



Student Handbook

2024-2025



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Section 1 - About Christian Life Schools

Christian Life Schools is a place that loves God, loves people, and loves life. We desire that students know their purpose in Christ and discover their passions in life. Our mission is to equip students with a Christ-centered education for a lifetime of success.

Learning is not just knowledge for the head, but comes alive in action from the heart. Through intentional guidance and a curriculum grounded in faith, students not only acquire knowledge but also experience opportunities to develop their character and wisdom as they navigate the challenges of growing up in our world.

We understand the importance of connecting students with their purpose and passion, empowering them to see the wealth of opportunities that lie ahead. Together with families, we lay the foundation for a lifetime of success for your student.

History

Christian Life Schools 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 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. We are accredited by the Association of Christian Schools International (ACSI) and Cognia.

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



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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.



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- 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.



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- 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 your God with all your heart, and with all your soul, and with all your strength, and with all your mind and your neighbor as yourself" (Luke 10:27).



Section 2 – General Policies and Procedures

Accidents/Injuries

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

- Contact 911
- Administer first aid to the best of our ability
- Contact the parent

For minor accidents or injuries at school, we will do the following:

- Administer first aid to the best of our ability
- Contact the parent

Admission Requirements

Admissions to Christian Life Schools is selective based upon an application, review of student academic and behavior records, family interview (as requested or required by Administration). A decision will be made to offer enrollment based upon what is best for both the prospective student and CLS. CLS is a Christian school founded on biblical principles and as such students and families will be required to sign an acknowledgement of our statement of faith and beliefs. If an offer of admission is provided to a student and family, the family must submit the required paperwork and documentation to complete the enrollment process.

If you do not agree with our religious mission and beliefs, enrolling your child in our school will likely cause him or her confusion. For example, if a question regarding biblical lifestyles arises in Chapel or your child's classroom, the teacher will answer from a biblical viewpoint consistent with our mission and beliefs. If your beliefs and lifestyle choices are not in agreement with our doctrinal stance, that answer will likely create conflict in your child's heart and mind. We respect your desire to place your child in the best possible learning environment and want you to understand the beliefs that shape our school's educational philosophy.

Biblical principles are integrated into every subject taught at our school. Our staff is committed not only to academic excellence, but also to teaching students how to apply the truth and grace of God's Word to every aspect of life. If you are in agreement with the



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teachings of God's Word, this school will complement the beliefs and ideals your child is taught at home. We look forward to partnering with you to educate and train your child to live a life of Christian service.

CLS does not discriminate against students with IEP's or 504 Plans; however, instances may arise in which the administration believes we cannot adequately provide accommodations which a Plan may require or a parent requests.

Additional outside factors such as availability of open seats in grade levels will also be considered.

Animals

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).

Arrival/Dismissal of Students

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 to permit multiple cars to drop off.
- 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 drop off lane or on any sidewalks. Please park in designated parking areas between the islands

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.



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- Please do not double park or park in the circle drive. If you need to wait for your student, please park in designated parking areas in the main lot.
- 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 closed off during the school week due to student safety.

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.

Awards

Elementary Awards

At the end of each year, elementary students in 2nd through 5th grades attend an assembly. Awards in various categories are given to students.

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 receives 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.

MS/HS 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 percentages for each semester.

High Honors

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

Honors



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

Soaring Eagle Award

In May of each year, students in Grades 2-10 will be honored with the “Soaring Eagle Award” for meeting or exceeding their individual MAP Test Growth goal that was set during their Fall testing.

Bible

The Bible is of primary importance at Christian Life Schools, and all subjects are taught from a biblical perspective. Each student will also be enrolled in a Bible course every semester of attendance and students in grades PK-5 include Bible as a core content area during the school day. Students will memorize Scripture appropriate to their age levels and participate in service projects.

Book Agreement

Textbooks

Textbooks that are loaned to the student for the year belong to the school and must be cared for by the student. 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.

Bullying / Harassment

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.



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- 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:

- Verbal (repeated mocking or put-downs, name-calling, teasing, offensive remarks).
- Physical (repeated hitting or kicking, taking or threatening to take possessions).
- Social or relational (repeated exclusion, hurtful words, rumors, gestures, body language).
- 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.



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Therefore,

1. Administration and staff will take an active role in resolving conflicts and encouraging students to resolve conflict in a God-pleasing way.
2. 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.
3. 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



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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.

Cell Phones / Electronic Equipment

Restricted Use: Students will not be permitted to use their cell phones during the school day between 8:00 am and 3:15 pm, unless specifically instructed by a teacher for educational purposes. This includes usage during passing periods, lunch, and study hall. Cell phones must be powered off (not vibrate or DND) and out of sight.

Medical Exceptions: A student who has a medical condition that requires the use of a cell phone for monitoring their medical condition or medical device may use their cell phone for the purpose of their medical condition with a doctor's note.

Enforcement and Consequences: Teachers and staff will enforce the policy consistently and fairly. Consequences for violating the policy will be outlined in our student handbook but may include the student turning in their cell phone to the office for the remainder of the day.

Designated Cell Phone Zone: We will establish a designated area where students can use their cell phones if necessary during designated times to reach out to parents during the school day. This will be located in the school office for the purpose of communicating with a parent or guardian in the event of an urgent message.

What if I need to get a message to my student? A student will be able to retrieve text messages at 3:15 when school is dismissed for the day and can see if there is a change in plan for who is picking up, etc. If you need to get a message to your student sooner, please call the office. We updated our school phone and intercom system in January 2024 and can pass along an urgent message or update to your student.

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



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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.

1. Always use the electronic media in a respectable manner.
2. Always report any problems immediately to your teacher or administration.
3. Never disclose any personal information about yourself or anyone to other students, teachers or administration.
4. Never disclose your password, id, online access code or personal email to anyone.
5. Be polite; do not use any inappropriate language or abusive message to others on or off electronic media sources.
6. Respect copyright and publishing rules with all your media sources.
7. Remember, that CLS provides e-mail to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.
8. 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.
9. 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, School 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:

1. 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;
2. Unauthorized downloading of software, regardless of whether it is copyrighted or virus scanned. This includes downloading copyrighted material;
3. Using the network for private financial or commercial gain and hacking or gaining unauthorized access to files, resources or entities;
4. 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;
5. Using another user's account or password;
6. Posting material authored or created by another without his/her consent or posting anonymous messages.
7. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, inciting violence, racially offensive, harassing, or illegal material.
8. Using the network while access privileges are suspended or revoked.



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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 clshools.org) from School computers. Accessing personal e-mail accounts through school computers, including but not limited to personal Gmail, Hotmail, 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 school 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 school 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 email 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,



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but are not limited to: gambling, sports betting, copyright infringement, plagiarism, writing or doing work for other students, 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 for any student who is scheduled to be in the school building during chapel time, including part-time and full-time students. 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. If a student is in the building during chapel time, they are expected to attend.

Spiritual Emphasis Week (Life 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.

Child Safety

Weapons

Possession of fireworks, weapons, illegal objects, and other dangerous materials by students or their guests 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. Students 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 and the police will be contacted.

Security

There are two designated entrances for drop-off and pick-up—the elementary and north lobby doors. Students are to use only those entrances to enter or leave the building. Visitors must use the Elementary lobby and check in at the Elementary Office. Middle or High School students who arrive or return to school outside of the drop-off or pick-up times should also utilize the Elementary entrance during the day and check in at the Middle/High School office prior to returning to class. Students must not block, prop or forcefully pull doors open. All outside doors are locked at all times.

Locks



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Students are encouraged to put locks on their lockers to avoid theft or damage to their property. CLS Administration reserves to cut off any lock in case of emergency, suspicion of contraband or dangerous items, or if a student cannot open their locker.

Communication

Communication - School Communication

Via School App Notification:

Subscribe to All School News, school level news, and permit push notifications.

Via Saturday News:

All families enrolled are added to the Saturday News. Please check your spam and whitelist the email to ensure weekly delivery. You may unsubscribe at the bottom of the email.

Via Instagram:

To follow: @clschools.org

Via Facebook:

To follow: Christian Life Schools (Profile Picture is our circle blue Eagle logo)
Christian Life Schools Alumni

Via FACTS

Please keep email up to date in RenWeb/FACTS to be on 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/

Comcast Cable Channel 4 (WTVO-TV) mystateline.com/news/schoolclosings Comcast Cable

Channel 5 (WIFR-TV) www.wifr.com/closings

Radio Stations WROK-AM 1440

Communication - Teacher Communication

We encourage regular communication between our parents and teachers. You are welcome to email your child's teacher to ask questions or set up a one-on-one meeting.

