

Christian



School

PARENT/STUDENT HANDBOOK

The purpose of this handbook is to communicate the basic principles, and philosophy upon which Christian Life School is established. Specific guidelines for implementation of the philosophy are exemplified throughout the handbook. Christian Life School reserves the right to make modifications to the handbook as deemed necessary by the administration.

TABLE OF CONTENTS

INTRODUCTION & PHILOSOPHY

Introduction	3
Our Distinctive Mission	5
Preamble for Philosophy	5
Our Philosophy	6
Objectives	7
Statement of Faith	8
Admissions	9
Parental Involvement	10

BEHAVIOR & CONDUCT

Lifestyle Policy	11
Standards of Conduct-All Student Pledge	12
Behavior Guidelines	13
Dress Code	14
Approved Dress	17
Discipline	18
Grievance Policy	20

ACADEMIC

Achievement Testing Program	21
Parent/Teacher Conferences & Report Cards	21
Homework	21

ATTENDANCE

Attendance Policy	23
Types of Absences	24

ADMINISTRATIVE PROCEDURES

Building Policies	27
Harassment Policy	27
Health Regulations	27
Illness	27
Lockers	28
Medicine	29
Messages	29
Special Fees	29
Textbooks	29
Tornado/Fire Drills	30

EXTRA-CURRICULAR ACTIVITIES

Extra-Curricular Activities	31
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INTRODUCTION

&

PHILOSOPHY

INTRODUCTION

We welcome you to the Christian Life School family! God commands that children be taught the Christian view of life and the practical application of the Bible in every activity of life (Deut. 6:4-9; Matt. 28:20; Luke 2:52). Christian Life School provides parents the opportunity to fulfill this command in the training of their children in unity with the Christian home. Together we will train Christian youth in the highest principles of Christian leadership, self-discipline, individual responsibility, personal integrity and good citizenship—the foundation our children need for the life that lies ahead.

The Word of God is an integral part of the curriculum at Christian Life School. We include a time each day for study of the Bible and the ways it relates to our lives.

Christian Life School cannot be substituted for the regular study of the Bible in your home and Sunday School. Sunday School should be a part of each Christian's life. It provides an essential element in the training and maturity of both children and adults.

Each student and family at Christian Life School is expected to be actively involved in his or her home church.

Christian Life School provides an education with a special dimension that is not available in the secular, non-Christian schools.

Christian Life School is far more than a school with Bible added to the curriculum and staffed by Christian teachers. The uncompromised Word of God is the foundation for the entire program.

Christian Life School sees all truth as God's truth and seeks to integrate the entire program so that your children are receiving a world view placing the Triune God at the center. All is viewed as related to Him.

Christian Life School has an administrative and teaching staff committed to Christ as Lord. Each strives to apply The Word of God to the entire educational process and to practice the truth in their teaching, relationships, activities, as well as in his/her personal lives.

Each teacher at Christian Life School realizes that he/she possesses a solemn responsibility, under God, in the molding and shaping of lives and individual character.

ESTABLISHED as a ministry of Christian Life Church, Christian Life School is a private, non-profit, religious organization affiliated with the Assemblies of God.

CURRICULUM is directly related to the philosophy and mission of the school. It is designed to develop a Christian view of God, man, and the world. It is based on the premise that all Truth comes from God. Materials are developed to build Christian values and attitudes, thinking skills, study skills, self-evaluation, dependence on God, self-discipline, and individual responsibility.

FACILITIES of Christian Life School are located on State Highway 50, one mile east of Cedar Avenue. Some of the features that are available for use by Christian Life School are: computer lab, media center/library, commercial-type kitchen, full size gymnasium, and separate high school building with easy access to the main building.

ACCREDITED with the Association of Christian Schools International.

OUR DISTINCTIVE MISSION

The distinctive mission of Christian Life School is to equip Christian young people with a well-rounded and high quality Christian education, so that they may better fulfill the evangelical mission of the Church, be ambassadors of change in their spheres of influence, and bring glory to God.

