

**STUDENT/PARENT  
HANDBOOK**

**2011-2012**



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*The Christ Our Rock Association Board of Directors (ABOD) sets all policies for school. This handbook is a collection of such policies that pertain to students and parents. All policies, unless otherwise noted, were approved by the ABOD on or before the opening of CORLHS in August, 2004. The ABOD reserves the right to amend these policies or adopt new policies at any time.*

# **MISSION**

Christ Our Rock Lutheran High School educates and equips today's youth in faith and knowledge while guiding them to become Christian leaders.

# **VISION**

Boldly Christian, academically challenging, and focused on excellence, Christ Our Rock Lutheran High School is a reflection of the face of Christ in our community. We are the most desirable and effective high school in the mid-Kaskaskia River area because of our uplifting atmosphere, commitment to our students, and loving care for each member of our family.

# **CORE VALUES**

CORLHS embraces the core values of service, honesty, unconditional love, respect, encouragement, and reverence for God.

# **PURPOSE, PHILOSOPHY & OVERVIEW**

Christ Our Rock Lutheran High School is a ministry of Jesus Christ, who is the foundation of all that we do. It is a place where we live together in God's Grace and Word. The essential purpose of CORLHS is to provide an excellent Christian education through which students actively participate in curricular and extra-curricular endeavors, allowing them to discover and enhance their unique, God-given spiritual, intellectual, physical, and personal gifts and abilities. We partner with churches and families to ensure that throughout their education, students are challenged academically, encouraged in their faith walk, protected in a safe environment, motivated to serve others, cared for, loved unconditionally, and guided through the maturation process.

A rigorous academic setting leads students to significantly increase their knowledge in the core disciplines of English, math, social studies, science and more. CORLHS sets up students for post-high school education and career success by establishing high expectations in learning and conduct while providing the support and attention students need to attain these demanding standards. This prepares students to face the challenges that lie ahead and leads them to become productive, responsible members of society and the church.

At the time in their lives when teenagers face the greatest temptation to make unhealthy life decisions, CORLHS surrounds students with positive influences in a drug-free, family-oriented atmosphere. Dedicated and professional leaders, faculty, staff and volunteers serve as Christian models, displaying Jesus' love through their words and actions. This nurturing and secure setting allows students to be themselves, develop in integrity, and establish life-long friendships and constructive mentor relationships.

CORLHS works to build and strengthen the relationship that each student has with his/her Lord and Savior, Jesus Christ. CORLHS strives to present academic subjects and extra-curricular activities in

the light of God's Word and the Christian faith. Students are encouraged to see Christ as the focal point of every aspect of their lives. This approach provides opportunities for students to find identity and purpose in Christ, leads them to grow as Christian leaders, inspires them to live their lives in concern for others, and cultivates a Christian attitude of service to all mankind.

Christ Our Rock is open to all families in our community, providing an educational alternative while sharing with them the Gospel of Jesus Christ.

## **CORLHS HYMN**

1. Christ is our rock and cornerstone.  
On Him we build, on Him alone. Alleluia, alleluia!  
Christ does provide the strength we need,  
To grow in faith and ministry.  
Alleluia, alleluia, alleluia, alleluia, alleluia.
2. Christ is the vine from which we grow.  
From Him all blessings truly flow. Alleluia...  
Let all we do take root in Him,  
Who grants forgiveness of all sin. Alleluia...
3. Christ is the way, the truth, the life.  
To save us, Jesus had to die. Alleluia...  
But in the tomb He did not stay.  
Christ rose, our ransom He has paid. Alleluia...
4. All praise we give to Christ our Rock;  
Jesus, the Shepherd of this flock. Alleluia...  
To Father, Spirit, and the Son;  
We praise our God, the three in One. Alleluia....

*Tune: "Lasst uns erfreuen."      Text: Curtis Wudtke*

## **SILVER STALLIONS SPIRIT SONG**

Silver Stallions, Silver Stallions,  
ready for battle—we've come to fight.  
Silver Stallions, Silver Stallions,  
together we stand—we'll show our might.  
With navy and silver flying high,  
we are Christ Our Rock Lutheran High.  
To our school and Lord we are true,  
Silver Stallions through and through.  
C-O-R L-H-S  
Silver Stallions, Silver Stallions, fight, fight, fight!

*Music and Text: Curtis Wudtke*

# POLICY HANDBOOK

## ATTENDANCE

Regular attendance and punctuality are important for the academic success of each student.

Completion of all class requirements is also important. Students are responsible for their attendance and will be held accountable for their use of time during each school day. For this reason, CORLHS has established the following policies:

1. Attendance is recorded for each class period on every school day.
2. If a student is absent for more than ten minutes of any class, the student will be marked absent for that class.
3. A student up to 10 minutes late to any class without a written excuse or pass will be marked tardy. Students will be warned when they accumulate 3 tardies during a quarter. Consequences (normally a 30 minute detention) will be given for the fourth tardy and every additional tardy within that quarter.
4. If a student is late to school, he/she should report to the school office and sign in before going to class.
5. If a student is absent for any part of a school day, he/she must receive permission from the principal to participate in school-sponsored activities on that day. If a student is absent on Friday (or the last day of school in a week), he/she must receive the Principal's permission to participate in weekend school-sponsored activities.
6. Students not attending class because of a CORLHS sponsored activity will not be marked absent.
7. Excused absences are defined as absences officially excused by the administration.  
Examples of excused absences are . . .
  - A planned absence of two consecutive days or less in which written documentation from a parent is on file with the Director of Student Services (DSS).
  - A planned absence of more than two days in which communication has occurred between the parent and the administration and special permission has been granted in writing prior to the absence.
  - An illness or emergency absence of two consecutive days or less in which written documentation from a parent is on file with the DSS.
  - An illness of more than two consecutive days in which written documentation from a doctor is on file with the DSS.
  - An emergency absence of more than two consecutive days in which written documentation from the parent with supporting documentation is on file with the DSS.
  - Planned absences must be requested by parents in writing at least two days prior to the absence.
  - Written documentation for illness or emergency absences are to be given to the DSS on the day of return. If written documentation is not provided within one week of the student's return, the absence will be considered unexcused.
  - Written documentation is defined as delivered letters or notes as well as email correspondence.
8. Unexcused absences are defined as absences not excused by the administration. When unexcused absences occur, the student will not be given an opportunity to make up tests given on that day or assignments due that day. (Assignments given that day can be completed.) Examples of unexcused absences include (but are not limited to): skipping class/school, suspensions, staying home to work on projects/homework, absences in which no written documentation is provided to the DSS within the established time frame, having a hair or other appointment to prepare for an event, or sleeping in after a late night event. Disciplinary action will also be taken with a student who receives an unexcused absence for all or part of a school day.
9. A student may have up to ten absences per quarter with no penalty. For this policy, a one-day excused absence counts as one day, but a one-day unexcused absence counts as three days. For every day of absence over ten, the percentage of the quarter grade for each class in which the student is enrolled will be dropped by 1%. A student who is absent more than 50% of the days in any given quarter will automatically fail.

10. For special circumstances in which students have excessive excused absences, written appeal may be made to the Principal by the student and the parent. The principal has the authority to grant additional absences beyond the ten given. Students who receive excused absences for an extended period of time (i.e. the student has an illness that requires extended hospitalization or isolation) will be placed into an individualized educational program and do not function under this policy.
11. On every day that a student is absent due to illness or emergency, the parent must notify the school office prior to 8:15 a.m. When the office is not notified of an absence by 8:15 a.m., the CORLHS office will attempt to reach the parents. Written documentation from the parent/guardian indicating the nature and the date of the student's absence must be sent with the student upon his/her return to school. This written documentation is kept in the student's file. (Please see the policy on "Illness and communicable diseases" for more information on attendance for a student that is sick.)
12. Planned absences must be requested by parents in writing at least two days prior to the absence. If this is not done, make-up privileges may be denied. When the written request is delivered to the Director of Student Services, the student will get a Planned Absence Form. The student must have each teacher sign it, and return the form to the DSS for approval. CORLHS discourages planned absences as they prohibit classroom learning from occurring. Dental or medical appointments, trips and vacations on school days may be necessary, but if the school office is not informed, they will be considered unexcused absences. Please avoid planned absences during the last week of each quarter when major tests and exams often occur. Students preparing for a planned absence may be asked to complete assignments or tests prior to the absence.
13. A student who has written parental permission, approved by the school office, to leave school prior to the end of the school day, must sign out in the office before leaving.
14. For excused absences due to illness or emergency, students are granted one day to complete any missed assignments or tests for each day they are absent. It is the student's responsibility to make arrangements with his/her teachers to complete the missed assignments or tests.
15. Attendance awards will be given to those students who are marked absent for no class periods for the entire school year. Approved 11/07

