined as hazing.

Any and all incidents of hazing will be promptly, fairly and thoroughly investigated; consequences may include suspension or expulsion.

- F. PUBLIC DISPLAY OF AFFECTION: It is natural to have boyfriend-girlfriend relationships and to express affection in that relationship. That affection, however, should be modified by Christian values, sensitive to others, appropriate for the setting, and not offensive. Holding hands is acceptable, except in the classrooms and in chapel.

It is not acceptable to publicly display affection at Christ Lutheran High School that could cause embarrassment to students, teachers, parents, or guests. Examples of public displays of affection that are not appropriate or acceptable include kissing, compromising lap positions, intimate cuddling, etc. Hugging is acceptable, however should be done with discretion and caution. Teachers who observe any public displays of affection, limited to holding hands, will issue an office referral.

- G. LEAVING SCHOOL GROUNDS: Christ Lutheran High School maintains a “closed campus”. Students are not to leave school grounds between their time of arrival and the time they leave for the day unless parental permission is secured and approval has been granted by the office. Leaving school grounds without permission may result in the student being suspended for the remainder of the day, as well as the following day.
- H. AFTER SCHOOL DISMISSAL: Students not engaged in an after-school activity are to leave the building immediately at the appointed time of dismissal unless given permission to do otherwise by a staff member. Students who are waiting for practices to begin or whose rides have been delayed may leave school grounds only with the permission of the advisor of their activity or the office. Students who are in the building after school are to be under adult supervision at all times.
- I. LOCKERS: Lockers for student use are the property of Christ Lutheran High School, as such CLHS reserves the right to inspect and/or search lockers should any contraband or property not belonging to a student be suspected of being contained therein. In accordance with recent judicial rulings, “limited expectations of privacy” may prevail if there is probable cause to search lockers. All proper respect will be accorded students in regards to their personal belongings.

Students are expected to keep assigned lockers neat and orderly. No materials or offensive decorations are to be placed on locker doors other than posters for games or special events (i.e., birthdays, congratulatory notes, etc.); these must be removed at the end of each week. Students are

to report any locker damage to the school office, and may be assessed the cost of repair if a student is found to be responsible for said damage.

CLHS will provide students with locks. Only locks provided by the school may be used. All others will be removed and not replaced. Should a student lose their lock, they will be assessed the replacement cost. The school is not liable in the event of theft or damage to items in lockers. Students are not to share their locker combination with other students.

**DRESS CODE:** Personal appearance reflects self-esteem as well as school pride. It is important for students to put some thought as to what is going to be worn to school. Research shows that students who dress better perform better in all facets of school. Students who do not comply with the following dress code will be 1.) Given a verbal warning and parents notified. 2.) Alternate clothing will be provided by the school to wear for the remainder of the day and parents notified. 3.) Dealt with by the Administrator and parents notified.

1. Dress Code is in effect on Final Exam Days.
2. All clothing shall be modest, in good condition, clean, neat, not torn or frayed, without holes or slits, and worn at the appropriate level as designed. Clothing that is acceptable includes: jeans, dress pants, khaki pants, nylon/windpants, yoga slacks, etc. All clothing is to be worn the proper way. (Not inside out)
3. Sweatpants, "snap" pants, costumes or other leisurewear (i.e., Pajama bottoms) are not acceptable.
4. Shorts should have a minimum inseam of 4 inches.
5. Skirts must not be any shorter than four (4) inches above the top of the knee when standing.
6. Shirts will have no words, pictures, numbers, or graphics except for a manufacturer's logo of no more than 2 inches square, and are not representing another school.
7. "Crusader Wear, college, professional, Christian, and athletic wear" maybe worn providing it is in good condition and worn appropriately, is permissible at all times. Other high school attire is not included.
8. A knit sweater may be worn in place of a shirt.
9. Boys' shirts must have sleeves and in good taste.
10. Midriff or "belly" shirts, or other articles of clothing that are deemed too revealing are not permissible. Ladies tank tops must have two (2) straps (one (1) over each shoulder) with no narrower than one (1) inch straps.