Please regularly monitor your email for messages from your child's teacher, administrators, and weekly school newsletters. Check your spam folder and whitelist emails from FACTS.

Communication - Parent/Teacher Conferences



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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.

Computer Use

Christian Life provides 1-to-1 Chromebooks for all students between 2nd to 12th grade. Elementary Chromebooks are for classroom use only. All 6th through 12th grade students are assigned a personal-use Chromebook and charger for the school year. Students are responsible for lost Chromebooks and chargers. All students must use CLS Chromebooks for academic testing that occurs throughout the school year.

All CLS Chromebooks are enrolled in an insurance program that covers accidentally damaged and non-working Chromebooks. Students must inform the office immediately about lost, damaged, or broken Chromebooks. Costs of repair or replacement of Chromebooks not covered by insurance are the responsibility of the student and family. This includes the cost of lost Chromebooks or chargers.

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, marijuana 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.



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- 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.

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. As a school we partner together with our parents and families to provide a loving but structured environment for students to learn and be successful in. 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 evenings from 3:15-4:45 and in a designated location in the school as determined by school administration. 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 during their detention 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



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detention form should be taken home, signed by a parent, and returned to the office 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 discipline (detentions, etc.) have failed to bring about the necessary change of conduct. This suspension may last up to ten (1) school days.

If a student is suspended:

- 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.
- A student serving an in-school suspension will complete work in the office and turn in as completed, including completing tests and quizzes.
- 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.



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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



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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.)



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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)

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.

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. Any student who leaves during their school day must have parent permission and sign out in the MS/HS office. Seniors must be in attendance for their classes and should sign in and out when not on campus at the HS Office. During lunch, seniors only have an open campus option for lunchtime and may leave campus. Seniors may lose open campus lunch privilege for behavior or academic issues. CLS is not responsible for, nor are we supervising, Seniors during off campus lunch. If a parent does not desire their senior to be permitted open campus lunch, the parent should notify the High School principal.



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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. - 3:15 p.m.), from entering the school building until departing the school grounds. (Includes free hours, study hall, hallways, etc.)

Standards for all students:

- Appropriately fitted-not too tight, not too short, no midriff, and no underwear showing
- Neat- No tears, holes or frays. Determinations of this standard shall be made by this administration.

The most current Dress Code Information Sheets are attached to this handbook at the end for reference.

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.

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. Repeated dress code violations may result in additional levels of discipline per policy.

Our dress code is intended to provide for an environment that reflects the seriousness and intentionality of learning and growing as a student while also recognizing the need for comfort and the personal expression that clothing provides. Students learn self-discipline and necessary life skills of subjecting a personal fashion desire to a community standard with the intended goal of growing and maturing into adulthood. We also believe that not giving into the whims of transient fashion help us to focus on learning, connecting, and building a unified



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community. We also desire to keep our school environment as one that is clean, neat, and appropriate for a Christian school environment.

Emergency Closing

CLS will notify families as soon as any school or event closings have been determined. All families should subscribe to the CLS SchoolApp, which is our main form of immediate notification. We will also communicate closing through email, social media, and local news organizations as the situation dictates.

Emergency / Crisis

All staff and students participate in regular emergency drills throughout the school year, and parents will be notified when these occur.

In the event of an actual emergency, CLS administration will follow our Emergency Crisis Plan guidelines. Once all students and staff are safely accounted for and any required local emergency response units have been notified, we will communicate with parents in a timely and responsible manner. In the unlikely event of an emergency evacuation, we ask parents and families to follow directions given via CLS App for an orderly reunification of families and students. Depending on the situation, our reunification sites may be the City First Church Main Auditorium, CFC Chapel, or the CFC Leadership College building which is next door towards Guilford HS.

All families should subscribe to the CLS SchoolApp, which is our main form of immediate notification. We will also communicate closing through email, social media, and local news organizations as the situation dictates.

Extended Care

Extended Care

Extended Care is provided for students before and after school. Before Care is offered from 6:45am 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 (3:30pm MS) 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.



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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.

FACTS SIS

CLS utilizes FACTS Student Identification Services for all of our academic, admissions, and financial databases. Parents should create a “Parent Portal” and check that often for grade and financial information. We ask that Parents update their personal information, especially phone numbers and email addresses, if any changes occur.

Faith’s Law

Parent resource guide on sexual abuse and prevention is available from the State of Illinois at the following link.

<https://www.isbe.net/Documents/Faiths-Law-Resource-Guide.pdf>

Field Trips

Field Trips

In connection with the regular classwork, 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.

Field Trips and Overnight Trips

All students attending field trips or overnight field trips (academic, activity, or athletic related) must have a parent or guardian permission form filled out and signed to participate. Only students qualified to participate or invited on a trip are allowed to attend. A chaperone’s own personal child that is not part of the trip may attend under the supervision and care of the parent or guardian—the school is not liable for this related student while on the trip as they are under the care and supervision of their own parent or guardian. On overnight trips, a non-related adult is prohibited from sleeping alone with a CLS student or minor. Best practice is that adults should not sleep in the same room with minors and CLS will follow that rooming arrangement for overnight trips. However certain retreats or overnight trips may be planned by administration due to the facility to include a large bunk room with an adult school personnel chaperone of the same sex. Any other deviation from the rooming arrangement policy must be approved by CLS administration and communicated to parents. A parent or guardian may not give permission to another parent or guardian to violate school rules or policies regarding the care and supervision of minor children. Permission forms will provide



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information regarding sleeping arrangements, supervision, and student behavior expectations. Our policies related to the care and supervision of students are for the protection of all students and families. If any emergency or injury arises during the course of a field trip or overnight trip, the chaperone must contact and notify the Principal, AD, or Head of School as soon as possible.

Ratios for Supervision:

Generally, a ratio of One (1) Chaperone to Ten (10) Students is the minimum standard. However, more complex trips or trips involving younger students (PK-Grade 1) may be better served with One (1) Chaperone to Six (6) Students. At least 2 chaperones must be present for any field trip, one of which must be a staff or faculty member of CLS. For the Upper School retreat, a ratio of One (1) Chaperone to Seventeen (17) students is permissible given the contained location and presence of additional camp staff. A field trip overseas or to a location that is more public and busy may require additional chaperones. Any deviation from the above ratios must be approved by the Head of School.

Finances

Parents are responsible for timely payment of tuition and any fees associated with their child's education. Delinquent accounts will result in families not being able to access a student's academic information and removal from classes, teams, clubs, etc. until payment has been arranged through FACTS online billing system or our Finance Department.

Grade Reports

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+ 97-100%
- A 93-96%
- A- 90-92.9%
- B+ 87-89.9%
- B 83-86.9%



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B- 80-82.9%
C+ 77-79.9%
C 73-76.9%
C- 70-72.9%
D+ 67-69.9%
D 65-66.9%
D- 60-64.9%
F Below 60%

Grievance Procedure

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 the CLS administration team.)

Formal Grievance Process

Definition: A grievance is a formal objection or complaint made on the basis of something believed to be wrong, unfair, misleading, unlawful, or of poor quality.

Goal: The aim of a grievance procedure is to produce a solution. Not all resolutions will satisfy those concerned, but the grievance procedure will ensure that the concern is addressed and that a clear response is provided at each stage of the process. The procedure involves both informal and formal components.

General Guidelines:



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- If the complaint is a matter of concern that involves a staff member, first speak directly to that staff member.
- If the complaint or matter of concern is about school policies or decisions, first speak directly to the member of staff responsible for the implementation of the policy. Seek clarification from the principal or head of school if you are unsure of the person to whom you should address your concern or complaint.

Grievance Resolution Process:

Students/Parents to Teachers/Coaches:

1. All concerns about the classroom must first be presented to the teacher by the parents, or if the student is mature enough, by the student him/herself. A respectful demeanor is required at all times.
2. If the problem is not resolved, the parents or student may bring the concern to the appropriate principal. Complaints at this level and above are documented by the principal to assist the school in identifying and rectifying problems that are recurring or to identify systemic issues that require attention.
3. If the problem is not resolved to the students/parents satisfaction, the parents should appeal the decision to the Head of School in writing. The Head of School will speak with parties involved, investigate as appropriate and make a final determination to resolve the matter, observing principles of procedural fairness and timeliness. The final determination, including reasons for the decision will be communicated in writing.