## CHRISTIAN CONDUCT

Students enrolled at Christ Our Rock Lutheran High School are expected to adhere to the basic principles of Christian conduct as outlined in God's Word. For these principles, we look to the Old Testament law of the Ten Commandments and to Jesus' words recorded in Mark 12:30-31, "Love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength . . . Love your neighbor as yourself." It is our prayer that the love of Christ compels each student to live for Him ("For Christ's love compels us, because we are convinced that one died for all, and therefore all died. And He died for all, that those who live should no longer live for themselves but for Him who died for them and was raised again." II Cor. 5:14-15). As one grows in faith and love, his Christian behavior grows accordingly. Therefore, CORLHS expects all of our students to conduct themselves according to the following principles:

- 1) Be respectful . . .
  - To those placed into authority by God. Speak truthfully in all interactions.
  - By following the rules, policies and procedures set forth by those in positions of authority.
  - To others, including those who are part of the CORLHS family. *See the "Respecting Others" section of this handbook for more information.*
    - a) Do not bully, pick on, or make fun of others.
    - b) Harassment of any person relating to the person's sex, race, color, religion, age, or disability is not acceptable. The term "harassment" includes but is not limited to slurs, jokes, and other verbal, graphic, or physical conduct relating to an individual's sex, race, color, religion, age, or disability. Sexual harassment includes any sexual advance or other verbal or physical conduct of a sexual nature.
    - c) Acts or threats of violence are unacceptable between any of God's people. This includes verbal or written threats of violence made to another student or family member at any

time. Weapons, including any kind of gun, knife, or other item that is intended to be used in a violent manner, are not to be brought onto the CORLHS campus.

- To the property of others, on or off campus. Do not take, damage, or vandalize any item or property that is not yours. Care for the property and belongings of the entire CORLHS family with the utmost respect. *Amended 11/10*
  - To the CORLHS campus by not littering or participating in vandalism. In order to keep the campus in the best shape possible, food and drink should only be consumed in designated areas. Chewing gum is prohibited on campus.
  - To yourself by refraining from items that damage your body. Therefore, the use or possession of any tobacco products, alcoholic beverages, illegal drugs, drug paraphernalia, or non-prescription items used to achieve a mentally or physically altered state is not permitted on or around school premises at any time. This also applies to all school sponsored activities at other facilities.
- 2) Be restrained . . .
- By avoiding conduct that will cause disruption in the classroom or draw undue attention to yourself.
  - In personal relationships, by not showing inappropriate affection in public.
  - By abstaining from sensually or sexually explicit pictures or materials. Refrain from using sexual innuendoes and suggestive or provocative writings or speech.
  - By avoiding cursing, swearing and other language that is out of place in the life of a child of God.
- 3) Be responsible . . .
- By being prepared for every class, having the required materials with you.
  - For your academic work by completing assignments on time and preparing for tests and quizzes. Do not cheat or plagiarize.
  - For other assigned duties by completing them in a timely fashion and to the best of your ability.
  - For your time by working hard and making the most of it. Students are to be accountable for all of their time during the school day. Students are not to leave the premises during school hours unless there is written permission from a parent.

In addition, students are encouraged to . . .

- be thoughtful of others, considering the feelings of others.
- be helpful by pitching in when and where help is needed.
- be friendly to all of the CORLHS family and guests.
- be forgiving as God has forgiven you.

CORLHS recognizes that teachers, coaches, advisors, and those supervising different activities will have the need to and have the authority to formulate rules for the situations that they oversee. Therefore, students are also expected to follow the rules designed to govern various activities. The students of Christ Our Rock Lutheran High School represent our school and our Lord and Savior Jesus Christ every moment of every day. Therefore, students are not only expected to follow these principles of Christian conduct any time in which they are on school premises or at a school sponsored event, but should strive to conduct themselves in this manner at all times. Therefore, any student who has been involved in acts of an illegal nature and/or whose behavior in the community is such that it presents a potential hazard to the function of the school may be required to address the administration in regards to this behavior and may face disciplinary consequences from CORLHS.

Those who are not compelled by the love of Jesus to follow these conduct guidelines make it necessary to have disciplinary consequences.

When the administration becomes aware of a student's behavior that is in contradiction with the Biblical morals promoted by CORLHS (pregnancy, homosexual activity, theft in the community, etc.), the administration shall meet with the student, parent/guardian of the student, and the Pastor of the family. If the student recognizes and repents of the misconduct, CORLHS will make every effort to provide uninterrupted education to the student as well as appropriate counseling and support. In situations of continued rebellion against God, the student's status as a student at CORLHS will be re-evaluated. The school will deal with each

situation on a case-by-case basis and will consider what is best for all concerned. CORLHS seeks to continue to minister to all students and families involved with such situations.

## COLLEGE VISITS

Juniors and seniors are encouraged to visit numerous colleges as they decide where to continue their education after graduation. Students are encouraged to schedule these visits at times when CORLHS is not in session. However, if this is not possible, juniors and seniors will be excused for a maximum of two days each school year for the purpose of visiting colleges.

## CONFLICT RESOLUTION

Jesus instructs us in Matthew 18:15-16 with these words: "If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen to them, tell it to the church; and if he refuses to listen even to the church, treat him as you would a pagan or a tax collector." Christ Our Rock Lutheran High School strives to follow these instructions when dealing with sin, and also believes that Jesus provides us with this structure to use when a conflict or disagreement exists between His children.

Therefore, if a student or parent is unhappy with a decision made by a faculty or staff member of CORLHS, they should consult with that individual. If not satisfied with the results of that conversation, the student or parent should consult with the Principal. Likewise, if a student or parent is unhappy with a disciplinary or academic action taken against that student, he/she should consult with the Principal. If further appeal is sought, the parent should contact the president of the Association Board of Directors, who will schedule, within two weeks of receiving a written request from the parent, an appeal hearing before the Association Board of Directors. At that hearing, the parent and/or student will be given the opportunity to share their concern with the Board. Prior approval from the president of the Association Board of Directors must be received in order to have additional individuals address the Board as part of this appeal. The Board's decision is final.

## DISCIPLINE POLICIES AND PROCEDURES

CORLHS follows a Biblical approach to discipline taking direction from Galatians 6:1-2, "My brothers and sisters, if anyone is caught in any kind of wrongdoing, those of you who are spiritual should set him right, but you must do it in a gentle way...help carry one another's burdens, and in this way you will obey the Law of Christ."

Two principles emerge with reference to discipline:

1. Wrongdoing must not go unnoticed or unpunished.
2. It must be handled in a way that the wrongdoer is not "lost" but "gained".

When a student at CORLHS fails to follow any of the set rules of the school, he/she needs to be "set right". Hopefully, students will recognize their wrongdoing and confess to their improper behavior. If a student does not recognize his/her improper behavior, it needs to be pointed out to them. Confession is the first step in being "set right". Secondly, we expect students to repent for their wrongdoing. To repent means to have a change of heart. Actions and words of remorse demonstrate this change of heart. When repentance occurs, forgiveness follows. God has been gracious and merciful to us, forgiving us of our sins and sending his only Son, Jesus Christ to suffer, die, and rise in victory to wash away our sins. As we live in the Gospel of our Lord, we show this forgiveness to others.

However, we also recognize the need to have direct consequences for improper behavior. Our concern is for the student who has behaved improperly and for other students and staff that this behavior affects. To curb improper behavior, to help students learn from their mistakes, and to lead students to improved self-discipline, the following steps and consequences will be used:

1. The teacher is responsible for day to day discipline in the classroom. The teacher will be in communication with the parents as is needed to guide the student in his/her behavior.
2. If a student violates a school rule or is showing inappropriate classroom behavior, the teacher will complete a triplicate Consequence Form. The Consequence Form includes information regarding the student's

behavior and the consequence given. Two copies are given immediately to the student, who is to give them to his or her parents that night. The parents should keep one copy and must return the second one to the office the following day, having signed it. The third copy is given to the school office.