11. Hats, caps, and sunglasses may not be worn in the building during school hours. Coats should not be worn in the classroom without the instructor's permission.
  12. Shoes or sandals must be worn at all times. Slippers are not permitted to be worn at anytime on school property. Wheelie shoes are not permitted in school.
  13. Hair coloring must be of a natural shade, and the hair in general should be kept neat and clean.
  14. Body piercing is to be restricted to the ear.
  15. Tattoos are to be covered at all times.
  16. Teachers and coaches may require special dress for game days, travel, and field trips. Some of these rules may be suspended for special school events or as conditions warrant. Special "dress down, non-dress code, or casual" days may be initiated by the administration as deemed necessary or appropriate. Parents should check with the school office should they question any deviation in the school rules.
  17. Students who wear jewelry that is questionable in the opinion of an instructor must change the jewelry immediately. If the student wishes a clarification of the dress code, that clarification should take place with the teacher and administrator at a later time in the day.
- J. **STUDENT VEHICLES:** For many, driving to school is a necessity but should also be viewed as a privilege. Students are expected to drive carefully at all times and respect all signage pertaining to traffic patterns. All vehicle license plate numbers should be registered in the office. All student parking is located on the south side of the building. The west parking lot is reserved for visitors, faculty and staff at all times. Students are not to be in the parking lot during the day unless they have a pass from a teacher or from the office. All vehicles are to remain parked during the day until the driver leaves for the day. Students that drive other students to and from school bear the sole responsibility for their passengers' safety.

## VII. Disciplinary Policies

The following policies are to help students make good decisions and realize some of the consequences of bad decisions. Other means of Christian discipline may be used, and the guidelines herein may be modified when in the best interest of the student, other students, or faculty. In any case involving a disciplinary step, an attempt will be made to contact the parent in person, by phone, or by electronic or standard mail.

DISCIPLINE GRID			
OFFENSE	FIRST LEVEL	SECOND LEVEL	THIRD LEVEL
1. Tardy	Reprimand – 1 <sup>st</sup> tardy	1 detention 2 <sup>nd</sup> – 5 <sup>th</sup> tardy	Saturday detention 6 <sup>th</sup> or more
2. Displays of affection	1 detention	2 detentions	1 Saturday detention
3. Unexcused absence	Minimum of 1 detention to 1 Saturday; Loss of credit	2 detentions up to 2 Saturdays; Loss of credit	Up to 2 days suspension; Loss of credit
Cutting class			
Unauthorized leaving			
Unauthorized areas			
4. Vulgarity or profanity	Minimum of 1 detention	Up to 3 detentions	Up to 2 days suspension
Disrupting class			
Clothing advertising alcohol, drugs or <b>any</b> inappropriate attire <sup>1</sup>			
Any written, verbal or physical intimidation from one student to another			
5. Forbidden items that pose a danger or disruption <sup>2</sup>	Minimum of 1 detention to 1 Saturday	Up to 2 detentions up to 2 Saturdays	Up to 2 days suspension
6. No show for detentions	Saturday School	In-School Suspension	1 day suspension

<sup>1</sup> Refer to section VI. J. Dress code

<sup>2</sup> Including pagers, lighters, matches, lasers, pocket knives, cap guns, cell phones, etc.

DISCIPLINE GRID			
OFFENSE	FIRST LEVEL	SECOND LEVEL	THIRD LEVEL
7. Vandalism and theft	Restitution and up to 5 days suspension	Restitution and up to 10 days suspension	Restitution and 10 days suspension
8. Fighting	3 day suspension	10 day suspension	10 day suspension; Recommendation for expulsion
9. Cheating	Zero for both giver and receiver; 1 detention	Zero for both giver and receiver; Parent notification and 1 Saturday detention	Zero for both giver and receiver; Parent conference required; 1 day suspension
10. Possession or use of tobacco products <sup>3</sup>	3 day suspension	6 day suspension	10 day suspension
11. Use, possession, transportation or under the influence of drugs or alcohol (look-alike paraphernalia, controlled substances)	10 day suspension; police notified; recommend expulsion; recommend counseling		
12. Gross disrespect to staff member/student;  Threat to staff member/student	Up to 5 days suspension	Up to 10 days suspension	10 days suspension; recommendation for expulsion
13. Major forbidden items <sup>4</sup>	10 day suspension; police notified; recommend expulsion		
14. Willful physical act of aggression toward a staff member	10 day suspension; police notified; recommend expulsion		