PREAMBLE FOR PHILOSOPHY

The establishment and continuation of Christian Life School as an educational institution, designed to teach the essential academic disciplines as well as Christian values, is based on several principles:

- The existence of God is central to the philosophy of the Christian school. Everything exists because God eternally exists. God reveals himself to man.
- When children are trained in a proper manner in regards to values, morals, and relationship to God, they shall not depart from it when they are old (Proverbs 22:6).
- The Church bears the responsibility to make disciples of all men (Matthew 28:19).
- The Church commits itself to be responsible for the proper Christian upbringing and support of its children extending to all aspects of their lives, including education.
- Since everything that exists is God's creation and not man's (Revelation 4:11), the study of anything within that creation points to, and is subject to God. Thus, Godly teaching of His Word can and must pervade the teachings within every discipline.
- Parents have the divinely directed responsibility for the Christian

nurture of their children and the obligation to keep them from instruction that will cause them to err.

- Young people are generally ill equipped to successfully defend themselves against clever arguments by proponents of ungodly teaching and are highly susceptible to the pressure of peers to engage in unwholesome activities. Thus it is necessary for young minds to be girded up with the truth so as to not be caught by deceit and falsehood.
- All truth originates with God and is interpreted by God's Word. Reality is based on truth as originated by God and the eternal reality is to be found through Jesus Christ.

OUR PHILOSOPHY

Christian Life School was established to provide parents a private Christian alternative to public education for their children. Attendance at Christian Life School is a privilege, not a right. The goal of the school is not to reform but to train Christian youth in the highest principles of Christian leadership, self-discipline, individual responsibility, personal integrity, and good citizenship. Christian Life School is unapologetically evangelical in this perspective and teaching. It asserts the Lordship as a necessary condition of salvation (Romans 10:9). The individual must be receptive to the Holy Spirit, the revealer of God's truth, wisdom, image, but, because of a sinful nature, must be born again. Christian Life School purposes to nurture students as they grow in His Word, which defines knowledge and wisdom, and to conform to His revealed will. All courses are of the highest quality and taught in a manner that integrates faith and learning. Christian Life School is a quality institution committed to exceed educational standards set by governmental authorities at both the primary and secondary levels. Christian Life School strives to train its students to think, reflect, and evaluate from a Christian perspective utilizing a traditional classroom setting. Christian Life School is an extension of the home and relies upon the cooperation of parents to properly educate their children.

OBJECTIVES

Christian Life School was specifically organized to offer students academic excellence in a Christian environment. It is our sincere desire to assist you in providing the foundation your child needs for the life that lies ahead.

Our specific objectives are to effectively exemplify, nurture, and teach so that each student will:

- Come to know Jesus Christ as their personal Savior, recognizing that faith in God's Son provides eternal life.
- Personally acquire the conviction that the Bible is the Word of God and the practical guide for life.
- Come to an increased understanding of the fundamentals of God's creation (including academic studies); the realization that Jesus Christ is central to these areas.
- Develop spiritual, social, physical and intellectual areas (as provided in the arts and sciences) for the glory of God.
- Recognize in his or her own life the need to allow God to work, without restriction or inhibition, working out His perfect will as contained in Scripture.
- Progress in Christian living through fellowship with God in personal and corporate prayer, Bible study, worship, fellowship, and service.
- Develop the practice of applying God's truth to life and life's situations, particularly in areas of self-discipline, self-control, and parent-teacher discipline.
- Learn to work effectively within the classroom community and on an

individual basis in areas of thinking and applying oneself, in assuming responsibility, and developing dependability.

- Gain an appreciation and desire for wholesome recreation.
- Develop proper attitudes, ideals, habits, knowledge, and skills as necessary preparation for life.
- Have the kind of experiences that will equip him or her to face life with courage and understanding; growing in faith so as to bring honor to Christ and be credit to family, community, nation, and self.

STATEMENT OF FAITH

WE BELIEVE...

- The Bible is the inspired and only infallible and authoritative written Word of God.
- There is one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit.
- 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, in His bodily resurrection, in His ascension to the right hand of the Father, in His return to this earth in power and glory to rule a thousand years.
- In the Blessed Hope—the rapture of the Church at Christ's coming.
- The only means of being cleansed from sin is through repentance and faith in the precious blood of Christ.
- Regeneration by the Holy Spirit is absolutely essential for personal salvation.
- The redemptive work of Christ on the cross provides healing of the human body in answer to believing prayer.