Parents/Volunteer group members/Pastors/Donors to Administrator:

1. If parents, volunteer group members, pastors, or donors have a grievance or dispute about the general operation of the school (apart from the operation of the classrooms), they should bring their concerns to the appropriate principal or person responsible for that department.
2. If the problem is not resolved, they should present their concerns in writing to the Head of School. Complaints at this level and above are documented by the Head of School to assist the school in identifying and rectifying problems that are recurring or to identify systemic issues that require attention. The Head of School will speak with parties involved, investigate as appropriate and make a final determination to resolve the matter, observing principles of procedural fairness and timeliness. The final determination, including reasons for the decision will be communicated in writing.

Insurance



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All students will be covered during school hours and while involved in any school activity by a blanket student accident insurance policy. This insurance is secondary to your personal (primary) insurance. There is no extra charge for this service. No additional insurance will be available through the school.

International Student Language Policy

All language is a gift from God; no particular language is better or more righteous than another. However, in order to help our international students honor their parents by learning English while studying in the US and to show consideration for those around them, the following English immersion policy has been implemented:

English shall be spoken at all times, in all locations, and at all school events. The only exceptions to this policy are when no speakers of other languages are within hearing distance or when a staff member gives direct permission to a student. Willful infractions of this policy may result in disciplinary consequences.

All international students must willingly abide by school policies, rules, and the handbook. The host families will be local, have a sincere Christian faith, and attend church on a regular basis.

Lost and Found

All lost articles will be located as follows: Elementary: cabinet outside of the South gym; MS/HS: main office. 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.

Lunch

Lunchroom Policies

The cafeteria will be monitored by staff during each lunch period. We encourage students to connect with their peers during lunch and all students (besides Seniors) are required to be in the lunchroom during lunch time unless they have a pass from a teacher to meet or attend a meeting. Students may not order delivery lunch during the school day (i.e. Door Dash, UberEats, GrubHub, etc). Students (other than Seniors) must either bring their lunch from home or purchase the lunch provided in the cafeteria.

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.



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- Students receive a detention for skipping lunch and a second detention for leaving the school campus without permission.

Medical

Medical - Health Examinations and Immunization Records

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, 6th, 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.

Medical - Vision and 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



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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.

General Health Guidelines

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 • Excessive runny nose with unclear/ colored mucus • Unidentified rash • Lethargy or inability to participate normally in activities • Vomiting
- Runny, red eyes with a discharge (pink eye)

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, Covid-19, and head lice are examples of communicable diseases. Your child cannot return to school until they are



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totally free of all symptoms. A doctor's note/release may be required at the principal's discretion.

Medication and Self-Administration

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 administer much of the medical 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.

Asthma

Student with Asthma are required to submit an Asthma Action Plan to the school along with any necessary rescue inhalers or other rescue medications. CLS will follow the Asthma Action Plan created by the student's doctor. We follow the American Lung Association action plan form as it provides clear instructions and guidance to our team. Students who are given permission to self-carry and administer their inhaler by their doctor and parent may do so. However, all students must have a backup inhaler or rescue medication in the office. The Asthma Action Plan is required to be submitted each year.

Allergies—Severe Anaphylaxis and Reaction

Parents of students with known life-threatening allergies and/or anaphylaxis should provide the school with written instructions from the student's health care provider (Emergency Plan) for handling anaphylaxis and all necessary medications for implementing the student-specific order on an annual basis. This may be provided as an Individual Health Care Plan, an Emergency Action Plan, or as part of a student's Individualized Education Program or Section 504 Plan. A specific policy regarding peanuts and nuts is included below but can be applied to other food related allergies. CLS does not have an undesignated epinephrine injector at this time so parents must provide any rescue medications or epinephrine needed for their



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student. A student who has permission from their doctor and parent to self-carry and/or administer must also keep a back-up injector in the office.

Allergies–Peanut/Nut Aware Policy

The incidence of severe food allergies in the general population is increasing. At Christian Life Schools, we are aware of the tremendous risk children and adults who are allergic to peanuts/nuts can face from even the smallest trace of peanut butter or other nut products. The consequences are life threatening in many cases and require immediate intervention with medication or even hospitalization.

Our school is not “peanut free,” but we do provide a safe environment for students and staff with known peanut/tree nut allergies and other food allergies. We provide our staff with annual education and information on preventive measures and treatment in case of a reaction. We understand that each situation is unique and will address each and every student’s situation, as needed. Although we cannot guarantee that nuts or nut containing products won’t be brought into the school, we will initiate the following protocol for Christian Life Schools.

The general protocol for our staff/parents/students is outlined below.

School Office:

Before school starts (or as soon as possible after diagnosis):

- Develop an Emergency Plan in collaboration with the student’s health care provider and parent/guardian for all students with known peanut/tree nut allergies depending on the nature and extent of the student’s allergy, the measures listed in the plans may include, but are not limited to:
 - Posting signs (Elementary)
 - Designating special tables in the cafeteria (Elementary)
 - Prohibiting particular food items from certain classrooms (Elementary)
 - Educating school personnel, students, and families about allergies and appropriate responses.
- Discuss with parents the necessity in keeping two epipens at school with one epipen in the classroom containing necessary instructions. This epipen travels with the student during his/her school day. The other epipen is kept in the high school or elementary office with a copy of the students Emergency Plan.
- Provide to parents the appropriate allergy forms and explain required forms must be returned and approved by the school office prior to the child attending school.



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When school starts (or as soon as possible after diagnosis):

- Educate staff about food allergies and use of EpiPens
- Ensure all school personnel who may be involved with the student shall be informed of the Emergency Plan, as appropriate.
- Implementation of protocol consistent with the protocol of the district pursuant to the needs of the individual student.

During the school year:

- Treat students per doctor's orders in the instance of allergic reaction.
- Each emergency response will include a protocol for documenting or recording each emergency incident and use of epinephrine. Documentation will include the following:
 - Time and location of the incident
 - Food allergen that triggered the reaction
 - Medication given, time given, and route of administration
 - Notification of EMS and parents
- Continue to provide information about students with food allergies to all staff on a need-to-know basis (including transportation, kitchen staff, and coaches)
- Educate new personnel as necessary
- Maintain appropriate documentation of allergic reactions and follow up as needed.
- Educate students in the self-management of their food allergy, as age appropriate.

Parent(s)/Guardian:

When school starts (or as soon as possible after diagnosis):

- As soon as possible, provide the school with a physician or licensed prescriber's order, parent authorization, and properly labeled filled prescriptions notifying the school nurse of the student's allergy and the need to administer medication in a case of anaphylaxis.
- Provide emergency contact information and other relevant information as requested.
- In partnership with the school office, the child's health care provider, and the student (if appropriate), participate in the development of the Emergency Plan.
- Provide a list of foods, ingredients, and other allergens to avoid.
- Help create a "safe snack" list for the classroom teacher to send home to families of children in the student's classroom (elementary).
- Provide a water bottle.



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- Provide safe snacks and lunches contained in a secure lunch bag to avoid cross contamination.
- Provide Epipen and/or Benadryl as specified by a physician.

During the school year:

- Provide current medication, and replace them in the event of them being used, or expiring.
- Provide non-perishable food in case of an emergency (forgotten lunch/spilled contents, etc)
- Educate your student in the self-management of their food allergy, as age appropriate.
- Notify school office staff immediately of any changes in the management of your student's allergy.
- Notify any athletic coach of allergy and emergency action plan at the start of season.

Student:

- Take as much age-appropriate responsibility as possible for avoiding allergens.
- Use his/her own water bottle.
- Will wash his/her hands:
 - Prior to entering the classroom at the start of the school day.
 - After using the restroom.
 - Before and after eating.
 - Before and after recess.
- Epipen will be taken outside if so specified in student's Emergency Plan. The Epipen will be carried by a designated staff member or by the student.
- Learn to recognize symptoms of an allergic reaction as listed in the Emergency Plan.
- Promptly inform an adult as soon as accidental exposure occurs or symptoms begin.
- Take more responsibility for managing their allergies as they get older (refer to parent responsibilities outline).
- Get to know the school office team, principal, and classroom teacher, to assist in identifying issues related to the management of their allergies in school and to know where to get help in case of accidental exposure.
- Say "no thank you" when offered food that did not come from their home or is not prepackaged with a label to identify all ingredients.
- Notify an adult immediately if they eat something they believe may contain the food to which they are allergic to.