<sup>3</sup> See also Athletic Code of Conduct

<sup>4</sup> Weapons, explosives, unauthorized guns, incendiary devices

### **VIII. Attendance Policies**

- A. **LIMITATIONS:** Good Christian stewardship and accountability for our time requires us to be responsible. Regular and punctual attendance is expected of all students. Given the rigorous nature of the course of study at Christ Lutheran High School, it can be assumed that a student will have a proportionately more difficult time with his or her studies in direct relation to the amount of time that he or she is not in class.
1. Excessive absence is harmful to the complete development of a student. Unless extenuating circumstances are present, a student that misses more than 6 class periods in a semester or 12 total for the term may be required to repeat those classes affected based on the recommendation of the instructor and the administrator. Prolonged absence from school may also result in referring said action to county truancy officials.
- B. The following policies and procedures are the shared responsibility of the students and parents should absence from class be necessary:
1. **CLASS ATTENDANCE:** A student must be in class for a minimum of half the period to receive credit for attendance.
  2. **DAILY ABSENCE:** The school wishes to be kept informed concerning the absence of a student. Parents are asked to call the school by 8:30 a.m. if their son/daughter will be absent for the day or will be arriving late. If the parent has not called, and the school has been unable to contact the parent, the absence is unexcused and work will be considered as zeros.
  3. **EXCUSED ABSENCE:** These are granted for illness, illness or death in the family, funerals of family members, dental and doctor appointments that cannot be scheduled outside of school hours, and emergency help needed at home (emergency help should not be confused with convenience). It is noted that these absences still accumulate towards the student's total for the year and must be excused prior to occurrence by the parent or guardian.
  4. **UNEXCUSED ABSENCE:** These are absences for reasons that are not considered legitimate by the school as mentioned above, or for exemptions/absences that parents have not requested in advance or cleared through the office. They may include absences for such things as truancy, cutting class, working, shopping, preparing for a school event (i.e., Prom or Homecoming), failure of a parent notifying the office of an absence, etc. Unexcused Absences have a "no make-up work allowed" provision.
  5. **EXTENDED ABSENCES:** Extended absence from school for vacations or other reasons is strongly discouraged. If unavoidable, parents are to

contact the school in advance. Students are solely responsible for contacting their teachers and making sure that all missed work (i.e., tests, homework, papers, etc.) is made up in the prescribed time limits.

Teachers are not expected, nor is it their responsibility, to prepare or assign work ahead of time for students who will be absent for an extended period of time. This requires the teacher to prepare twice for his or her classes and is considered an unfair and unreasonable request. Teachers may reserve the right not to honor such requests.

6. **MAKE-UP POLICY:** Students will have as many days as missed to make-up any work while not in school. The teacher will inform the student when work is due, however it is the responsibility of the student and not the teacher to make sure that it is completed and presented to the teacher in a timely fashion. Penalties for late work will be at the discretion of each teacher and will be stated in his or her policies and procedures.
7. **STUDENT ARRIVAL POLICY:** Students are to be in the cafeteria when the bell rings to start the first class of the day unless weather conditions or other justifiable reasons are prevalent for being late. Students that arrive after 8:20 a.m. are to report to the office upon entering the building and secure a pass for entering class; teachers are not to admit students without a pass. Students who arrive late, (bad weather and road conditions being excepted) may be excused by a phone call from the parent or guardian; otherwise any work missed cannot be made up. Students that are late due to an appointment with the doctor, dentist, orthodontist, etc. shall use a slip from said appointment to excuse their tardiness. Bus travel tardies are excused.
8. **PARTICIPATION IN ACTIVITIES:** To participate in an after-school activity (i.e., athletics, drama, band, yearbook, student council) a student must be in school for the complete day. Students who are gone from school for a job interview, a college visit, a doctor's appointment, or for a funeral may participate in after-school activities if they have the approval of the administrator and their activity director. If possible, such approval should be secured ahead of time so as to clarify if participation will be allowed.
9. **EARLY DISMISSAL/CANCELLATION OF SCHOOL/SCHEDULE CHANGES/ACTIVITY CHANGES:** In case of inclement weather or other emergencies, schedule changes may be necessary. This announcement will be made through our school's phone system, SchoolReach. It will also be broadcasted on WGFA Radio 94.1 FM-

Watseka, WPXN Radio 104.9 FM-Paxton, and WCIA TV-Champaign. If you do not hear from the school, school is in session as usual. We defer to parents' judgment. If the weather is bad in your area and your student will not be attending school, please contact the office as you would any other absence.