- The baptism in the Holy Spirit, according to Acts 2:4, is given to believers who ask for it.
- In the sanctifying power of the Holy Spirit by whose indwelling the Christian is enabled to live a holy life.
- In the resurrection of both the saved and the lost, the one to everlasting life and the other to eternal damnation.

ADMISSIONS

We believe it is a privilege for a child to attend Christian Life School. To our school community, we seek to add families who will be supportive of the administration, the teachers, and the school's emphasis on character training by Biblical standards.

We believe maximum effectiveness in character training is achieved when the school's effort supports similar philosophy and methods in the home. By this, we mean that the parents (1) profess to be Christian, and (2) are involved in a local church which teaches its members to live consistently with Biblical standards.

Preferential admissions:

- Christian Life Church (founding church) families will receive priority over non-members if application is made prior to open enrollment for the next school year.
- Families whose children are presently attending Christian Life School and are current in meeting all financial and service commitments will receive priority over new applicants if application is made prior to open enrollment.
- Positions will be created if necessary, to accommodate the children of the pastoral staff of Christian Life Church and full-time teaching staff.

Applicants other than those given priority registration will be selected

competitively on the basis of (1) parent's willingness to support the school's philosophy and methods, (2) the student's conduct record in previous schools, (3) the child's academic record in previous schools, and (4) date the completed application is received.

The school administrator will interview all applicants. Achievement or cognitive ability testing may be required. (Testing costs may be incurred in addition to stated costs.)

Christian Life School attempts, through screening, to preclude the possibility of asking students to withdraw after admission. All enrollments, however, are viewed as probationary for the first semester pending the student's satisfactory adjustment to the curriculum and standards of conduct.

Christian Life School admits students of any race, color, disability, and national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school.

PARENTAL INVOLVEMENT

Volunteering is a very important part of your commitment to Christian Life School. We rely on your participation to maintain reasonable tuition. Volunteers are needed in many different areas. It is your responsibility to get involved. By talking with teachers, other parents, office staff, or just keeping an eye on the Monday Mailer, you should be able to get an idea of what help is needed and when.

You must complete 1/2 of your volunteer hours before January 15th in order to re-enroll your children for the next school year. (Please contact the bookkeeper if special arrangements need to be made.) It is each family's responsibility to record their hours in the Volunteer Hours Book located in the school office. Please keep this book up-to-date.

BEHAVIOR & CONDUCT

LIFESTYLE POLICY

A sense of need for spiritual growth in light of these principles has led Christian Life School to adopt the following standards which are conducive to the environment that will best promote the spiritual welfare of the students. The school, therefore, expects each student, whether at home, school, or elsewhere:

- To refrain from swearing, indecent language, use of tobacco, drinking alcoholic beverages, the abuse of drugs, gambling, and involvement in hard rock music.
- To maintain Christian standards of courtesy, kindness, morality, honesty, and respect for authority.

The selection of the restrictions mentioned may appear arbitrary to some; but while not condemning others who see differently, Christian Life School believes that the restrictions named are types of conduct which are detrimental to the standards established as its objective.

Students found to be out of harmony with Christian Life School ideals of work and life may be invited to withdraw whenever the general welfare demands it, even though there may be no specific breach of conduct. It is the desire of Christian Life School to be an effective, positive factor in guiding students' lives.

In this atmosphere of definite and positive Christian standards of conduct, good scholastic planning, and intimate personal interest between faculty and student, there is opportunity for development of strong Christian character.

STANDARDS OF CONDUCT ALL STUDENT PLEDGE

Christian Life School holds that the Bible is the infallible, divine Word of God and that salvation by faith in Christ is the initial step in the Christian Life. There is adequate Biblical basis for the idea of spiritual growth into the image of Christ (Romans 8:29), which is the work of the Holy Spirit (II Corinthians 3:18). This growth begins with the initial act of saving faith and continues throughout life. The Holy Spirit makes the Christian conscious of the Biblical demands for a holy life, which fulfills God's moral and high law of love (Matthew 22:37-39, Romans 13:8-10, Galatians 5:14). The result is a life consecrated unto God and separated from the world.