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School Administration:

- Support the school office team in implementation of Emergency Plan.
- Assist school personnel as needed (kitchen staff, office staff, coaches, etc)
- Will be trained on how to administer an EpiPen in case of emergency.
- Will attend annual training on food allergies.
- Will understand signs and symptoms of an anaphylactic reaction.

Teacher:

- Will become trained on how to administer an EpiPen.
- Will understand the signs and symptoms of an anaphylactic reaction.
- Be familiar with each student's Emergency Plan.
- Will have students wash their hands (Elementary):
 - Prior to entering the classroom at the start of the school day.
 - After using the restroom.
 - Before and after eating.
- EpiPen will be taken outside if specified in the Emergency Plan. The EpiPen may be carried by student (as age appropriate) or designated staff member. EpiPen should also be taken on all field trips or trips away from the school.
- Will help make the classroom a peanut safe environment (snacks, crafts, activities)(Elementary).
- Notify any guest presenters of food allergies in the classroom.
- If needed, help student with allergy inspect package and read the ingredient list to ensure no allergens are a listed ingredient.
- Remind students no trading food, sharing food, or sharing utensils is allowed.
- Help students with "cold lunch" find designated seating in the lunchroom (Elementary).
- Will include a copy of the student's allergy action plan in the substitute folder. The substitute should be aware that the nurse or office staff needs to be contacted immediately if the student complains of signs/symptoms of anaphylaxis.

All Staff:

- Staff will be educated on food allergies and the use of EpiPens annually.
- EpiPen will be taken outside if specified in the Emergency Plan. The EpiPen may be carried by a student (as age appropriate) or designated staff member. EpiPen should also be taken on all field trips or trips away from the school.



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- Remind students no trading food, sharing food, or sharing utensils is allowed.

Athletics Staff:

- Students EpiPen and Allergy Action Plan/Emergency plan will be sent to all athletic coaches. They will be carried by student depending on age and appropriateness.
- Parents should notify the coach of allergy and Emergency Allergy Action Plan.
- Coach will implement an Allergy Action Plan if necessary.
- Students with severe allergy—AD and Coach will inform specific team of no-tree nut snacks consumption while undergoing transportation to/from event in school arranged transport including bus, van, or private car. Students consuming any tree-nuts before or after will be encouraged to wash hands with soap and running water. Decision regarding this transportation policy will be made in collaboration with the student's parents and treating physician based on individual student need.

Field Trips:

- Students EpiPen and Allergy Action Plan/Emergency plan will be sent on all field trips. They will be carried by teacher or student depending on age and appropriateness.
- If a "cold lunch" is required, students with allergies will sit furthest away from any student with peanuts, peanut butter, or nuts in their lunch.
- Promote and monitor good handwashing before and after meals/snacks.
- Overnight Field Trip—Nut allergens are prohibited in the bedroom/sleeping room of a student with severe allergy. Decisions regarding the alteration of this bedroom/overnight sleeping policy will be made in collaboration with the student's parents and treating physician based on individual student need.

****Note:** Antibacterial gels and liquids kill germs, but they do not remove protein from the skin and should not be used in place of soap and water and/or wipes.

Music

It is the policy of our school to encourage wholesome and uplifting music. No overly sensual or suggestive music, or music which tends to encourage rebellion to authority, will be used or allowed to be a part of any activities related to our school, including school sponsored transportation. The type of music permitted will also be age appropriate. It is difficult to navigate ever changing music and culture trends, and our school will do its best to promote a wholesome and positive environment for students and families. Our goal is to teach students how to honor God in their personal life choices and this includes the way we consume media and culture.



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Parent Involvement

There are many opportunities for parents to be engaged in the CLS community. Our Booster Club is a parent organization that supports our administration, faculty, athletics, art and music departments. Throughout the year, various event planning or chaperone needs may arise for short-term parent involvement. Additionally, parents with expertise in a field may be recruited to help address a specific need. Please contact your principal if you have ideas for how to support the ministries of CLS.

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.

Patriotism

We expect students to respect our country and the government. Romans 13 reminds us that our governing authorities have been established by God. Students will be asked to pledge to the American Flag as part of our daily routine. Out of respect for those who have served or are currently serving our nation, we celebrate Veterans’ Day and observe Memorial Day.

Our view on patriotism and respect for country and government does not necessarily mean agreement with or an endorsement of everything that our country or governing authorities have done. As educators, we will prepare students to be thoughtful, active citizens who have an appreciation for the basic values and core ideals of our state and national heritage and who can understand and productively function in a free enterprise society. As Christian educators, we prepare students to live first as citizens of God’s kingdom and then to live as a good neighbor and member of our nation here on earth.

Safety

Building Safety

We have a Crisis Response Plan to address major incidents, emergencies, and a response protocol. Safety is everyone’s responsibility at CLS. If you see something off or suspicious—say



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something! The details of our Crisis Response Plan are confidential and will not be shared in this handbook.

We also ask all students, staff, and families to use common sense in conducting themselves in our building and on the school grounds. Suspicious activity, persons, behavior, and/or aggressive interactions will be addressed.

We conduct regular school drills and train our staff in the response protocols. We train our students to not open exterior doors for others or to prop doors open. We also ask our parents and volunteers to follow our safety protocols. Violations of safety protocols are handled with extreme seriousness.

In the event of an emergency or incident where the building is evacuated, it is imperative that our parents and families follow the directions for where to meet for reunification with your child. Our top priority is the safety of our students. We have several reunification sites depending on the situation or weather conditions. These include the City First Main Auditorium, City First Chapel, and the City First Leadership College off-site building near Guilford. Announcements regarding a critical incident will be communicated first over the School App as it is the easiest and quickest method of communication with families. If you come rushing to the school building, you will interfere with the emergency response of local responders and our leadership team which can create further difficulties in response and confusion.

Child Safety

We have specific policies and protocols for child safety and interactions with minors. The goal is to ensure the safety and well-being of all members of our community. This includes the use of background checks, codes of conduct, protocols for communication with students, and how we interact with minors. In a close knit community like CLS, sometimes families have relationships with other families and students outside of the school context that are more connected and familiar. We ask that all of our families abide by our policies and protocols for child safety and interaction with minors in school related functions for the sake of our whole community and the protection of all students. Child safety is everyone's business—if you have knowledge of something that seems off or inappropriate related to an interaction with a minor student, please notify an administrator right away. We also have a Tip Line through our School App that permits reporting directly to the Head of School and Principals.

School Pictures

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.



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School Photographs

Photographs of students will be taken in the course of school activities throughout the year and will be used for promotional and advertising materials including the CLS website and social media as well as during school events, celebrations, and chapels. Consent is part of the initial enrollment application. If you have a concern, please contact your principal.

School Supplies

Prior to the start of the school year, supply lists are available by grade level for each student. Parents are responsible to provide the necessary supplies requested.

Skateboards, etc.

Due to potential injury and liability issues, in-line skates, wheeled shoes, skateboards, longboards, hoverboards, scooters and any other items that could be damaging to persons or property are not permitted on school grounds unless when being used as part of a class. Violation will result in confiscation of the device. The school is not responsible for injury or death as a result of disregarding this policy.

Standardized Testing

2nd-10th

- Every year, grades 2-10 participate in NWEA MAP testing up to 3 times.

The guidance counselor at Christian Life will inform parents and students about the paperwork for registration, fees, deadlines, and results of the following. Students are required to pay for the PSAT/SAT testing and the fee will be added to the student FACTS account.

8th, 9th, and 10th Grade:

Students will take the PSAT 8/9 or PSAT 10 in the Spring. This test will provide families with insight into student achievement and are a predictor of score on the SAT. Students will receive recommendations for study to improve their score if they desire.

11th Grade

- Juniors are required to take the PSAT/NMSQT in the fall at CLS. 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 required to take a college board exam (SAT) in the spring during the school day testing date.



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12th Grade

- Seniors may take the SAT in the fall and spring at CLS to improve their score. 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.

Student Activities

Student activities at Christian Life Schools are intended to purposely promote the school's vision. We desire to offer opportunities for all students and families with varied interests. CLS activities are designed to build community and provide a venue for Christian witness. In addition, we determine to never be an offense or "stumbling block" through our activities. (1 Cor. 10, Rom. 14:13)

The school has a variety of scheduled events throughout the school year. Privately sponsored events may not be publicized on school grounds without specific permission from the administration. Use of vaping devices, drugs, tobacco, or alcohol will in no way be allowed before, during, or after an event.

Student Identification Cards

Students will receive an identification card after fall pictures have been taken.