## **IX. Extra-curricular Activities**

A. **ELIGIBILITY:** Academics are the primary emphasis within the Christian educational program at Christ Lutheran High School. Extra-curricular activities (drama, yearbook, student council, extra-curricular music, etc.) are considered a privilege and not a right, which demand satisfactory class work. Students must receive a passing grade in all classes for the quarterly report card or the mid-quarter progress report, whichever is nearer the beginning of an activity, as a prerequisite to participation in any extra-curricular activity. Athletic participation is also an extra-curricular activity, but eligibility is slightly different due to IHSA regulations (see below).

A student receiving a failing grade in any class on a quarterly report card or a mid-quarter progress report is ineligible for participation in musical tours, competitions, and after-school rehearsals, all drama productions and after-school rehearsals, and all groups that may meet outside the normal school day until the student receives passing grades in all subjects. Re-evaluation shall take place two weeks after the posting of the grades for the quarter or mid-quarter. Students can monitor their progress using the internet grading system.

Second semester failures will apply to the first quarter of the following year. If a student receives a failing grade for the second semester but takes that entire semester over independently during the summer, and Christ Lutheran receives notification that the student has passed that course prior to the beginning of the first quarter of the next school year, the student will be eligible for all extra-curricular activities.

Christ Lutheran High School is a member in good standing of the Illinois High School Association and adheres to all policies and procedures as set forth by their Board of Directors. In accord with Christ Lutheran High School expectations and IHSA requirements, during the athletic season in which the student is participating, their cumulative grade for each quarter is evaluated weekly. Any student who has an F or 3 or more D grades is declared ineligible for a week until the next evaluation takes place. Eligibility is checked at the end of the school week. Ineligibility will take effect on the following Monday and conclude on Sunday. If any student is considered

ineligible to participate for any 4 consecutive weeks during an athletic season due to grades, they are to be removed from the team.

- B. ATHLETICS: Christ Lutheran High School is willing to offer any sport or activity for boys or girls where: 1) participation is practical and realistic, 2) a qualified coach or moderator can be secured, and 3) adequate funding is available. Christ Lutheran will also take into serious consideration: 1) the proportion of male and female athletes, 2) interests of the student body, 3) equality of opportunity for male and female participation. Christ Lutheran adheres to all IHSA policies regarding interscholastic athletics.
- C. YEARBOOK: A yearbook serves a historical function in that it puts into pictures and words the students, faculty, staff, extra-curricular activities, important events, and numerous other memories from the school year. A student working on the yearbook gains the following abilities: to understand and practice the responsibilities of a journalist in a Christian manner, to understand the role a yearbook plays in a school, to understand the construction fundamentals of a yearbook layout, and to carry out assigned duties cooperatively within the limitations of staff and time. While Christ Lutheran respects the constitutionally protected rights of free speech and expression, it is to be noted that the yearbook and any other school publication represents the voice of the school and not necessarily that of the students. As such, appropriate school personnel shall review all publications prior to dissemination. Since these documents in essence speak for the school, the school reserves the right to determine content.
- D. STUDENT COUNCIL: The goals of the student council are primarily to plan and host school social functions as well as to provide opportunities for service to our society. All student council activities are to be with the advice and consent of the teacher/class sponsor. Elections for student council will take place in each of the respective classes early in the school year.
- E. DRAMA: In order to develop the necessary skill of speaking in front of people, Christ Lutheran will frequently provide the opportunity for students to be involved in the dramatic arts. The selections of the pieces to be performed will rest with the director and supervising faculty member.
- F. MUSIC: To aid in the aesthetic growth of the students, various musical groups will be available when there is sufficient interest. These may include, but are not limited to vocal and instrumental groups (i.e., band, handbells, etc.)