Christian Life School must, therefore, provide an environment conducive to the spiritual growth and development of young people who are not yet mature Christians. A standard of conduct based on the Biblical imperatives is necessary to provide such an environment. All of the activities of the Christian must be subordinated to the glory of God who indwells us (I Corinthians 8:9, 12:13, 10:32). The Christian will endeavor to avoid practices which cause the loss of sensitivity to the spiritual needs of the world and loss of the Christian's physical, mental, or spiritual well-being (I Corinthians 9:27).

Students entering grades 4-12 are to carefully read through the following statements, prayerfully consider their commitment and responsibility as a student at Christian Life School before signing the agreement. Each student attending must be in accord with and hold respect for the philosophy, mission, and objectives of Christian Life School. Students are expected to abide by these standards throughout their enrollment whether at home, school or elsewhere. In this atmosphere of definite and positive Christian standards of conduct, good scholastic planning and intimate personal interest between faculty and students, there is an opportunity for development of strong Christian character.

I will do my very best:

1. To obey those who have authority over me for this is right in the sight of God.
2. To accept ALL school policies with a positive attitude.
3. To refrain from being selfish, irresponsible, demanding, discourteous, irreverent, or destructive with my attitude towards fellow students or teachers and those things that lead to these attitudes.
4. To maintain Christian standards in courtesy, kindness, morality, and honesty.
5. To strive for excellence as a student.

I will at ALL times:

1. Refrain from the use of drugs, tobacco, and alcohol.
2. Refrain from the use of profanity, offensive slang, vulgarity, gambling.
3. Not lie, cheat or steal.

BEHAVIOR GUIDELINES

- Students must be respectful of the rights and property of others as well as the authority of the faculty and administration.
- Students are not permitted to run (except in athletic activities), yell, or act in a disorderly manner.
- Only language that is pleasing to God is to be used.
- Students are expected to refrain from the use of tobacco, alcoholic beverages, and illegal drugs at all times—both on and off campus. On campus violations may result in expulsion.
- Eating is allowed only at designated times.
- Only regular school equipment and materials are to be brought to school. No electronic equipment, personal toys, games or equipment such as skateboards, sleds, etc. may be brought to school (except with special permission).

- The throwing of snowballs, rocks, sticks, dirt clods, etc. is not permitted at any time.
- All materials such as book covers, lunch boxes, etc. should reflect our standards of good taste and modesty. All posted material in the building, lockers, showers, etc. must reflect these same standards.
- All students are to follow the dress code except on special occasions when permission has been granted by the office.
- Lost equipment will be paid for by the person or persons responsible. A fine will be levied for the damage or abuse of the equipment, books, or other property of the school.
- The practice of holding hands, kissing, and hugging, or other displays of affection between students of the opposite gender, is strictly prohibited at school at all times.
- Possession of/threat of/or use of weapons or toy replicas on school property is prohibited.
- All cars are to be parked within the designated areas.
- Car parking areas are off limits except when arriving at or leaving school. Cars are to remain parked and may not leave campus until the end of the student's school day without prior permission from school administration.
- Drivers are to be respectful and courteous. Excessive speed, clowning around, reckless, and/or careless driving may result in loss of the privilege of driving or parking on school property.

DRESS CODE

Christian Life School has chosen to adopt a standardized dress code. The dress of the students reflects the beliefs, expectations, and mission of Christian Life School to visitors, prospective students, and the community. We believe that standardized dress will help foster a positive learning atmosphere by:

1. Fostering a strong school spirit and unity of the students as

a body. The students become more accountable for their behavior because they visibly represent Christian Life School to the community around them. It allows the school to present a dignified image to visitors or when away from the school for field trips, etc.

2. Setting simple, clear standards so that faculty, parents, and students all have a solid understanding of what is and is not acceptable.
3. Helping to remove the pressure to conform to this world's standards by promoting a high standard of clean, neat, and modest appearance. (1 Timothy 2:9, 10; Romans 12:21)
4. Freeing staff and administration from the distraction of policing a dress code, and allowing them to focus on the hearts and minds of the students.
5. Eliminating a competitive spirit regarding clothing among students and its attendant financial pressures on families.
6. Reducing daily stress over what to wear and parent-student conflicts over appropriate attire.