Student Records

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 or emailed to the recipient, depending on the receiving institution's process. Requests should be made via email to records@clschools.org

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 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.



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Consideration will only be granted to those students relocating from outside the Rockford and surrounding geographical area.

Students who transfer in grades 9-12 with Home Education or Institutional semester grades will have them scrutinized by our Principal and Guidance Counselor to validate them for our permanent records and credits earned toward our diploma. Students who transfer into CLS after having completed coursework will have their classes and final semester percentages listed verbatim on our transcript. Our 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 may receive credit toward graduation, but will not receive a letter grade. The student will receive “P” Pass only on transcript. Not all home or parent scored coursework may be accepted for a CLS 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 30 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.

Student Services

Christian Life Schools desires to work with parents to help students with learning difficulties to succeed academically. As a private school, we do not have the same access to resources or the budget to be able to provide as much support personnel and/or supplies as public school systems. We also recognize that we cannot provide services for every student with special needs. It is imperative that we work together with the family to determine if CLS is a good fit for their child. Test scores, current IEPs, current ISPs, and current 504 Plans will be reviewed in order to determine if we are capable of meeting a student’s needs. Failure to submit prior testing/special educational records upon admission may result in immediate student dismissal. Upon admission, our administrative team will develop a plan for student success.



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There may come a point where it becomes obvious that the level of need and accommodation for a student's success is not within the reasonable limits of our resources at CLS or a parent's expectation is beyond the capability of CLS to provide. A different educational setting may be the most appropriate change for the student and we will work with the parent to facilitate that transition for the student.

Copies of current testing must be on file at CLS in order for individualized student plans to be developed and/or implemented. Plans will be reviewed annually to determine any revisions to accommodations.

Referral Process

If a parent or teacher recognizes a possible learning difficulty, the principal should be notified. A process to determine the scope of difficulty will be initiated. This process may include referral for testing (through the student's public school district or a private service), discussion with each of the student's teachers. We will cooperate with the public school districts by attending staffings and reviewing recommendations for accommodations.

Students' needs for support services such as counseling and pastoral care will be considered when there are tragedies, major events among the student body, or stresses within the surrounding community. Administration will consider the needs of the student body when making staffing decisions.

Accommodations Policy

Accommodations are academic changes made for a specific student because of a current medical diagnosis or diagnosed learning difficulty that impedes learning. Accommodations are an adjustment involving classroom, schoolwork, and /or homework for the purpose of helping a student be successful. All accommodations must be approved by the administration, documented in an Individual Success Plan (ISP), and reviewed regularly to determine their continued validity.

A student receiving accommodations will be evaluated by a team (principal, teacher(s), parents, and/or others) to determine the validity of accommodations and for recommended modification of current accommodations. Outside services will also be considered in the ISP—but those services are provided by third parties arranged for by the family.

The decision to accommodate will be made by the principal.

All accommodations will be reviewed annually to determine their continued validity.

Transportation



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CLS may rent transportation for school-related activities, such as athletics, field trips, and retreats. Transportation costs may be included in the overall cost for an event. Any parent drivers must be approved by CLS administration and present a copy of their driver's license and proof of insurance to the office prior to the event.

Tuition Assistance Program

Tuition assistance is available on a needs-based basis. Please contact the Admissions Office for further details.

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. Visitors who are not on an approved list as an authorized pickup or emergency contact will not be permitted beyond the office and may be asked to leave the premises.

Voicemail

Voicemail can be left for our office staff and directly for our administrative team. In the case of an emergency please use the directory system to contact someone in person.

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 Booster Club (parent volunteer organization) • RaiseRight • Athletic concessions • Clerical tasks • Library • Field trip chaperones • Lunch Room • Recess
- Special events (Father/Daughter Ball, Mother/Son Date Night, Jingle Berry Shoppe, Dr. Seuss Cafe, BookFairs, Fun Fair, Track & Field Day, etc.)

CLS has specific fiscal policies around purchasing of items for the school and reimbursement of expenses. A parent should not use their personal credit card or funds to make purchases on behalf of CLS expecting reimbursement. All purchases for CLS must be approved by a principal or athletic director using proper policies and protocols. If a parent wishes to purchase items for the school as a donation, please see the principals or athletic director to facilitate the donation. We would be happy to assist you.

Website, School App, and Email



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Please bookmark the CLS website at clschools.org and download the Christian Life App. Faculty and staff members may be contacted via email at firstname.lastname@clschools.org.

Withdrawals

Prior to withdrawal from CLS, appropriate textbooks, athletic uniforms, chromebooks and other school property must be returned and all extended care fees, other fees, fines, and lunch 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. An electronic form must be completed to withdraw.

Yearbook

A CLS yearbook is created each school year by CLS students under the supervision of a teacher and is available for sale to all students.



Section 3 – CLS Elementary Handbook addendum

Academic - Classes and Grading Information

Percentage grades begin in 3rd grade at CLS. Class participation, completion of homework, performance on tests and quizzes will all make up the grades given in Bible, math, language, reading, history and science. All grades can be seen in FACTS throughout the entire school year. We encourage parents to check FACTS often to stay informed on their student's progress.

Pre-K 3, Pre-K 4, Kindergarten, first grade and second grades do not have percentage or letter grades given. Their academic skills are assessed and are rated 4, 3, 2, or 1.

Academic - Dishonesty

Elementary School Cheating

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

Academic - Homework Completion

Elementary School Homework

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.)

- No homework is given on Wednesdays.
- See your child's teacher for late work policy.

Academic - Elementary Requirements

Elementary School Course of Study

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



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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 be taught literacy using the Science of Reading approach. Students will acquire skills for reading, writing, thinking, speaking and listening. The Program at Christian Life includes:

- Phonics-based instruction

Modeled Reading (Reading Aloud) and Modeled Writing

- Shared Reading and Shared Writing
- Guided Reading and Guided Writing
- Independent Reading and Independent Writing
- Benchmark Advanced

<https://www.benchmarkeducation.com/knowledge-hub/the-science-of-reading>



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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.

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.

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.



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Academic - Probation and Grade Retention

If a student is needing extra academic support to be successful at CLS, the teacher will have a meeting with the parents/guardians to discuss the student's challenges and how they can support the student in order to help him or her to be successful. If enough improvement is not made after implementing the agreed upon plan, then a meeting will be held with the teacher, parents/guardians, and the principal to discuss what additional support may be given or a plan for retention.

Academic - Summer School and Tutoring

Students who are struggling academically or need extra academic support may participate in a summer boost or summer tutoring program. We offer several options including Title 1, Academic Boost, and private tutoring with a teacher.

Academic - Transfer Credits

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 or sent directly from the prior school.

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.

Arrival/Dismissal of Students

Arrival:

Students may arrive as early at 6:45 for before care. Before Care is located in the South Gym. Students going to Before Care must enter through the main elementary entrance and immediately check in at the South Gym.

Teachers pick up their classes in the South Gym at 7:50 am each day. If your child is dropped off before 7:50 am and does not have an adult with them, they must report to the gym. If a student arrives after 7:50, they may go directly to their classroom

Parents may drop off in our drop off line in the mornings, or walk their child in to school.

Dismissal



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When weather permits, students will be brought out to the pick up line at 3 pm. This is located in front of the elementary entrance. Parents may drive through to pick up their child. At 3:10, any students not picked up will be taken by their teacher to our after care program. After Care is located in the IMC area (in front of the elementary library).

Parents may also enter the school to pick up their child. Because the educational day does not end until 3 pm, all parents must remain in the lobby for pick up until that time. When there is bad weather, students will remain in their classrooms. Parents may pick up at their classrooms between 3:00 pm and 3:10 pm.

Attendance Policy

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

A student is tardy if arriving after 8:00 am. Students need to report to their classroom if they are tardy and arrive between 8:00 am and 8:10 am. If arriving after 8:10 am, students should report immediately to the school office in order to obtain a Late Pass to take to class. Tardies are recorded on a permanent record file. Beginning in 1st grade, every three tardies



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accumulated will equal one absence. An excessive amount of tardies and absences may be sufficient cause to retain a student from advancing to the next grade level, and /or possible dismissal.

Eagle Ambassadors

Our Fifth Grade students have a leadership role as Eagle Ambassadors to our elementary students. Leadership opportunities include Safety Patrol each morning, leading worship for our chapel services each Friday, assisting with office duties, and assisting our recess workers in set up each day.

Fees

There may be additional fees for field trips, athletics, or special events throughout the year.