3. Infractions of school rules will normally earn detentions. However, the teacher and/or principal decide on appropriate consequences. All students and parents are responsible for knowing and understanding what is expected of each student, therefore, no warnings are given prior to the awarding of detentions or other consequences.

Detention lengths for various infractions:

30 minute detention – gum chewing, tardies, unaccounted for time, inappropriate display of affection, etc.

45 minute detention – swearing or foul language, disruptive in class, inappropriate materials, etc.

60 minute detention – disrespect to peers or teachers

4. The principal will keep an anecdotal record of student discipline problems and the school office will keep track of detentions, parent returned slips, and the total minutes of detention earned by each student.

5. When a student receives 120 minutes of detention, he/she receives a “point”. Points mean further consequences:

1st point: principal contacts parents

2nd point: student serves a 3-hour Saturday work detention, principal again contacts parents

3rd point: student serves a single day in-school suspension with no make-up or extra-curricular privileges for that day

4th point: student serves a second in-school suspension, again with no make-up or extra-curricular privileges, and the student is placed on disciplinary probation.

5th point: expulsion

The number of minutes of detention is added throughout the year. It only “starts over” at the beginning of the next school year. This system is adjusted for students transferring to CORLHS during the school year. Those students will need less detention minutes, and therefore points, to have a final result of expulsion.

6. If offenses are severe, the student will be given consequences in addition to or in lieu of a detention, and therefore, may immediately be given one or more points. The student may also be placed on disciplinary probation.

Related to these steps and disciplinary actions, the following guidelines also apply:

- Detentions are held every day and begin at 3:15 pm. When a student is notified of a detention, he/she must serve it on that day or the next day. For example, a student informed of a detention on Monday morning must serve the detention that afternoon or the next day after school. A student not serving a detention according to this time frame will have time added on to the length of the detention or face other consequences.
- Detentions involve the student sitting absolutely quiet for the given amount of time. If a student is disruptive in detention, he/she will be dismissed from the room and reported to the Principal for further consequences.
- Saturday detentions are work detentions that will normally be served from 8:00 a.m. to 11:00 a.m. on the Saturday immediately following the awarding of the second point.
- Suspensions involve the student being isolated from the student body for a period of time. In-school suspensions require the student to be at school for the full school day, sitting quietly in the space provided. Normally, in-school suspensions are only one-day suspensions, but can be lengthened if necessary. Out-of-school suspensions involve the release of a student to the care of his/her parent or guardian. A student serving an out-of-school suspension is considered to be unexcused for the day and is not allowed on school grounds or at a school event on that day. Whenever a student receives a suspension, the parents will be immediately notified by the Principal through a phone call. Students serving suspensions are not allowed to make-up tests or quizzes given that day or homework due that day, nor are they allowed to participate in extra-curricular activities after school on that day.
- The severity of the consequence is determined by the offense.
- The Principal has the right to determine the severity of the offense and to award an appropriate disciplinary consequence.

- Failure of a student to comply with a given consequence will result in further disciplinary action, possibly being more severe in an attempt to help the student to see the error of the behavior.
  - All students, regardless of age or location of residence, are to follow all the rules and guidelines of CORLHS.
  - CORLHS expects full support from parents when dealing with discipline issues. If parents are not willing to cooperate with the school and its disciplinary actions, student enrollment may be jeopardized.
  - Any of the previously listed steps may be skipped or repeated as the Principal deals individually with students in an effort to lead them to see their error, repent, and be encouraged by the leading of the Holy Spirit to live Christian lives in accord with God's will for them.
  - Consequences get continually more severe because as the improper behavior is repeated, it becomes an issue of the student specifically choosing not to follow the school rules or guidelines. Other consequences, including multi-day suspensions may be awarded at the discretion of the Principal.
  - The faculty, staff, and volunteers of Christ Our Rock Lutheran High School do not and will not use corporal punishment in any situation. School personnel reserve the right to physically restrain students in dangerous situations, but at no time will physical contact be used as a punishment or consequence.
- Approved 12/05

Obviously some violations of school rules are much more serious than others. Because of this, any or all of these steps may be skipped at any time. There are some offenses, including but not limited to illegal drug, alcohol, or weapon possession or use on school grounds, that will result in a minimum 3-day out of school suspension, followed by an expulsion meeting. Expulsion meetings will include the Principal, student, parents, and a pastoral advisor. The act of expelling a student is the responsibility of the Association Board of Directors. The act of expulsion must always involve Christian love and concern for the best interest of the school, the student body, the individual, and the faculty and staff.

## DRESS CODE PHILOSOPHY & GUIDELINES

“Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought at a price. Therefore honor God with your body.” 1 Corinthians 6:19-20. With this in mind, CORLHS wishes its students to be appropriately groomed and dressed, reflecting self-esteem, school pride, and our relationship with our Lord. Therefore, CORLHS recognizes moderation and dressing in a way so as not to draw undue attention to one's self as helpful guidelines. Within the limits of dress guidelines, the student has opportunities for self-expression. CORLHS desires to be pleased with the bold, positive image that our students project to the entire community.

The general guidelines stated seek to help the individual student find a manner of dress and appearance that is attractive and yet not so conspicuous as to become a matter of obsession and over-concern for the individual, or a matter of disruption to the Christian educational setting. The responsibility for proper dress and good grooming rest with the individual and his/her parents.

Students are to wear clothing that is acceptable within the following dress code:

### Upper body

- Polo shirts, button-down shirts, sweatshirts, sweaters, and other tops that cover the torso and have a sleeve are acceptable, but may only have a small symbol or writing over the left chest area (school apparel is the exception to this rule). Tops may have a repeating pattern, stripes, etc. but may not have a picture, graphic, illustration or symbol other than that which would be acceptable on the left chest area. Tops for girls must fully cover the chest as no cleavage is allowed to be visible. Sheer tops are not allowed as undergarments should not be visible.
- Shirts must normally be tucked in at all times and should fit to stay tucked in during normal movement. Tops allowed to be untucked are those that have an elastic band, special decoration or some other feature that shows the top is designed to be worn untucked. Tops worn under this style of tops must be tucked in. At no time should skin on any part of the midriff, front or back, be visible.
- No headwear or sunglasses are to be worn in the classroom.
- Jackets and coats are not to be worn in the classroom. Single-layer, zip-up sweatshirts are acceptable.
- For boys, hair cannot touch the collar (of a T-shirt) or cover the eyes. No earrings other than in the earlobe. Facial hair is to be kept trimmed and well-groomed.

- Extreme and/or bizarre hairstyles and unnatural colors are not acceptable.

### Lower body

- Pants should fit appropriately. Wide-legged, tight fitting, or frayed/torn pants are not acceptable. Athletic pants are not appropriate school wear. No holes in pants are acceptable.
- Shorts are acceptable at specified times of the school year. Shorts should extend below the fingertips when standing with arms straight at the side. Athletic shorts are not to be worn.
- Girls may wear skirts that extend below the fingertips when standing with arms straight at the side.
- All pants, shorts, and skirts should not have any writing on them, should be worn around the waist, and should be worn with a belt if they have belt loops.
- Shoes must be worn at all times. No open toe shoes unless they are secured behind the heel.

### General Guidelines

- Undergarments should not be worn as outer garments and should at no time be visible.
- Clothing must fit properly and be worn correctly. Clothing must be kept in good condition.
- No body piercing (other than in the ear) is allowed.
- Other clothing or items that take away from a quality learning environment will not be allowed.

If a student comes to school or class out of dress code, he/she will normally not be allowed to attend class until dress code compliance is attained. Dress code is in effect throughout the school day (8:00 a.m. to 3:10 p.m. including study periods and lunch, with the obvious exception of physical education classes). If a student misses class time because of being out of dress code, it is unexcused and no make up privileges are allowed. In an attempt to encourage students and families to abide by the dress guidelines, disciplinary consequences will be given when students are not in compliance. Therefore, we encourage parents to “govern” their student’s clothing, making sure that it matches these guidelines. In this manner, any conflict or uncomfortable situations can be avoided. The Principal shall have the final decision as to whether or not clothing is appropriate.