Finally, we believe that over the long-term, our families will find that standardized dress can reduce clothing expense. We help to facilitate families in trading clothes, and offer at least one used clothing event each year. A limited number of subsidies are available to help those families for whom the cost of clothing is too great a burden. Applications for assistance are available from the financial office and will be kept confidential.

General Requirements

Overall appearance must be clean and neat with no holes or frayed hems. No items should be excessively large or tight, and must not be worn in such a way that underwear is visible. At the discretion of the administration certain items may be required if problems arise (e.g. a belt if pants are consistently too loose) or as required dress for certain

group activities (e.g. band participation).

Hair must be cleaned and groomed, of natural hair color and not a flamboyant style as determined by the administration. Hair should not obstruct the eyes. Boys must be clean shaven, no sideburns below the ear, with hair no more than collar length in the back.

Tattoos are not permitted.

Accessories

All accessories should coordinate in color with the standardized dress worn. Very bright colors, and flashiness in general should be avoided. They should not be attention-getting, but rather complimentary and a nice finish to the outfit as a whole.

Jewelry, hair bows, barrettes, etc. should be conservative, not be of an inappropriate symbolic nature (New Age, Pagan, revolutionary, etc.). No jewelry requiring piercing except for girls' ears.

Socks are to be worn with shoes, except for sandals, and should either be white or a color that blends with slacks and shoes. Girls may wear plain or cabled tights or nylons of a neutral color without other trim, prints, patterns, etc.

Tennis shoes, dress shoes and dress casual sandals are acceptable. All types of shoes should be neutral in color and should not detract from the overall standardized look, without extreme colors, inappropriate graphics, bright laces, or flashing lights. Elementary students must wear sandals with an ankle strap for safety reasons. Sandals should be dress casual, i.e. no straps between toes, athletic sandals, athletic slides or flip-flops. No heels higher than 2" on any type of shoe. **No black soled shoes—dress or tennis—are permitted on the gym floor.**

Belts are recommended but not required when belt loops are present. Again, they should be neutral in color, without sayings or bright decorations, and plain buckles.

No hats and sunglasses or other outerwear in the classrooms.

APPROVED DRESS

Polos, Blouses and Oxford Shirts

All items are to be purchases from the options pre-selected at **Threads & Inks**. These items will have either embroidery or a “flock” for easy identification.

Students must wear a standardized dress shirt under sweatshirts and fleece items. Plain white undershirts, mock or turtlenecks, are acceptable under the required dress. These should have no decorative trim, print, prominent logos, etc. No long sleeve shirts under short sleeve shirts. Undershirts may be purchases anywhere.

Shirts, except for sweatshirts, are to be worn tucked in.

Pants, Skirts and Shorts

All pants, skirts and shorts must be purchases from **Threads & Inks**.

Pant hems may not touch the ground. Extra length may not be rolled up and but must be hemmed.

Skirts and shorts lengths may not be more than 4” from the floor when kneeling. It is strongly recommended that girls in primary grades wear matching bike shorts for modesty. These may be purchased from **Threads & Inks** or elsewhere. Bike shorts may only be worn under skirts.

Fleece Vest, Sweatshirts and Jackets

These items must be purchased from **Threads & Inks**. These may be worn inside the classroom.

Phy Ed Uniforms

Must be purchased from **Threads & Inks**. They are required for grades 5-12, and are optional for younger students. Shorts may not be shortened permanently or “rolled” to shorten them.

Senior Privilege Items

Near the end of their junior year, the prospective senior class will be presented with a set of options from which to choose a top of their choice. The ladies’ choice will apply to all senior ladies, and the men’s choice to all senior men.

Required Dress Code Items

Elementary—All elementary students are required to have 1 pair of black pants and one white shirt (this can be a polo or oxford, long or short sleeve). These items will be used for the musical programs.

DISCIPLINE

The following principles found in Scripture apply to parents and teachers, “...do not provoke your children to anger, but bring them (students) up in the discipline and instruction of the Lord.” (Eph. 6:4)

Students are responsible to... “be obedient to those who are your masters (staff) according to the flesh, with fear and trembling, in the sincerity of your heart, as to Christ” (Eph. 6:5). Mature behavior is expected of all students, although we realize it is not always easy for some. We expect students to learn and practice self-control.

The best discipline is self-discipline. The policies of the school are designed to help students and faculty work with each other in a controlled and pleasant atmosphere.