General Elementary School Expectations

Elementary School General Expectations

- 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.
- Keep hands, feet, and objects to themselves.
- Use appropriate language and tones while speaking.
- Conduct an honest and morally pure lifestyle. Behavior is expected to be uplifting and God-glorifying.

Classroom Expectations:



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- 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 be a cooperative team-player.

Hallway Lockers and Locker Rooms (ADD TO GENERAL)

(ELEMENTARY)

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 the restroom.

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.

Lunch

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!
- Microwave use is not permitted for any student lunch.
- Due to allergies and health risks, there will be no sharing of food by students.

Snacks



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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 promote 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.

Special Events

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.



Section 4 – CLS MS/HS Handbook addendum

Academic - Classes and Grading Information

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 through our accredited online course provider. 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. Only full-time students are eligible for class ranking.

Progress Reports

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

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: All 9-11th grade students are required to take final exams. Seniors with a cumulative average of 70% or higher may exempt final exams.



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Students may not take final exams early. If a student has a conflict, they may make arrangements to take the final at a later date.

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.)

Academic - Course Changes

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.

Academic - Dishonesty

Cheating/Plagiarism

Students who cheat or participate in 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.



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AI (Artificial Intelligence) Policy

Students must use AI tools solely for educational purposes as directed by teachers or school authorities. Using AI for non-educational activities or submitting AI work as original student work within the school context is prohibited.

Students are expected to use AI technologies ethically, respecting copyright laws, privacy norms, and the intellectual property rights of others. AI should not be used to engage in plagiarism, cheating, or any form of dishonesty in academic work. AI work must not be submitted in the place of student work.

Monitoring and Compliance:

The school will monitor the use of AI technologies to ensure compliance with this policy. Monitoring will be conducted in an ethical manner, respecting the privacy and rights of students.

Violations of this policy may result in disciplinary action, including but not limited to, restriction of access to AI resources, educational interventions, grade deduction, or other disciplinary measures as deemed appropriate by the school administration.

Academic - High School Minimum Graduation Requirements

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 30 credits. These credits must be accumulated in grades 9 through 12. Students who are part-time (hybrid) will be issued a transcript of their CLS credits to be used in their own home school program for credit purposes.

Diplomas: CLHS requires a minimum of 30 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. For students with special circumstances who transfer to CLHS their Senior year and enroll full time, if they otherwise meet the eligibility for a HS diploma, the administration may review these circumstances on a case by case basis.

Christian Life High School students can pursue either a college preparatory program or regular diploma program. The program of study and recommendations for each pathway are available from the College and Career Office and attached as Appendix below.

Bible Requirement



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CLHS Bible class is required each year for full time students. Transfer students need only to take Bible for each semester they are enrolled at CLHS.

Commencement Requirement

Each semester of coursework passed earns .5 credit toward the 30 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 1 semester plus 1 semester of Health unless any of the following conditions exist: medical exemption, a CLHS 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.

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.

Academic - High School Recommended Course of Study

Recommended High School Programs

Students normally take seven (7 to 8) academic courses in a school year. Course selection and 4-year plan materials are available from the College and Career Office. We encourage students to take as robust and rigorous a course load at they can manage to prepare themselves for their future opportunities. Four years of mathematics is recommended for all students.

Academic - Homework Completion

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.



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Homework can be expected each night, except for Wednesdays. We encourage our youth to participate in the student ministries of their respective churches. No major projects will be due on Thursdays, unless the project was assigned on or before Monday of that week. However, quizzes and tests are still permissible on Thursdays. Homework that was assigned prior to Wednesday in a week may be due on Thursdays. The goal is to give students the opportunity to plan ahead in their week to prioritize student ministry participation on Wednesday night.

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.

Academic - Homework - Make-up Work

MS/HS Makeup-Work

The school's make-up classwork policy is divided into three parts: equal day compensation, multiple consecutive days, 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.



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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.

Academic - Honors Courses

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.

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.



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Academic - Middle School Requirements

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. A copy of the Middle School Course are available from the College and Career Office and attached as Appendix below.

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, MAP test scores, 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 are capable and desire to reach a high level of mathematics during high school. 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.

Academic - Probation

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.

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 at the parent's expense.

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



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Academic - Summer School

Summer School courses are available for an additional fee of \$300 per course payable prior to beginning the course. Information for these programs will be provided by the College and Career Advisor. In the rare event that a student in MS or HS may need to recover credits due to an incomplete or failed course, arrangements and a plan will need to be made with the Principal and Guidance Counselor. The cost of this recovery credit will need to be paid to CLS prior to beginning the course.

Athletic/Extracurricular Eligibility

Participation

Student participation in any extracurricular activity requires them to maintain the same academic eligibility standards as listed in our athletics eligibility code.

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
- 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 applications for membership in November and if accepted, become inducted in December. Once inducted, students must follow NHS guidelines to maintain membership.

Attendance Policy



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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.

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 all student absences, as well as suspensions. Students exceeding the limit of 12 days may be dropped from the course with no credit being earned. Administration will determine the proper course of action based on details of each student's circumstances. Please provide doctor's notes to the offices when appropriate for extended absence due to illness. Parents who schedule vacations over school days place students in jeopardy of exceeding our limit. Missing class time reduces learning opportunities for students and burdens the classroom teacher with additional follow-up to try and help the student recover lost learning time. Please prioritize school attendance for your family.

Student absences — Classwork missed due to 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 / Skipping classes — Students absent from a class period without permission are considered "absent unexcused". Students unable to validate their unexcused absence will receive from CLS administration a detention or suspension based on the details of the incident.

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



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late bell rings. Students who need to use the restroom and believe they may be late to class should check in first with their next period teacher and then use the restroom. Tardiness to class disrupts the learning environment for all students.

Unexcused Tardiness: Tardiness that is not health related with a doctor's note 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. Students who are considered to be unexcused tardy to class will receive a 30-minute consequence to be served in the consequence monitoring room after school from 3:20 until 3:50pm. 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. Students with a pattern of chronic tardies will face additional consequences per administration.

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 for further instruction.

Christian Service

Part of the ministry philosophy of CLS is to be of service to our neighborhood, school, and community. Students will participate in appropriate service activities throughout the school year.

Graduation

Participation in the Christian Life Commencement Ceremony is a privilege and graduating seniors are required to follow administration's guidelines in order to participate. This includes, but is not limited to, attending all practices, timely ordering of graduation caps and gowns, and not altering or decorating caps or gowns for the Commencement Ceremony.

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.



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Transfer 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.

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.

Hallway Lockers and Locker Rooms

Lockers



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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.

Resource

Resource services are available for all qualifying students based on discussion with parents, CLS administration, and the student. Please contact our office for details.

Senior Events

All seniors are expected to be present at senior awards breakfast, graduation rehearsal, and graduation. Graduating seniors must be in dress code (additionally, no shorts) to participate in the graduation ceremony.

Student Drivers

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 unless arriving after the start of the school day. If a student arrives late, the student must park in the elementary lot and sign in at the office.
- Students 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.



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Section 5 - Athletics Addendum

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.)

Sports Offerings and Conferences

IHSA member school (Class A, 2A)	Northeastern Athletic Conference (NAC)
IESA member school	Art Sadtler Basketball

FALL SPORTS Football (Boys) JV & Var Tackle, Football (Boys) 6-8, Soccer (Boys) JV & Var Soccer, Soccer (Coed) 6-8, Soccer (Coed) 3-5, Volleyball (Girls) JV & Var, Volleyball (Coed) 6-8, Golf (Boys & Girls) JV & Var, Cheerleading (Girls) Var, Cheerleading (Girls) 6-8, Cheerleading (Girls) Elementary Eaglets

WINTER SPORTS Basketball (Boys & Girls) JV & Var Basketball (Boys & Girls) 6-8 Basketball (Boys & Girls) 4-5 Cheerleading (Girls) JV & Var Cheerleading (Girls) 6-8 Bowling (Boys & Girls) JV & Var Bowling (Boys & Girls) 6-8

SPRING SPORTS Track (Boys & Girls) 6-8 Track (Boys & Girls) Soccer (Girls) JV & Var, Volleyball (Boys) JV & Var.

***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. Please see Athletic Department for details.**

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



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*to participate in another sport until the next athletic season. P.E. credit will only be given for one sport **per semester (Juniors & Seniors only).***

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, and encouragement.

Elementary (Grade 1- 5)

At this level, skill development and game strategy are focused upon. Coaches will 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 themselves.