Modesty and not wearing things to draw undue attention to one’s self are guidelines that Christians should abide by all the time. We expect CORLHS students to keep this in mind as they come to evening or weekend events. If a student attends a CORLHS event dressed immodestly or in a fashion that simply expresses values that are not in harmony with the Christian values of our school, he/she will be asked to change or to leave. *Amended 6/10*

## DRIVING PRIVILEGES

We recognize that it is a necessity to have students driving themselves and their peers to school, but we also recognize that having a vehicle on school property is a privilege. We expect student drivers to uphold the following guidelines:

1. Drive slowly – speeds on campus are not to exceed 15 miles per hour.
2. Keep your vehicle on the driveway or parking lot.
3. Do not spin tires (throw rocks) or draw attention as your drive. This includes keeping car stereos to a low volume.
4. Park “in” one parking space - respect handicapped and reserved signs.
5. Use common sense and be considerate of other drivers.

Violations of these rules will result in parent notification and consequences as listed in the DISCIPLINE section of this handbook. Depending on the severity of the offense, a violation could also result in the revoking of driving privileges.

- CORLHS also expects our parents, and anyone driving on campus, to abide by these driving guidelines.
- Cars on CORLHS property are subject to search.

## DRUG TESTING

The apostle Paul writes in I Corinthians 6:19-20, “Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought at a price. Therefore honor God with your body.” Recognizing this passage and acknowledging the damage that illegal

drugs and alcohol abuse do to one's body, the Association Board of Directors (ABOD) and Administration desire to maintain a drug-free environment at Christ Our Rock Lutheran High School (CORLHS). Staying free of the use of illegal drugs or alcohol is crucial to a student's success in school and life and is appropriate in our efforts to glorify God in all that we do. Therefore, CORLHS has strong policies regarding student use of illegal drugs or alcohol, has in-depth education regarding illegal drug and alcohol use, and, through an independent drug-testing vendor approved by the ABOD, has a random drug testing program.

*Random Drug Testing Program* - The purpose of the random drug testing program is two fold: (1) to provide for the health and safety of all students; and (2) to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs or alcohol. The following policies apply to this program:

*Parental Permission* – Signing the responsibility contract in the back of this handbook grants permission for each student to participate in the random drug testing program. Enrollment is contingent upon the completion of this form. In other words, parents or guardians must grant permission for their child to participate in this program in order to enroll him/her at CORLHS.

*Selecting an Independent Drug Testing Vendor* – The ABOD must approve the use of the independent drug-testing vendor (vendor).

*Type of Testing* – Illegal drug use will be tested through the collection of urine samples. Other testing that is valid and recognized, such as saliva swabs may be adopted instead of urine sampling.

#### *General Procedures and Policies*

- Up to 20% of enrolled students will be randomly tested at each site visit from the vendor.
- The vendor will perform a minimum of three site visits each school year.
- The vendor will randomly and confidentially select the students to be tested. The Principal shall provide the vendor on a quarterly basis a list of students enrolled at CORLHS. If a student is absent on the day of testing, a randomly selected alternate student will be tested.
- The Principal will arrange for the selected students to report to the designated collection area.
- Students will be identified by the Principal. The student selects a urine specimen cup which the collector (representative of the vendor) will open in the presence of the student. The student is asked to wash, rinse and dry their hands. The collector gives the container to the student who enters a closed bathroom stall and privately (unobserved) urinates directly into the container. No purses, bags, other containers or jackets may be worn into the stall. The specimen in the container is then handed to the collector.
- The specimen and container will be immediately checked by the collector for quantity, temperature, color and appearance and noted on the appropriate forms. If tampering is suspected, the student will be asked to provide a second specimen. If tampering is suspected again, it will be considered a refusal to test and the Principal will be notified.
- The student then washes his/her hands, completes the chain-of-custody form and returns to class.
- Whenever a student is tested, his/her parent or guardian will be notified by school personnel that the sample has been collected.
- The vendor shall send all collected samples to a testing laboratory that is certified by the Substance Abuse and Mental Health Services Administration (SAMHSA). Upon completion of the testing process, the laboratory will release the student's results to the vendor, who will then provide a copy to the Principal or his or her designated representative within 24 hours of the test results' release.
- As needed or requested, the Principal will provide contact the student's parent or guardian with a copy of the results.

#### *Procedures and Policies for Positive Results*

- As mentioned above, whenever a student is tested, his/her parent or guardian will be notified by school personnel that the test has been completed. If a student's test results are positive, the Principal shall again contact the parent or guardian. The student may remain at CORLHS pending the confirmation of the test.

- In the event of a positive test result, the certified laboratory will forward those results to a Medical Review Officer (MRO) for certification and review. The medical review officer is a licensed physician trained and certified in the process and interpretation of drug testing results. The MRO will attempt to contact the parent or guardian of the student at the telephone numbers listed on the chain-of-custody forms in order to determine if there is a legitimate reason for the positive result other than the use of illicit drugs.
- Once the positive result has been confirmed by the MRO, the MRO will notify the parent or guardian of the student, and then the vendor. The vendor will then contact the Principal.
- The Principal will then contact the parent and schedule a conference. Such conference must occur within 24 hours for the student to remain in class at CORLHS. If such conference is not able to occur in the stated time frame, the student will be removed from CORLHS until the time at which such conference can be held.
- Each confirmed positive test will be handled on an individual basis. A positive test does not mean immediate expulsion. The Principal shall determine, upon meeting with the student and parents, an action plan. The Principal shall establish a written action plan and present it to the student and parents or guardians within 48 hours of the initial conference. The Principal may determine to remove the student from CORLHS during this time.
- Upon receipt of the action plan, the student and parents or guardians can accept it by their signature or reject the action plan. If the action plan is rejected, the student will be removed from CORLHS. If the action plan is accepted, it will be enacted immediately.
- Action plans may include but are not limited to the following provisions: suspension from school; chemical dependency treatment, counseling or education; further drug testing; and suspension from extra-curricular activities. Action plans will also state the consequences for subsequent positive tests. The goal of the action plan is to provide for the health of the student who tested positive and to ensure that the CORLHS student body is surrounded by positive influences.

*Confidentiality* - All results are held strictly confidential. The collector, vendor, testing laboratory, or MRO may not report any specific or statistical results to anyone other than the Principal. The Principal may share information regarding results with CORLHS personnel or ABOD. The results of drug tests pursuant to this policy will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding court order or other legal process.

*Refusal to Test* - The Principal will consult with any student who refuses to be tested. After this consultation, any student still refusing to be tested will be immediately suspended. The Principal will then contact the parent and schedule a conference. The student will remain suspended until such conference is held. Each refusal to test will be handled on an individual basis. The Principal shall determine, upon meeting with the student and parents, an action plan. The Principal shall establish a written action plan and present it to the student and parents or guardians within 48 hours of the initial conference. The Principal may determine to remove the student from CORLHS during this time. Upon receipt of the action plan, the student and parents or guardians can accept it by their signature or reject the action plan. If the action plan is rejected, the student will be removed from CORLHS. If the action plan is accepted, it will be enacted immediately. Action plans may include but are not limited to the following provisions: suspension from school, counseling, further drug testing, and suspension from extra-curricular activities.

*Medical Review Officer* - The Medical Review Officer (MRO) will examine all specimens that tested positive. The MRO determines if any discrepancies have occurred in the Chain of Custody. Depending on the substances found, the MRO will contact the parent or guardian to determine if the student is on any prescribed medication. If the student is on medication, the parent or guardian will be asked to obtain a letter from the prescribing physician, within five working days, to document what medications the student is currently taking. Failure to provide such requested information will be considered a positive result. The MRO will then determine if any of the prescribed medications resulted in the positive drug screen and will then certify the results of the test as negative or positive.

### *Miscellaneous Policies*

- The Principal may at any time, designate a member of the CORLHS faculty, staff, or ABOD to fulfill all duties listed as the Principal's responsibilities in this document. Such designation must be made in writing and presented to the vendor / collector upon the initiation of each site visit.
- The Principal may search the locker, vehicle, and belongings of any student who tests positive to ensure that no illegal drugs or alcohol are present on school grounds. If illegal drugs or alcohol are found on school grounds, the student will face an immediate out-of-school suspension that will last a minimum of three days. The Principal will meet with the student and parents or guardians as soon as possible. The suspension will be followed by an expulsion meeting.
- Students not able to provide an adequate urine specimen at the testing time will not be allowed to attend class until the proper specimen is provided.
- The financial responsibility of the random drug tests is the responsibility of CORLHS. All subsequent tests after a confirmed positive or a refusal to test (that might be required as part of the action plan) are the financial responsibility of the parent or guardian. The action plan may include other criteria that will be the financial responsibility of the parent or guardian.