We believe that discipline is necessary for the welfare of the student as well as the entire school. Teachers are given the liberty of making and enforcing classroom regulations in the manner which they feel is in accordance with scriptural Christian principles, administrative directives, and discipline as set forth in the scriptures. Teachers are responsible to maintain control in their classrooms and to enforce rules and policies on the entire church/school campus. Students who cannot conduct themselves within the standards set by classroom teachers and thereby disrupt the classroom setting, will be sent to the office or to the appointed representative for further discipline.

The teachers and administrator are given authority to discipline students. It may be necessary to impose one or more of the following types of discipline:

- Removal from a class and/or activity on a temporary basis.
- Detention served during non-school hours. Teachers will designate day/time and notify the parents. Parents will make necessary arrangements for student detention.
- After school conference with student and/or parents. A telephone conference may be an option in some instances.
- Parents will be notified and requested to come in for persistent unacceptable behavior and are expected to take an active part in the correction of the behavior.
- In-school suspension from one or more classes for one to three days with approval from the administration. This may include service projects within the facility.
- Suspension from school upon the approval of the administration.
- Expulsion upon approval of administration.

If the student is consistently violating the rules and is displaying a pattern of behavior which is endangering students, disrupting the classroom, or is detrimental to the spirit of the school, that student may be suspended and/or evaluated by the administration which may rule that the student be expelled.

GRIEVANCE POLICY

The Bible commands us to make every effort to live at peace, and to resolve dispute with each other in private or within the Christian community. The Biblical admonition of I Corinthians 6:1-8, Matthew 5:23-24, and Matthew 18:15-20 instructs us in this manner.

To ensure the resolutions of possible disputes in the spirit of Christian love and with the desire to maintain unity, we ask that all concerns regarding classroom issues be taken first to the classroom teacher. If not resolved, the respective elementary or high school leadership should be consulted. If closure has not been attained, the administrator, as next in the chain of leadership, should be involved to work to a peaceful resolve. Overall program issues or those of highly confidential matter should be brought to the Administration. If you feel that your concern has not been addressed to your satisfaction following these steps, please contact the Christian Life Church Senior Pastor as chairman of the governing Church Board. We ask that all concerns be addressed through proper channels before they are discussed with friend, other parents or church members.

By following this Biblically based principle, we hope to bring peace and prevent unnecessary harm to member of our school family.

ACADEMIC

ACHIEVEMENT TESTING PROGRAM

The school's testing program is designed to measure the student's progress from the previous school year. Late in the spring of each year, students are given achievement tests. The scores not only indicate the student's progress, but also allow the school to measure the effectiveness of its programs. The dates of the achievement testing are announced as they approach.

PARENT/TEACHER CONFERENCES AND REPORT CARDS

Parent/Teacher conferences will be scheduled for specific days. Every parent is expected to attend each meeting for the benefit of his/her child. If you desire an additional conference concerning your child, please call the office. The teacher will then return your call and set up a time convenient for both of you. Report cards are sent home on a quarterly basis. Mid-term progress reports will be furnished as necessary. Please do not call the teacher at home after 8:00PM.

HOMEWORK

Believing that homework is an integral part of the school program, each teacher is at liberty to give homework to aid the students in their studies. Therefore, each student is required to complete his or her homework assignments on time.

Homework is given for several reasons:

- For practice: Following classroom explanation, illustration, and drill on new work, homework is given so that the material will be mastered.

- For remedial activity: As instruction progresses, various weak points in a student's grasp of a subject become evident. Homework following instruction is given to overcome difficulties.
- For special projects: Book reports, compositions, special research assignments, and projects are some of the activities that are frequently the subject of homework attention.
- For preparation: For discussion oriented classes, students may be expected to read the next day's material. This enables students to come to class more fully prepared to participate in classroom discussions.

We do request parents' full cooperation in seeing that the assignments are completed. Should a student not meet his/her goals for the day, he/she may be required to stay after school. Points may be deducted for late homework. A large percentage of a student's grade could depend on homework.

ATTENDANCE

ATTENDANCE POLICY

Expectation

With the exception of the school-authorized and verified absences noted below, high school students are expected to attend every class every day.