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 five (5) academic courses (25 hours).
- **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. (Applies to hybrid students who take 1-3 courses at CLS.)**
- Each full time 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



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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.**
- Students with three or more classes under 60% will meet with the Athletic Director for an academic probation 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.**

Sports fees per season are listed on the yearly tuition sheet. Fees are to be paid via FACTS portal.

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 (Juniors & Seniors) for athletic teams may earn an academic credit (P.E./Sports Credit).

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. Concussion protocol will be utilized for return to learning in accordance with doctor recommendations.

Attendance

- Students must be in attendance at least four class periods in order to participate in a practice or contest scheduled for that day
- If a student is absent for part or all of the day and is granted a non-illness related excused absence (Funeral, College visit, Medical/Dental appointment, School Field Trip) student may participate in the practice/game with the permission of the Athletic Director.
- Any unexcused absence from school, regardless if it is only for a partial day, will cause the student to be unable to participate in the practice/game.
- Athletes are expected to be in school for the entire day following a sporting contest. Athletes who are absent (unexcused) will be ineligible for the next contest.
- Any student who serves a in-school suspension, or an out of school suspension will be ineligible to participate in any practice or contest on the day of the suspension. Moreover, an athlete who is disciplined by the principal for isolated or repeated acts of misbehavior, is subject to immediate ineligibility, the duration of



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which to be determined by the principal.

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



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- **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.
- **Earrings**—NO earrings may be worn by any athlete during any practice or contest. Continued violations will result in suspension from athletic contests. This is a safety issue.

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 into 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 for which a bus is provided. 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 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 for their student.**

Due to transportation costs, parents are responsible for arranging transportation for their student athlete to and from the game for all in-town and home games.

Student Drivers

Due to safety and liability issues, students are not allowed to drive other non-related students. Parents are responsible for monitoring and arranging transportation of their student.

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



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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 or death. 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

5950 Spring Creek Road Rockford, IL 61114 815-877-5749 Fax 815-877-4358



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Appendix-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.

Standards for all students:

- Appropriately fitted-not too tight, not too short, no midriff, and no underwear showing
- Neat- No tears, holes or frays. Determinations of this standard shall be made by this administration.

GIRLS BOTTOMS

Jumper

Grades Pre-K through 5th. Solid navy or tan khaki (Fingertip length or longer).

Skirt/Skorts

Grades Pre-K through 5th may wear a box pleat or A-line uniform style skirt in CLS Plaid*, navy and tan khaki (Fingertip length or longer). *CLS plaid must be purchased through Dennis Uniform. Girls may wear leggings or tights under skirts only. NO netting or lace.

Shorts

Uniform style, Bermuda (long length) shorts in either tan khaki or navy blue colors. Pre-K through 5th — 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)

Undergarments should not be visible.

BOYS BOTTOMS

Shorts

Docker/uniform or cargo style shorts in either tan khaki or navy blue colors. Pre-K through 5th — may wear up to October 15th and after April 14th. (Seasonal dress)
No denim, no jean style, no khaki jeans, no low-rise hip huggers.
Undergarments should not be visible.

BOYS/GIRLS TOPS

Loose-fitting, uniform style polo (long/short sleeves), Button-up dress shirt.

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.

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

(continued)



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ADDITIONAL INFORMATION

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.

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.)

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! (Pre-K - 5th grade)

Every Friday is "School Spirit Wear Day." This is not a casual dress day! Students must wear either school spirit attire and jeans or remain in accordance with the weekly standard uniform policy. (NO tears, holes or frays.)

School Spirit Wear defined:

CLS spirit wear shirts (can have logos, designs, and wording on them) are purchased through the website, CLS team shirts as approved through the Athletic Director, and school shirts representing school-sanctioned programs (i.e. music, band, class trips, missions, etc.). City First Church sponsored shirts are also permitted.

For Pre-K/Elementary, 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, 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, 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.



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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. - 3:15 p.m.), from entering the school building until departing the school grounds. (Includes free hours, study hall, hallways, etc.)

Standards for all students:

- Appropriately fitted-not too tight, not too short, no midriff, and no underwear showing
- Neat- No tears, holes or frays. Determinations of this standard shall be made by this administration.

BOTTOMS

Girls Skirt/Skorts

Box Pleat or A-line uniform style skirt in CLS Plaid*, tan khaki or navy blue (Fingertip length or longer). *CLS plaid must be purchased through Dennis Uniform.

Leggings: Can only be worn under uniform skirt. No netting, lace, joggers or sweatpants.

Shorts

Girls: Uniform style, Bermuda (long length) shorts in either tan khaki or navy blue colors.

Boys: Docker/uniform or cargo style shorts in navy or tan khaki.

No denim, no jean style, no khaki jeans, no low-rise hip huggers.

Capris

Docker/uniform style, loose-fitting capris in tan khaki, navy blue and denim jean material only. No khaki jeans, no jeggings, no form-fitting capris, no low-rise hip huggers.

Pants

Docker/uniform or cargo-style pant in tan khaki, navy blue or black colors only. Plain jeans are an option for daily wear. Please make sure they are free of frays, holes or rips/tears.

NOT ALLOWED: low-rise hip huggers, leggings/jeggings, sweatpants, joggers and athletic pants for any students. No drawstring or elastic at the bottoms of pant leg.

TOPS

Shirts/Sweaters

Any solid - color polo, button-up shirt, crewneck pullover, hoodie, or sweater. Only official CLS or City First Church Spirit Wear can have designs or wording on them.

Colors

All colors can be worn. Must be plain without writing or designs (small logos are permitted if no bigger than a golf ball).

NOT ALLOWED: Midriff showing tops.

(continued)



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P.E. ATTIRE

Athletic t-shirts, shorts or sweatpants for P.E. class only. Students are not allowed to wear the shirt they wore for school as a P.E. shirt. Shorts must be modest and finger tip length. All grades need to wear non-marking athletic shoes to protect the gym floor during class.

NOT ALLOWED: Tank tops, short shorts, spandex shorts and pants/shorts with writing across the backside.

ADDITIONAL INFORMATION

Shoes

Tennis shoes, sandals, casual or dress shoes may be worn with or without socks 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.)

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.

School Spirit Wear

Students may wear "School Spirit Wear" on any day with appropriate school uniform/ dress code bottoms or skirts. CLS spirit wear shirts (can have logos, designs, and wording on them) are purchased through the website, CLS team shirts as approved through the Athletic Director, and school shirts representing school-sanctioned programs (i.e. music, band, class trips, missions, etc.). City First Church sponsored shirts are also permitted.

Casual Dress

On special occasions, students are allowed to forego the school uniform for casual dress. On these days, the dress code of "modesty standards" apply: clothing must be appropriately fitted and not revealing. Sweatpants are allowed. Logos are permitted as long as they are appropriate. Normal dress code guidelines remain in effect in matters of hair, shoes, jewelry, head covering, clothing without tears, holes or frays, etc.

NOT ALLOWED: Students may not wear leggings or clothing with writing across the backside of pants.

Dress for Athletic Practices

- During practices for athletics, students should wear athletic shorts, athletic style t-shirt and appropriate athletic shoes 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, midribs, pants/shorts with writing across the backside are not permitted.



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Appendix- MS and HS Course Plans



Student Name: _____ Parent Name: _____

With your parents/guardians, please complete the elective section.
Please select only 3 and rank them 1-3. Your child will only take 1 elective per semester.
We will do our best to give you your first option.

Core Classes	Semester 1 (Please rank 1-3)	Semester 2 (Please rank 1-3)
Bible English Language Arts Math 7/Pre-Algebra Science World Geography Physical Education	<input type="checkbox"/> Art 7 <input type="checkbox"/> Resource <input type="checkbox"/> Study Skills <input type="checkbox"/> Study Hall <input type="checkbox"/> Performing Arts <input type="checkbox"/> Technology <input type="checkbox"/> Steam 1 or 2	<input type="checkbox"/> Art 7 <input type="checkbox"/> Resource <input type="checkbox"/> Study Skills <input type="checkbox"/> Study Hall <input type="checkbox"/> Performing Arts <input type="checkbox"/> Technology <input type="checkbox"/> Steam 1 or 2

Extracurriculars Interest:

- ☐ Fall Play
- ☐ Spring Musical
- ☐ Student Council
- ☐ Chess Club

Sports Interest:

- ☐ Boys Football
- ☐ Boys/Girls Bowling
- ☐ Boys/Girls Track & Field
- ☐ Girls Volleyball
- ☐ Boys/Girls Basketball
- ☐ Girls Cheerleading
- ☐ Co-ed Soccer

STUDENT SIGNATURE: _____ DATE: _____

PARENT SIGNATURE: _____ DATE: _____



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Student Name: _____ Parent Name: _____

With your parents/guardians, please complete the elective section.
Please select only 3 and rank them 1-3. Your child will only take 1 elective per semester.
We will do our best to give you your first option.