*Other Drug Testing* - Christ Our Rock Lutheran High School can require any student to submit to a drug test, the results of which must be provided to the Principal in order for the student to continue their education at CORLHS. The test will be performed at a medical facility agreed upon by the Principal and the student's parent(s) or through the Board approved vendor for the random testing program. In this case, the student and/or parent shall be responsible for the expense of the test. Tests are done when a student is suspected of using illegal drugs. The CORLHS Principal determines reasonable suspicion. *Amended 8/08*

### ELECTRONIC EQUIPMENT / CELL PHONES

Students are not permitted to use electronic audio, video, or communication equipment (i.e.: cell phones, IPOD, electronic games, etc.) at any time during the school day. Students are encouraged not to bring these items to school. If present, these items must remain turned off and stored out of sight for the entire school day. If any of these types of items are seen or heard, they will be confiscated and will only be returned to a parent or guardian. Consequences for infractions are as follows: 1) first offense – 30 minute detention; 2) second offense – 60 minute detention; 3) third offense - in-school suspension. All confiscated items are subject to search by the Principal or his designee. *Amended 11/09*

### ENERGY DRINKS

Energy drinks, as determined by the Principal or any faculty member, are not allowed on the CORLHS Campus. Approved 3/11

### FACILITY USAGE

Christ Our Rock Lutheran High School is proud of its facilities and wants the Lutheran community and the community at large to be able to use its facilities. For an outside group to use any part of the CORLHS campus, they must contact the school office and complete a facility use form. That form must contain a hold harmless clause that removes any liability of CORLHS. Any organization holding a sanctioned athletic event on the CORLHS campus must provide CORLHS with proof of insurance and shall name CORLHS as an additionally insured entity. Approved 3/07

### FACULTY MEETINGS

The faculty normally meets before school on the first school day of the week and on Wednesday mornings, and therefore, is unavailable to assist students or parents from approximately 7:30 a.m. to 7:50 a.m. on these mornings.

Once per quarter, students will be dismissed early so that the faculty can participate in additional meetings and professional development. These days of early dismissal will be listed on the school event calendar.

## FIELD TRIPS

At various times, different classes will embark on field trips for the purpose of introducing the students to an experience that cannot occur on campus. Field trips are a part of the curriculum and are therefore required for students in that particular class. Field trips may also require an extra expense, which is to be paid prior to the trip by the parent. Any time a student leaves campus, a permission form containing the parent's signature is required.

## ILLNESS AND SERIOUS COMMUNICABLE DISEASE POLICY

Through effective education, good cleaning methods, proper supervision of all teaching areas, and coordination between public health officials and the faculty and administration in the monitoring of programs, CORLHS will provide a healthy atmosphere for students to grow.

CORLHS encourages students and their parents to use "common sense" when dealing with an illness that is contagious. We expect that students will follow their doctor's directions in regards to school attendance. However, CORLHS expects that students with a contagious infection will remain out of school until medication prevents the spread of the infection.

Students who become ill during the school day should immediately report to the school office. If deemed necessary, the office will contact the student's parents.

CORLHS understands that children infected with serious communicable diseases need to be cared for and educated in Christian settings and that CORLHS has the responsibility to protect the welfare of all students enrolled. Therefore, when a student is diagnosed with a serious communicable disease, the Principal will work with the parent/guardian, local health department representatives, and the student's physician to provide the best possible environment and education for each enrolled student. The Principal will report and recommended any needed action to the Association Board of Directors. The case of each student with a persisting condition will be reviewed at the beginning of each school year and as deemed necessary.

## INSURANCE

Christ Our Rock Lutheran High School requires students to have health/medical insurance that will cover accidents that could occur at school or at school sponsored events. If a family does not have health/medical insurance, they must purchase a student insurance policy through CORLHS. CORLHS maintains liability insurance.

## LUNCH

Christ Our Rock Lutheran High School seeks to provide the opportunity for students to daily purchase lunch at CORLHS. Food is selected on the basis of cost, healthiness, student interest, and ease of ability to provide. CORLHS shall arrange with restaurants or food service providers to have pre-ordered food delivered to the school. CORLHS shall also provide microwaves for student use and a variety of drinks for purchase. Students may also bring their lunch to school. A refrigerator is provided for the storage of lunches brought by students. CORLHS has a closed campus - students may not leave campus for lunch.

Lunch money should be given to the lunch program supervisor (Director of Student Services).

CORLHS students and families are responsible for paying for all items that are purchased for lunch and are encouraged to keep lunch accounts current. If a student has a negative balance, his or her purchasing of items may be limited by the lunch supervisor.

## MEDICATION & MEDICAL INFORMATION

If a student is to take a prescribed medicine during the school day, the medicine is to be deposited with the Director of Student Services accompanied by a parent note explaining the need for the drug and the distribution procedure.

Over the counter medicines, including Tylenol, ibuprofen and related drugs, are not normally available through the school, unless the parent has given consent for their child to receive such medications. First aid is always available.

Parents are asked to complete a medical form annually. This form requests information about the student's medical needs and special situations. The Director of Student Services keeps a record of all doctors'

prescribed medications (of which have been made known to us) and other special medical situations. In order to best serve the student, teachers need to know of possible side effects from medication or other medical situations that might affect classroom productivity or homework completion. Therefore, please keep in touch in regards to your student's medical situation.

### NON-DISCRIMINATORY POLICY

Christ Our Rock Lutheran High School has been established to serve young people in the Mid-Kaskaskia River Valley. It admits students of any race, color, sex, and national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, sex, or national or ethnic origin in the administration of its educational policies, admission policies, tuition assistance, and other school administered programs.

### PART-TIME STUDENT PROGRAM FOR HOME SCHOOL FAMILIES

In order to serve families who home-school students in grades 9-12, providing them with educational and extra-curricular opportunities that are difficult to provide in the home, CORLHS has a part-time student program.

A student receives part-time status when he/she registers for one to five classes. Part-time students are students at Christ Our Rock Lutheran High School and are therefore expected to abide by all of the policies and procedures in the CORLHS Student/Parent Handbook. Students will be evaluated and grades assigned according to the normal standards of CORLHS. Credits will also be awarded for successful completion of each class. Any part-time student may participate in any extra-curricular that CORLHS provides, if he/she meets the criteria for that program and all applicable rules from IHSA or other organizations. Part-time students are treated the same as full-time students in extra-curricular activities. Part-time students are invited to attend and participate in all social and academic functions of CORLHS.

There is a separate application process and tuition/fee structure for part-time students. For more information and all policies concerning this program, please see the Principal. Approved 6/07

### PASSES

With the exception of passing periods, students are expected to be in their assigned location at all times during the school day. Therefore, a student not in that designated area must have a teacher approved, written pass. Students receive a daily planner at the beginning of the school year that has space to record the allotted passes. A student's destination is restricted to that indicated on the pass. A teacher will issue only one student pass at a time. Students who are called to the office do not need a pass, but should proceed directly there. Students who are late to class because they are delayed from the previous class will be marked tardy unless they are excused by the previous teacher.

### PHYSICAL EDUCATION

Students shall dress for Physical Education classes in athletic shorts, T-shirts (may have acceptable writing, but must have sleeves and cover the torso), and athletic shoes with non-marking soles (these shoes are only to be used for the purpose of indoor physical education classes). Students are responsible for having appropriate athletic attire for outside physical education classes. All clothing is subject to teacher approval. All jewelry should be removed before class. Students are expected to dress out for class everyday unless a doctor's excuse has been provided to the school office and physical education instructor.

### PHYSICAL EXAMINATION

Students must have a physical examination prior to their enrollment in CORLHS. Immunizations must be current and on file at the school in order for the student to attend. Any student not presenting proof of health examination and immunizations by October 15th of the current school year will be suspended from school until the time that they are in compliance. (State code 11:250) (approved 12/05). Athletic physicals must be renewed each year a student participates in school-sponsored, extra-curricular athletics. Athletic physical forms may be obtained from the school office.