Maximum Absence Rule

Students will not receive credit for a class in which absences, excluding school-authorized absences, reach 10 in one semester, except for those absences specified below.

Upon the 10th absence, the student will receive a grade of “no credit” (NC) or “F” (F).

The student will receive an “NC” if the student remains in class, follows behavioral expectations and meets all course requirements by the end of the semester. An “NC” will have no effect on the student’s grade point average.

The student will receive an “F” if he or she is disruptive and has to be removed from the class and placed in a study hall, if he or she chooses to leave the class, or if he or she does not meet all course requirements. An “F” will have a negative effect on the student’s grade point average.

Notification/Intervention Process

Each student will be given a written quarterly progress report to take to his or her parent/guardian. This report will document the student’s absences and tardies in each course.

When a student reaches his or her 5th absence in a specific semester course, written notification of the absences will be mailed to the student's parent/guardian. This notification will also advise that adverse consequences, which may include loss of credit, may result from excessive absences.

When a student exceeds the maximum absence rule for a specific course, one of the following actions will be taken:

1. If the student successfully meets all requirements of the course by the end of the semester, the student will earn a "no credit" grade in the class and a "no credit notice" will be mailed to the student's parent/guardian.
2. The student will be encouraged to continue in the class to benefit from the significant learning that can still take place. A "no credit" grade does not affect the student's grade point average.

If the student is disruptive and has to be removed from class and placed in a study hall, or if he or she chooses to leave the class, or if he or she does not continue to meet all of the requirements of the course, the student will earn an "F" grade in the class. When a student earns an "F" grade, written notification is mailed to the student's home. An "F" grade has a negative affect on a student's grade point average.

Prior to the imposition of the loss of credit or removal from class for an "F" for a semester course, an administrative conference will be held with the student, parent or guardian.

TYPES OF ABSENCES

Excused Absence—Not Counted: Absences which are not counted in the maximum absence rule include, but are not limited to:

- School-sponsored curricular and co-curricular activities;
- Official religious holidays;
- Death of an immediate family member (parent, step-parent, guardian, sibling, grandparent);

- Unique or emergency circumstances which are authorized (or, whenever possible, pre-authorized) by a school administrator, and
- Chronic or long-term illnesses which are verified by a doctor's signed statement and authorized by a school administrator, and
- Authorized appointments with school personnel.

Excused Absence—Counted: Absences which are counted in the maximum absence rule include, but are not limited to:

Verified—These absences are verified by the parent/guardian with reasons accepted by the school. These absences carry no further consequences beyond maximum absence rule:

- Illness;
- Medical or dental appointments that cannot be made outside of the school time;
- Court appearances
- Pre-authorized, pre-planned absence of one day or more. This must be arranged prior (preferably at least one week) to the absence in order to be verified, and
- In-school suspension, out-of-school suspension and transitional study hall (removal from class for one or more class periods).

Unexcused—These absences may carry further consequences. Unexcused absences are inappropriate and insubordinate and will be treated with consequences in accord with the behavior expectations and consequences for misbehavior outlined in school policy and administrative regulation. Unexcused absences occur when a student chooses to be absent from school without the approval of the school, such absences were not pre-approved by the school. Consequences which may include but are not limited to detention, in-school suspension or out-of-school suspension will be assigned to students who have unexcused absences.

Tardies—Tardies are defined as being late to class without a pass. Three tardies result in a one-hour detention.

Make-Up Work—Class absences necessitate make-up, which if not completed on time, may lead to failure or incomplete grades. It is the students' responsibility to consult their teacher about absences from class and required make-up work.

Appeals Process

The student and/or parent/guardian have the right to appeal the loss of credit when the student exceeds the maximum absence rule. They must request an appeal from the appropriate administrator within five days of receipt of the no credit or failure notice.

The Appeals Committee will meet within five school days of receipt of the application to review and make a decision on the appeal.

ADMINISTRATIVE PROCEDURES

BUILDING POLICIES

The building is open to students 15 minutes before school convenes and is to be vacated 15 minutes after dismissal. Students participating in extracurricular activities or Before & After Care will not be permitted to return to classrooms other than those designated. All visitors must report to the school office upon arrival. Classroom visits are permitted with prior approval from the administrator or designee.