## **X. Activities Guidelines**

### **A. GENERAL PROVISIONS**

1. Persons causing damage to the property of Christ Lutheran or one of its guests will be held responsible for its repair or replacement.
2. In keeping with recent judicial decisions, students and guests are deemed to have a “limited expectation of privacy” when attending CLHS events.
3. Any student or guest attending an event at CLHS may be subject to search or drug test if deemed appropriate or necessary.
4. Smoking or use of tobacco-related products is not allowed anywhere on CLHS property.
5. Students or guests that appear to be “under the influence” of an inappropriate or controlled substance will not be admitted to the activity and their parents will be notified. Every effort will be made to prevent these students from driving.
6. Consumption of alcohol by those of legal age (21) shall require the prior consent of the administrator and the Board of Directors.
7. Those in attendance will remain in the specific confines of the activity involved (i.e., the gym, the cafeteria, Crusader Hall, etc.) Those found in inappropriate places will be asked to vacate the premises.
8. The necessary authorities will be informed as to special events at CLHS and will be called should there be problems or in cases where those supervising are in need of assistance.
9. Actions that in any way, shape, or form detract from the mission and/or philosophy statements of CLHS, or reflect negatively on the image, character and/or reputation of the school are expressly prohibited.
10. Christ Lutheran High School, the Board of Directors, members of the Christ Lutheran High School Association, the faculty, staff, administration, and any others not specifically mentioned shall be held harmless for any injuries, accidents, illness, or acts of God that may occur on or within the boundaries of school property.

#### B. DANCES

1. Attendance is limited to current students of CLHS, their dates or companions, graduates of CLHS, and on occasion by special invitation the junior high students from our feeder schools. Anyone that is not a part of one of these groups must receive prior permission from the supervising staff member and the administrator.
2. A couple consists of one male and one female.
3. A list of guests may be compiled beforehand and will be strictly adhered to.
4. Parent-chaperones will command the same respect and share equally the authority as of faculty and staff.

5. Those attending must be present within 45-minutes of the announced starting time unless prior permission was granted to do so otherwise.
  6. Those that leave the building will not be readmitted and will forfeit the price of admission.
- C. ATHLETIC CONTESTS
1. The gym floor is for players, coaches, cheerleaders, approved mascots and officials only. Others must remain off the floor at all time and are to use the carpeted endways for coming and going before, after, between games and at halftime.
  2. We are proud of the reputation that Christ Lutheran has and will do everything to protect and preserve it. As such, abuse of game officials and any and all acts of unsporting and negative behavior will not be tolerated. Offenders will be warned once and then asked to leave the premises. Repeated offences could lead to the perpetrator being banished from the facility.
  3. Drinks are to be confined to the cafeteria and the stage.

## **XII. General Policies**

- A. RESPONSIBLE FREEDOM: Christ Lutheran is a unique place. Because of our size, attitude and spirit, students are given more freedom than they would in other schools. As long as students act responsibly, they will enjoy these freedoms.
- B. MEDICAL TREATMENT: By enrolling their child at Christ Lutheran High School, there is implied parental consent to the emergency administration of medical examination and treatment for all students for which, in the judgment of any physician or nurse selected by Christ Lutheran High School, may be necessary or advisable as a preventative or first aid measure in case of illness or accident while enrolled as a student at Christ Lutheran. This consent includes emergency hospitalization and surgery where deemed necessary, and the administration of vaccines and anti-toxins. It is also understood that Christ Lutheran cannot assume responsibility for the health of the student or any financial responsibility for illness or other medical or hospital treatment.
- C. MEDICATION: All medication to be taken during the day is to be kept in the school office with a note from the parent or physician. Prescription medication must be supplied in its original container clearly labeled with the student's name, dosage, frequency of application, and any other necessary information. The school secretaries cannot distribute non-prescription medications (i.e., Tylenol, Advil, aspirin, etc.) unless parental permission is

given prior to dispensation or a doctor has indicated in writing that the student needs this medication on a regular basis. Inhalers for asthma or other respiratory illnesses may be carried and self-administered by the student.