## PROBATION

Academic Probation: If the faculty and Principal determine that a student's effort in academics is lacking and the student's grades are far below what his/her talents might suggest, a student may be placed on academic probation for a period of time. Parents will be notified of all circumstances surrounding the situation. A student on probation is ineligible for extra-curricular activities, except as a spectator. A signed Academic Probation Contract will be instituted whenever a student is placed on academic probation.

Disciplinary Probation: If a student displays repeated conduct problems or offenses against the Christian code of conduct are severe, the student will be placed on disciplinary probation. This means a contract outlining specific requirements of the student will be signed by the parents, student, and Principal. The contract also sets forth specific consequences for the student if those requirements are not met. The length of the probationary period will be determined by the Principal. A student on disciplinary probation is ineligible for participation in all extra-curricular activities, except as a spectator.

## RESIDENCE

Any student of Christ Our Rock Lutheran High School must reside with a parent or legal guardian unless other living arrangements are approved by the Principal.

## RESPECTING OTHERS Approved 6/10

All CORLHS students, faculty and staff, and visitors are expected to treat each other with Christian love and respect. Therefore, the following guidelines apply:

- Any and all forms of hazing are strictly forbidden.
- Corporal punishment is not acceptable as all employees and volunteers are strictly forbidden from using all shapes and forms of corporal punishment.
- No abuse or molestation, physical or sexual, is acceptable and is strictly illegal and will not be tolerated.
- Bullying, picking on, intimidating or mistreating others is unacceptable.
- Creating, accessing, and/or distributing any written or electronic material that will cause substantial disruption of the proper and orderly operation of the school or school activities or interferes with the rights of other students or employees is strictly forbidden.
- Harassment of any person relating to the person's sex, race, color, religion, age, ancestry, national origin, physical or mental disability, or other protected group is not acceptable.

*Other expectations of behavior can be found under the "Christian Conduct" section of the CORLHS Student/Parent Handbook.*

If a student feels that he/she is a victim of any of these forbidden actions or witnesses such treatment of others, he/she should immediately report the incident to the Principal or a teacher. All members of the school community, including parents, volunteers, and visitors, are encouraged to report all alleged violations of these policies to the Principal or a teacher. Teachers are required to report all such accusations or incidents to the Principal immediately. The Principal will conduct a prompt and thorough investigation of all alleged incidents and respond in an appropriate manner. Any person found to have violated any of these policies will receive consequences. The Principal will inform and involve the parents/guardians of any student found to have violated any of these policies or engage in aggressive behavior. If the incident includes the Principal, please contact a teacher or a member of the Association Board of Directors. Outside authorities will be contacted in regards to illegal behavior.

CORLHS maintains a program of education regarding the respect of others. All faculty members and students will discuss these policies annually and all incoming freshmen students will receive lessons regarding the respect of others.

CORLHS complies with State and Federal laws concerning these policies.

## SAFE SCHOOL POLICIES Approved 3/07

Christ Our Rock Lutheran High School is committed to maintaining a safe and healthy environment for its students, faculty and staff, and guests. To achieve this goal, numerous policies have been developed, including the following:

Safety Coordinator: The Principal or his designee (must be a full-time employee of CORLHS) shall serve as the Safety Coordinator for Christ Our Rock Lutheran High School. The Safety Coordinator is given the authority to act to keep the students, faculty and staff, and guests of CORLHS safe.

Visitors: During the school day, all entrances to the building will remain locked. Visitors to the CORLHS building will only be allowed to enter through the front door. Visitors can alert the office from an exterior monitoring device. From the school office, the door can be opened and the visitor may enter.

All visitors during the school day must first come to the school office upon entry into the building. A sign at the entrance will direct visitors to report to the office. In the office, all visitors must sign-in and will be given a Visitor's Pass before moving throughout the building. Visitors unfamiliar to the school will be asked to show a photo ID and their name and address are recorded on the sign-in form.

Campus Maintenance: The school custodian and/or Safety Coordinator will perform a weekly safety check of the building and campus. Such safety check will include a visible inspection of all common areas and mechanical equipment. A quarterly visible inspection of all safety equipment will also be performed.

Any safety issues should be reported immediately to the Safety Coordinator. If the safety issue provides imminent danger, the Safety Coordinator will immediately restrict access to the area or take other steps to ensure that the safety issue does not jeopardize the safety of any individual. Other safety issues not providing an imminent danger will be reported to the Campus Maintenance Committee for further inspection and recommendations.

All faculty and staff, students, and visitors are encouraged to watch for any safety issues and should also report any concerns to the Safety Coordinator.

Safety Drills: Christ Our Rock Lutheran High School will perform appropriate safety drills numerous times during the school year. The drills are for the safety of the students. Conduct should reflect the seriousness of the situation to which the drill is related. Students are to note the fire/emergency exits posted in each classroom. At the beginning of each semester, each teacher will review safety procedures for their classrooms with the students. For more information, see the CORLHS Crisis Management Plan.

Alcohol Free Campus: CORLHS is an alcohol-free campus. Any alcohol, except for the use of offering Holy Communion at special services, is strictly prohibited and should never be brought onto campus for any reason. This applies to all school sponsored activities and any and all other use of the campus or facilities.

Approved 8/07

## SCHEDULES

Christ Our Rock Lutheran High School will normally follow one of two daily schedules:

<u>Daily Schedule</u> (45 minute classes) – Most school days	<u>Chapel Schedule</u> (42 minute classes) – Once a week		
8:00 – 8:10	Opening time	8:00 – 8:34	Chapel & Opening
8:14 – 8:59	1st period	8:38 – 9:20	1st period
9:03 – 9:48	2nd period	9:24 – 10:06	2nd period
9:52 – 10:37	3rd period	10:10 – 10:52	3rd period
10:41 – 11:26	4th period	10:56 – 11:38	4th period
11:30 – 11:54	Lunch	11:42 – 12:06	Lunch
11:58 – 12:43	5th period	12:10 – 12:52	5th period
12:47 – 1:32	6th period	12:56 – 1:38	6th period
1:36 – 2:21	7th period	1:42 – 2:24	7th period
2:25 – 3:10	8th period	2:28 – 3:10	8th period

On occasion, a special schedule might be designed to accommodate field trips, assemblies, or special events. Special schedules are also used during semester exams.

## SCHOOL CLOSING

On the occasion that school is closed due to inclement weather or other emergency situations, the Principal or a CORLHS employee shall send out an announcement through the telephone contact system called One Call Now, post the closing on facebook, and email all families (by 6:30 a.m. if at all possible). In addition, every effort will be made to announce the cancellation on WJBD 100.1FM/1350 AM (wjbdradio.com), KSDK Newschannel 5 (ksdk.com), KMOV Channel 4 (kmov.com). 6/09 Amended 6/11

## SCHOOL HOURS

The school day begins at 8:00 a.m. and ends at 3:10 p.m. Normal building hours are 7:15 a.m. to 4:00 p.m. Students should not plan to enter school grounds before 7:15 a.m. or remain on the school grounds after 4:00 p.m. unless they are involved in a school activity under proper faculty supervision. Parents should make arrangements with the school office for early arrival or extended stay. Students who have appointments with teachers are welcome to be in the building before or after building hours. Students should be picked up within 15 minutes of the end of any athletic practice, event, or activity.

## SERVICE PROJECTS AND REQUIREMENTS

As an attitude of servanthood is valued at CORLHS, students will join with their classmates in various service projects throughout the year. At least twice a year, students and teachers will take time out of class to complete a specific project.

At the beginning of their junior year, CORLHS students are expected to design a service project, establish a plan for implementation, and complete the service project by the end of the 3<sup>rd</sup> quarter of their senior year. Students must satisfactorily complete the project in order to graduate. The Principal will present criteria for the projects and must approve each project. Each project must include approximately 50 hours of service. These service projects will be monitored through the theology classes. Approved 8/06.

## STALLION BOOSTER CLUB

The Stallion Booster Club is a recognized auxiliary organization of CORLHS and its purpose is to support the students, faculty, families and programs of CORLHS in a manner that is consistent with the mission and philosophy of the school. The objectives of the Club are as follows:

- (a) Develop an organization with an active and involved membership that is concerned with the total development of CORLHS and its students.
- (b) Promote school spirit and encourage an atmosphere of Christian love and respect.
- (c) Provide financial support for the various programs of CORLHS.
- (d) Provide volunteers to support and enhance the various programs, activities, and events of CORLHS.