HARASSMENT POLICY

Christian Life Church & School are committed to maintaining an academic environment in which all individuals treat each other with dignity and respect, and which is free from all forms of intimidation, exploitation, and harassment, including sexual harassment. This institution is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline up to and including termination or expulsion. Policies pertaining to harassment are available in the office

HEALTH REGULATIONS

The state law of Minnesota requires that all students must be immunized before admission to the school and periodically thereafter. The health form must be completed and signed by the parents and returned to the school office.

ILLNESS

Many parents are frequently concerned about when to keep children

home or send them to school. While attendance in school is directly related to school performance, returning too soon to school after an illness can result in poor performance at school, a recurrence of the original illness, susceptibility to other illnesses and exposing others to illness. Guidelines for keeping children at home due to illness include:

- If a child has had a fever of 100 or more, the child should stay home for 24 hours **after the temperature returns to normal** (without needing medication to keep the temperature down).
- If a child has vomited or had diarrhea, the child should stay home until 24 hours **after the last episode**.
- If a child has any rash that may be disease-related or you do not know the cause, check with your family physician before sending the child to school.
- If your child is ill, please call the school to report the illness.

If your child is not running a fever, but is obviously not feeling well (e.g. excessive secretions, continual coughing, or excessively tired) it may also be good to keep him/her home. Extra sleep, fluids, and medication can be effective in resolving these symptoms and preventing a relapse.

Please have an “emergency plan” for the care of your child should he/she need to be home due to illness. Please have someone available to pick up your children from school and care for them should they become ill at school.

Thank you for your attention to these health issues. We look forward to a healthy, productive time in school.

LOCKERS

Students assigned lockers are to keep books, jackets, and lunches in the lockers. Lockers will be checked periodically to see that they are neat and clean. When not in use, it is recommended that lockers be kept locked. The school will not be responsible for items removed from-

lockers. Each student is to provide himself with a combination lock, and to give the combination to the homeroom teacher. Lockers may be opened at any time for inspection. Writing on lockers is considered damage to their lockers. The display of pictures or other items within the locker must reflect the standards in this handbook.

MEDICINE

Teachers are not permitted to dispense medicine. Parents must make arrangements for their child through the office if the need arises. All medication must be in it's original bottle with clear directions.

MESSAGES

Messages for students and staff will be taken by office personnel and relayed in a timely manner. Teachers will return the call during their preparation time or after school.

SPEICAL FEES

Special fees will be assessed in the following areas to cover the additional cost of providing these activities:

- Graduation
- Sports/Extra curricular Activities
- Retreats/Special Trips
- Band and Private Lessons other than those arranged by the school

TEXTBOOKS

All textbooks are purchased by the school. Each student is given a book and expected to protect the book with a book cover at all times. At the end of the school year, books will be checked for soiled and torn pages, broken bindings, and other things that have affected the condition of the book other than normal wear. Each student will be charged

for the damages that have occurred. It is suggested that all textbooks taken home be in a school bag for protection.

TORNADO/FIRE DRILLS

Tornado and fire drills will be executed throughout the year. This is done in compliance with the law to educate students about the safest and most efficient manner to respond in a natural disaster.

EXTRA-CURRICULAR ACTIVITIES

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The focus of our extra-curricular activities is the same as the focus for Christian Life School: “preparing young people academically and spiritually to impact their world for Christ.”

Therefore our activities will have consistent Christian principles:

Our **first** priority is the physical, spiritual, emotional well-being and edification of each student in the program; rather than striving for acclaim.

Our **second** priority is to teach respect, appreciation and edification for their schoolmates, opponents and officials. Activities may last a short time, but well-developed relationships can last a lifetime. “Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves. Each of you should look not only to your own interests, but also to the interests of others”. (Philippians 2:3)

Our **third** priority is to teach that self-worth is based on a relationship with Jesus, whose love is not based on ability. “But, whatever was to my profit I now consider loss for the sake of Christ.” (Philippians 3:7)

Our **forth** priority is to teach students, that in all they do, to think and act as Christ’s ambassadors to a lost world; that their behavior must always be that which would please Christ. Their behavior is not based on the world and its values. We are therefore Christ’s ambassadors as though God were making His appeal through us.” (II Corinthians 5:20a)