- D. ELECTRONIC DEVICES: Many of the new technology improvements are a blessing, but most are not appropriate to be used during the school day, including lunch hour. Cell phone use is not allowed, due to distraction, text messaging, inappropriate picture taking, etc. MP3 players, Ipods, CD players, PDA's and the like fall into the same grouping. These may not be used during the school day and must be turned off and kept in the student's locker. Some technological items may be appropriate during the day (calculators, possible laptop applications) and these can be cleared through the teachers. Pagers are not to be brought to school for any reason. Violation of this policy will lead to confiscation of the item. Items will be returned to a parent.
- E. CHAPEL: Chapel services are an important part of the weekly schedule at Christ Lutheran. Ordained or commissioned ministers of the Lutheran Church-Missouri Synod will lead the services. Students are also encouraged to lead services and can do so under the guidance of a Lutheran teacher or LCMS pastor. All students and faculty are expected to attend chapel and show respect for God and those who are participating in worship.
- F. LUNCH: Students may bring their own lunches to school. Although Christ Lutheran does not have a state regulated hot-lunch program, hot lunch is made available by local restaurants. Students are required to purchase a Lunch Card from the office, thereby prepaying for these meals; cash will not be accepted. Lost or washed lunch cards will not be replaced. Unless special circumstances arise, all meals are to be eaten in the cafeteria. Students are not to have outside foods (such as pizza) delivered to the school during the day; this may be permissible for after-school activities.
- G. TELEPHONE: In the absence of a pay phone, the students will be allowed to use the school phone. There will be no question for issues pertaining to health or safety. For all other reasons, permission will be granted at the discretion of the staff member on duty. Use of the school phone can be suspended if abused.
- H. EMERGENCY EVACUATION DRILLS: Each room has exit procedures for fire and emergency drills. If the fire alarm is sounded, the following procedures are to be followed:
  - 1. Leave the room immediately and in an orderly fashion. Everyone must leave the building when the fire alarm is sounded

2. When outside the building, move away from the building and follow the directions of the teachers. Teachers must be able to account for all students in their respective classes and should bring their roll book or class list with them.
  3. Remain outside until the “all clear” has been announced and then return to your classroom immediately thereafter.
  4. In the case of a weather emergency, students should go to the safest designated area. This will be either the hallway adjacent to the office. Students are to assume a kneeling or crouching position with their hands covering their heads when directed to do so by a teacher or school official.
  5. In all emergency drills, students are to be silent.
- I. **OUT OF BOUNDS:** As our building continues to undergo remodeling, certain areas will be labeled as out of bounds. Currently, the upstairs of the west wing of the building is definitely out of bounds. Students are never to be in the upstairs of the west wing without an instructor or other appropriate adult supervision under any circumstances. Out of bounds areas are so designated for student safety, as well as to guarantee proper supervision.
  - J. **FOOD-DRINK-GUM:** Are restricted to the cafeteria.
  - K. **VISITORS:** We want everyone to feel welcome, however for safety and decorum considerations, all visitors to Christ Lutheran High School, including parents and former students, are required to check into the office before moving about the building. Those wishing to visit classes should receive prior permission from the administrator. Trespassing is expressly prohibited and shall be dealt with accordingly.
  - L. **COMMUNICABLE DISEASES:** Students at Christ Lutheran High School with communicable/chronic infectious diseases shall not be excluded from attending school in their regular classrooms so long as their attendance does not create a risk of the transmission of illnesses to students or employees. Privacy of said students shall be respected and protected; any information disseminated will be confined to those on a need-to-know basis only as prescribed by law.
  - M. **PREMARITAL SEX:** Part of the curriculum at Christ Lutheran High School is involved with abstinence training. Premarital sex is a violation of the Sixth Commandment and abuses one of God’s gifts intended for marriage.
  - N. **VOLUNTEER DRIVERS:** Our athletic program and various field trips depend on the good will of volunteer drivers, but such drivers must also be aware that primary insurance responsibility lies with the volunteer driver. In order to assure minimum protection for such drivers, it is mandatory that auto

insurance policies carry a liability amount of \$100,000 to \$300,000, property damage of \$25,000, and medical payment of \$2,000 for each passenger.

A list of students being transported in each vehicle will be on file in the school office. Students must return in the same vehicle unless parent authorization in written form is submitted to the field trip coordinator/athletic director prior to departure.

- O. **HOMEWORK:** Given the nature of the course of study at Christ Lutheran High School, extensive homework is to be expected. Homework is prescribed by teachers according to the needs of a student or the class. This work is to be completed during study periods or at home. It is usually an extension of the classroom instruction, which may take the form of drill and practice, work not completed in school, make-up or remedial work, or projects that require more time for completion. Assignments are expected to be neatly and carefully completed. Homework policies and procedures will differ among teachers, and as such will be clearly communicated to the students both verbally and in writing.

Homework is important because it establishes a communication link between home and school, provides opportunities for students to practice new skills, and assists students in developing good study habits and self-discipline. It is not beyond the realm of expectation for students to have two hours of homework per night. Should a student continually have little or no homework in any or all subjects, the parents would be well advised to get in touch with the teachers concerned.