Membership in the Stallion Booster Club is open to any parent, guardian, grandparent, or other relatives (attaining the age of 19) of CORLHS students as well as all employees of CORLHS.

## STUDENT SOCIAL ACTIVITIES

Christ Our Rock Lutheran High School desires to provide students with a variety of experiences and opportunities for social gatherings. For this purpose, dances and other social activities will periodically be sponsored by CORLHS and/or organizations of CORLHS. Dances and other social activities are to begin no later than 8:00 p.m. and end no later than 11:00 p.m. (unless an exception is approved by the Principal).

The following are rules and guidelines for each CORLHS social activity:

1. All students must arrive within the first hour of the activity.
2. Once a student arrives, he/she must remain until the activity has ended, unless he/she has written parental permission to leave early. If a student leaves early with written permission, they will not be allowed to return.
3. CORLHS social activities are for CORLHS students. However, guests are welcome, but must be registered through the completion of a form that is available through the Director of Student Services by the stated deadline. Each CORLHS student is limited to bringing one guest. The CORLHS student is

responsible for the actions of his/her guest. Guests must not be over 20 years of age and must be at least of high school age (no middle school students please).

4. Dances and other social activities are school-sponsored events; therefore all school policies apply.
5. Dancing should be done in a Christian-like manner, with no "dirty dancing" or inappropriate public displays of affection.

Students will be warned when these guidelines are not followed. If warnings are ignored, final actions will be taken by asking the student to leave the premises and notifying their parents. If a student does not follow the above guidelines, he/she may not be allowed to attend additional social activities.

All social activities shall have a minimum of three chaperones (one must be a faculty member).

*Ammended 6/09*

## STUDY PERIODS

Christ Our Rock Lutheran High School students are reminded that Study Periods are for study. Talking amongst students creates a poor study atmosphere and is not allowed. Working together is to be considered a privilege and, as such, is only allowed with teacher approval. All school rules and policies apply to Study Periods.

## TECHNOLOGY, COMPUTERS & INTERNET

The use of technology resources at CORLHS is a privilege, not a right, and must be treated as such by individuals. Inappropriate use will result in disciplinary action or potentially a termination of this privilege.

The CORLHS technology resources are to be used for educational purposes in accordance with the Christian mission of the school, and therefore the following policies are to be observed.

The Internet provides opportunities to access countless information around the world. Student users and their parents must understand that CORLHS cannot completely control the type of material available. Some material may be controversial or offensive. CORLHS does not condone the use of such material and takes appropriate precautions to monitor access. CORLHS firmly believes that the valuable information and interaction available on the internet far outweigh the possibility that users may obtain material that is inconsistent with our faith and the educational goals of the school. Internet access will be terminated for users who do not follow the rules and regulations established by CORLHS.

Unauthorized use of computers and computer resources include, but are not limited to:

1. Use which violates state, federal, or local law.
2. Unauthorized access to administrative files, teacher files, or other user files or protected or private computer resources.
3. Unauthorized copying, revising, damaging, removing or distributing software.
4. Activities that disrupt normal computer/network use and services including, but not limited to, propagation of computer viruses, and unauthorized access to protected and private network resources.
5. Activities that disrupt the activities of other users on the network or stand alone computers such as messaging and changing the setup of computers removing/switching cables and the windows environment.
6. Damaging or altering school computer equipment or supplies.
7. Using computer resources to produce, transmit, or display text or graphics that are obscene or lewd.
8. Unauthorized use of computer resources for monetary gain.
9. Unauthorized transmission or posting of personal information or school information including but not limited to: user ID, name, address, phone number, etc. over any publicly accessible network is forbidden unless connected with a course or extra-curricular activity.
10. Students may not use school computers at any time during the school day for e-mail, chat rooms, social networking sites or game playing.

Misuse of computing resources is subject to disciplinary action according to school disciplinary guidelines.

Violation of city, state or federal laws may result in legal action.

The following applies to all software and data at CORLHS, whether owned by the school or owned by a vendor and licensed by the school. They apply to computer data and programs installed on all school computers regardless of location of the computer.

1. The unauthorized copying of any software licensed or protected by copyright is illegal. All software available for student use is protected by licensing agreements and may not be copied for any use by any user.
  2. The computer user is responsible for compliance with all policies and laws regarding use of software. Ignorance of the rules does not justify their violation.
  3. Any attempt to circumvent any protective schemes installed on the computers or network at CORLHS constitutes unacceptable use of the computers or network.
  4. Attempts to modify any software installed on the computers or network at CORLHS constitutes unacceptable use of the resources.
  5. No user may install any software on any CORLHS computer without permission of the technology coordinator.
  6. Students may not install protective devices, passwords, or software (e.g. encryption) to prevent CORLHS school officials from examining data contained in student files.
  7. Computer files and data contained in these files are the property of CORLHS.
- Use of a CORLHS computer carries the implied consent for examination of all computer files by teachers or administrators at any time at the discretion of the staff member. No prior permission of the student is required.**

## TUITION & FEE AMOUNTS AND POLICIES

Basic Tuition for 2011-2012      \$4,420      *The basic tuition rate for the student's first year of enrollment is the rate that is "locked in" for the rest of that student's education at CORLHS.*

Previous tuition: 2010-2011 = \$4,100 / 2009-2010 = \$3959 / 2008-2009 = \$3900

The Association Board of Directors annually reviews and sets the basic tuition.

### Discounts

\$600 Association Discount - discount for members of association congregations. The student and parent / guardian must annually show that they are a member in good standing at an association congregation by having the pastor or his representative complete a form. These forms will be available at the time of re-registration.

20% discount for additional children from a family (to be calculated after the Association Discount if applicable).

### Fees

- New Students: \$50 non-refundable application fee / \$150 registration fee upon acceptance
- Re-registration fee for returning students is as follows:
  - \$50 before March 31 / \$100 from April 1 to May 15 / \$150 after May 15.
- \$100 Driver's Education Fee (invoiced during the semester of enrollment in Driver's Ed)
- \$75 Graduation Fee (invoiced during the 2<sup>nd</sup> semester of the senior year)
- \$40 Yearbook - All students will be assessed the cost of the yearbook unless they specifically ask not to receive a yearbook.

### Payment Options

A) Pay-in-full by August 15

B) Monthly payments—must be done through automatic withdrawal from a bank account or by credit card through RenWeb, the school and financial software used by Christ Our Rock. The minimal cost charged by RenWeb for making monthly payments is the responsibility of the family. For automatic withdrawal, the cost is presently \$0.91 per transaction. For credit card, the cost will be 2 to 3% of the payment.

CORLHS seeks to help families pay tuition in a way that best fits their personal financial habits. Any exceptions to the above payment options must be requested in writing and approved by the Executive Director.

### Miscellaneous Financial Policies

- Students will not be allowed to continue enrollment for the next school quarter if the tuition account holds a delinquent balance from the previous quarter. (Basically, if the tuition account has an amount that is approximately 75 days delinquent) For example, if at the end of the second quarter, an account balance still remains from the first quarter, the student will not be able to begin the third quarter. Enrollment will only be interrupted at the end of a quarter. Tuition accounts must be paid-in-full prior to enrollment for the next school year. All families with delinquent accounts will receive monthly invoices, with a letter from an attorney being sent to the family once an account is 120 days delinquent. Approved 9/05
- Enrollment at CORLHS for any portion of a quarter (grading period) constitutes a quarter of tuition. Families who withdraw their students and have paid the full tuition at the beginning of the school year or semester will receive a tuition refund for the number of quarters remaining in the school year for which the student will not attend CORLHS. Such refund will be issued by school check within 10 days of official withdrawal from school. Parents must sign a withdrawal form (available in the school office) to make official withdrawal of their student. Approved 12/05
- Any and all balance of tuition for a student who withdraws is due on the date of withdrawal. Approved 12/06
- Tuition payments from one family with more than one child enrolled are divided and applied to each student's tuition according to the percentage of the overall tuition account that constitutes tuition for that student. Approved 12/06
- All tuition for the school year must be paid in full by the first day of second semester exams.
- Tuition will be paid according to the predetermined plan as agreed to by the parent/guardian. For returning students, the plan from the previous year shall be in effect unless a change is requested in writing.
- Non-payment due to non-sufficient funds will result in a fee of \$25.
- CORLHS recognizes that occasionally circumstances make it impossible to make payments on a schedule. At such a time, please contact the Executive Director to discuss options. CORLHS seeks to work with families in a proactive manner when financial situations arise.