Core Classes	Semester 1 (Please rank 1-3)	Semester 2 (Please rank 1-3)
Bible English Language Arts Pre-Algebra/Algebra 1 Science US History Physical Education	<input type="checkbox"/> Art 8 <input type="checkbox"/> Resource <input type="checkbox"/> Study Skills <input type="checkbox"/> Study Hall <input type="checkbox"/> Performing Arts <input type="checkbox"/> Technology <input type="checkbox"/> Steam 1 or 2	<input type="checkbox"/> Art 8 <input type="checkbox"/> Resource <input type="checkbox"/> Study Skills <input type="checkbox"/> Study Hall <input type="checkbox"/> Performing Arts <input type="checkbox"/> Technology <input type="checkbox"/> Steam 1 or 2

Extracurriculars Interest:

- ☐ Fall Play
- ☐ Spring Musical
- ☐ Student Council
- ☐ Chess Club

Sports Interest:

- ☐ Boys Football
- ☐ Boys/Girls Bowling
- ☐ Boys/Girls Track & Field
- ☐ Girls Volleyball
- ☐ Boys/Girls Basketball
- ☐ Girls Cheerleading
- ☐ Co-ed Soccer

STUDENT SIGNATURE: _____ DATE: _____

PARENT SIGNATURE: _____ DATE: _____



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Student Name: _____ Parent Name: _____

With your parents/guardians, please complete the course selection. Freshman must enroll in a minimum of 7.0 credits.

Core Classes	Course Selection/Placement
Bible	Bible 9
English	English 9 *English 9 Honors
Math	Pre-Algebra Algebra 1 *Algebra 1 Honors
Science	Biology *Biology Honors
PE/Health	PE/Health
Foreign Lang.	Spanish 1
Fine Arts	<input type="checkbox"/> Concert Choir <input type="checkbox"/> Theater <input type="checkbox"/> Drawing/Painting <input type="checkbox"/> Intro to Design (required for yearbook)
Elective Choice Number your top 3 choices in order of preference and we will do our best.	<input type="checkbox"/> US History <input type="checkbox"/> Computer Science (Coding) <input type="checkbox"/> Psychology/Sociology (one semester each) <input type="checkbox"/> Study Hall <input type="checkbox"/> Home Economics/Financial Literacy (one semester each) <input type="checkbox"/> Concert Choir <input type="checkbox"/> Theater <input type="checkbox"/> Drawing/Painting (Art 1-2) <input type="checkbox"/> Intro to Design (required for yearbook) <input type="checkbox"/> Resource (Referral: Support Student Services)

STUDENT SIGNATURE: _____ DATE: _____

PARENT SIGNATURE: _____ DATE: _____



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Christian Life Schools

10th Grade Elective Sheet

Student Name: _____ Parent Name: _____

With your parents/guardians, please complete the course selection. Sophomores must enroll in a minimum of 7.0 credits.

Core Classes	Course Selection/Placement
Bible	Bible 10
English	English 10 *English 10 Honors
Math	Geometry *Geometry Honors Algebra 2 *Algebra 2 Honors
Science	Physical Science *Physical Science Honors
PE/Health	<input type="checkbox"/> PE (Check here if you completed in 9th Grade) <input type="checkbox"/> Health (Check here if you completed in 9th Grade)
Foreign Lang.	<input type="checkbox"/> Spanish 1 <input type="checkbox"/> Spanish 2
Elective Choice Number your top 3 choices in order of preference and we will do our best.	<input type="checkbox"/> Computer Science (Coding) <input type="checkbox"/> Psychology/Sociology (one semester each) <input type="checkbox"/> Concert Choir <input type="checkbox"/> Theater <input type="checkbox"/> Intro to Design (required for yearbook) <input type="checkbox"/> Drawing & Painting (Art 1-2) <input type="checkbox"/> Intermediate Art (Art 1-2 must be completed first) <input type="checkbox"/> Ceramics (1 year of art required) <input type="checkbox"/> Yearbook <input type="checkbox"/> Study Hall <input type="checkbox"/> Home Economics/Financial Literacy (one semester each) <input type="checkbox"/> PE <input type="checkbox"/> Resource (referral: Support Service Coordinator)

STUDENT SIGNATURE: _____ **DATE:** _____

PARENT SIGNATURE: _____ **DATE:** _____



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Christian Life Schools

11th Grade Elective Sheet

Student Name: _____ Parent Name: _____

With your parents/guardians, please complete the course selection. Juniors must enroll in a minimum of 7.0 credits.

Core Classes	Course Selection/Placement
Bible	Bible 11
English	English 11 *English 11 Honors
Math	<div style="display: flex; justify-content: space-between;"> <div> Geometry *Geometry Honors Algebra 2 *Algebra 2 Honors </div> <div> Trigonometry/Pre-Calculus *AP Calc </div> </div>
Science	<div style="display: flex; justify-content: space-between;"> <div> Biology (if not taken) *Biology Honors </div> <div> Chemistry *Chemistry Honors </div> </div>
Foreign Lang.	<div style="display: flex; justify-content: space-between;"> <div>___ Spanish 1</div> <div>___ Spanish 2</div> </div>
Social Studies	<div style="display: flex; justify-content: space-between;"> <div> ___ World History ___ US History ___ AP US History </div> </div>
PE/Sports	<div style="display: flex; justify-content: space-between;"> <div> ___ PE (if not completed) Semester 1 Sport: </div> <div> ___ Health (If not completed) Semester 2 Sport: </div> </div>
Electives Please Select 2	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> ___ Computer Science (Coding) ___ Personal Finance/Econ ___ Accounting ___ Anatomy/Physiology ___ Psychology/Sociology (one semester each) ___ Concert Choir ___ Theater ___ Intro to Design (required for yearbook) ___ Intermediate Art (Art 1-2 must be completed) </div> <div style="width: 45%;"> ___ Advanced Art (Teacher Approval Required) ___ Ceramics (1 year of art required) ___ Yearbook ___ Study Hall ___ Teachers Assistant ___ Online Class (must be pre-approved) ___ Spanish 3 ___ PE ___ Resource (referral: Support Service Coordinator) </div> </div>

STUDENT SIGNATURE: _____ DATE: _____

PARENT SIGNATURE: _____ DATE: _____



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Christian Life Schools

12th Grade Elective Sheet

Student Name: _____ Parent Name: _____

With your parents/guardians, please complete the course selection. Seniors must enroll in a minimum of 7.0 credits.

Core Classes	Course Selection/Placement
Bible	Bible 12
English	English 11 *English 12 Honors
Senior Seminar	Senior Seminar Leadership
Social Studies	Government/Economics
Foreign Lang.	<input type="checkbox"/> Spanish 1 <input type="checkbox"/> Spanish 2
PE/Sports	<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> PE (if not completed) Semester 1 Sport: </div> <div> <input type="checkbox"/> Health (If not completed) Semester 2 Sport: </div> </div>

Elective Choice Please Pick 2	<input type="checkbox"/> Computer Science (Coding) <input type="checkbox"/> Personal Finance/Econ <input type="checkbox"/> Accounting <input type="checkbox"/> Spanish 3 or 4 <input type="checkbox"/> AP US History <input type="checkbox"/> Chemistry/Chemistry Honors <input type="checkbox"/> Anatomy Honors <input type="checkbox"/> AP Calculus <input type="checkbox"/> Trig/Pre-Calc <input type="checkbox"/> PE	<input type="checkbox"/> Advanced Art (Teacher Approval Required) <input type="checkbox"/> Ceramics (1 year of art required) <input type="checkbox"/> Yearbook <input type="checkbox"/> Study Hall <input type="checkbox"/> Teachers Assistant <input type="checkbox"/> Online Class (must be pre-approved) <input type="checkbox"/> Psychology/Sociology (one semester each) <input type="checkbox"/> Concert Choir <input type="checkbox"/> Theater <input type="checkbox"/> Resource (referral: Support Service Coordinator)
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STUDENT SIGNATURE: _____ DATE: _____

PARENT SIGNATURE: _____ DATE: _____