### TUITION ASSISTANCE

We seek to make it possible for all interested families to select CORLHS to educate their children. Therefore, we have established a Tuition Assistance Program. All CORLHS families are eligible to apply. Money for the Tuition Assistance Program is provided through the Christ Our Rock Endowment Fund, the COR Business Club, and the operating budget. Families seeking Tuition Assistance must complete a separate Tuition Assistance Application (TAA). In addition, the following policies have been set in regards to the Tuition Assistance Program:

- All information on the TAA is held in strict confidence.
- Tuition assistance is awarded based on demonstrated financial need. Academic standing or interest or participation in extra-curricular activities (including athletics) is not considered. Absolutely no discrimination on the basis of race, color, sex, national origin, or ethnic background will effect the awarding of tuition assistance.
- All tuition assistance is awarded on an annual basis. Families must reapply for tuition assistance each year. Families are encouraged to apply as soon as possible as preferential consideration will be given to those applications (for the next school year) received by May 1. However, the tuition assistance program guidelines allow families to apply at any time.
- A student must be re-registered (including the payment of the re-registration fee) in order for a TAA to be considered.
- The TAA must be completed in full in order to be considered. Applications not completed in full will be returned to the family.

For more information regarding any aspect of the Tuition Assistance Program, please contact the school office.

### TOP-STUDENT SCHOLARSHIP

In an effort to recognize the academic achievements of middle school students from various schools in the CORLHS area, and in an effort to emphasize the importance of academic effort and achievement, CORLHS offers a Top-Student Scholarship to the valedictorian of the 8<sup>th</sup> grade class at any and every school serving such

grade. This scholarship shall be equal to 10% of the CORLHS basic tuition. This is not a cash award, but rather a one-time, non-renewable tuition reduction for valedictorians. If a school has multiple valedictorians, then all will be eligible for this Scholarship. Each valedictorian is responsible for providing proof of such award from their school. If the valedictorian chooses not to attend CORLHS, this scholarship is not "passed" to the student with the next highest grades. CORLHS desires to raise the funds for the Top-Student Scholarship and other tuition assistance through the COR Business Club. Approved 12/10

## VISITORS

Visitors to Christ Our Rock Lutheran High School are welcome. All visitors to the school must sign-in in the office, securing a Visitor's Pass before going throughout the building.

Students who wish to bring a visitor to school must receive the permission of the Principal prior to the visit. Contact information for the visitor must be on file with the school office. If approved by the Principal, the student is to bring his/her guest to the office upon arrival on the day of the visit and must meet the Principal.

## WEEKLY NEWSLETTER

On every Friday (or the last school day in a week), the Stallion Express will be sent home and/or emailed to each family. This newsletter allows us to inform you of the highlights of the previous week and of upcoming events. This is one of our major forms of communication with parents. It is important that you read the newsletter every week.

## WORSHIP

All chapel worship services are to be led by members of The Lutheran Church-Missouri Synod. The messages of all devotions and chapel services are to be in communion with and in support of the doctrinal confessions of The Lutheran Church-Missouri Synod. Students who are not members of the LCMS may participate in the presentation of devotions and/or chapel services. When it is desirable to have a special guest who is not a member of the LCMS address the students, it will be done through an assembly that is in addition to the weekly chapel service.

CORLHS has a commitment to carry on the traditions of the LCMS. Theology classes and worship experiences will promote these traditions and educate students on the importance of these traditions, including the parts of the liturgy. However, chapel service worship and music styles will vary.

For Christians, every moment of every day is part of a life of worship and praise of God. Christ Our Rock Lutheran High School provides students with daily opportunities for formal worship.

Every morning, the CORLHS student body and faculty join for a brief devotionally time. One day a week, that time is extended into a chapel worship service. Students are to show reverence and respect during devotions and chapel worship services. Therefore, students should not visit with peers, place their posture in a position to sleep, or in any way be disruptive. Other opportunities for worship are provided through theology and other classes.

All students are encouraged to participate fully in congregational life and worship, as CORLHS recognizes that being a student in a Christian school is only one part of the big picture of spiritual development.

## YEARBOOK

Christ Our Rock Lutheran High School annually completes a yearbook, the CORNERSTONE, with the goal of providing students a tool to capture the memories of their time at CORLHS. The yearbook will be distributed to students upon completion and delivery. Some of the expenses for the yearbook are met through donations from patrons and advertisers. However, the yearbook must be purchased. The purchase price is announced at the beginning of each school year.

# ACADEMIC HANDBOOK

## ACADEMIC AWARDS

At the end of each quarter, the Principal's List, Honor Roll, and Merit Roll will be published. The Principal's List will include students with a 4.000 Grade Point Average (GPA). Honor Roll includes GPAs from 3.500 to 3.999; Merit Roll is 3.000 to 3.499 GPA.

At the end of the seventh semester of high school, the senior student with the highest cumulative GPA will be designated valedictorian; the student with the second highest cumulative GPA will be designated salutatorian. Only students who have been enrolled at CORLHS for at least two years are eligible to be the valedictorian or salutatorian.

Special academic awards will be given at an annual awards night.

At graduation, seniors will be recognized for excellence in academics over their four years of high school according to the following criteria:

- Summa Cum Laude – “With Highest Honor” - 3.9 or higher cumulative GPA
- Magna Cum Laude – “With High Honor” – 3.8 to 3.899 cumulative GPA
- Cum Laude – “With Honor” – 3.7 to 3.799 cumulative GPA.

## CLASS RANK

CORLHS does not rank its students according to grade point average due to the school's size and academically competitive curriculum. Approved 12/06

## CLASS SCHEDULE AND SCHEDULE CHANGES

Scheduling for each semester is done through the Director of Student Services (DSS). Each student will complete a class request form. From these forms, the DSS will establish the best possible schedule. CORLHS seeks to provide the best educational experience possible and will do all that it can in creating a schedule that is pleasing to the school, students, and parents. However, recognizing the difficulty of creating a schedule for a small school, especially with the understanding that each class is only offered once during the school day, conflicts within the schedule may arise and each student may not get all of the classes that he/she requests. If this occurs, the DSS will meet with those students to examine other options for classes.

Students must take at least seven academic classes each semester, unless they are enrolled in the dual enrollment program.

A student may change a class (drop one class and add another) within the first five school days of each semester. He or she must have the permission of the Principal, both teachers involved, and the student's parent(s). This change will not appear on the student's permanent record. Classes cannot be added after this time. A student who is taking eight academic classes may drop a class during the semester, replacing it with a study period, with the approval of the DSS, the teacher involved, and the student's parent(s).

## DRIVER'S EDUCATION

In order for a student to be enrolled in a driver's education course at CORLHS the student must have received a passing grade in at least eight courses during the previous two semesters. (School code 105 ILCS 5/27-23; 5/27-24, 5/27-24.1) Approved 12/05

The following policies also apply to the Driver's Education Program:

- Each student must be 15 years old before CORLHS will enroll the student in any portion of driver's education.
- CORLHS seeks to make sure all students will receive their permit at least 9 months prior to their 16<sup>th</sup> birthday. The State of Illinois requires students to have their permit for at least 9 months before they can get their license.
- Each student must complete 30 hours (40 class periods) of classroom instruction. Normally students who have more than three periods of absence during the quarter in which they are taking the classroom portion and therefore will not meet this requirement will be withdrawn from the class.

- Students must have 6 hours of Behind-The-Wheel instruction with the CORLHS driver's education instructor and must also ride in the car for 6 additional hours while the instructor is teaching another student. In order for students to participate in the BTW portion, they must remain eligible according to the CORLHS Extra-curricular Academic Eligibility requirements. Students who become ineligible will be given a warning during their first week of ineligibility. A consecutive week of ineligibility will result in the suspension of BTW driving privileges. Four consecutive weeks of ineligibility will result in the removal of the student from the Driver's Education Program. If the student is removed, they will have to retake the class the next semester. If the student cannot complete the required number of hours prior to the end of the program because of ineligibility, the student will not be able to complete their hours until the BTW portion is again offered at CORLHS.
- Students participating in BTW instruction must be prepared by having their permit with them. Students will not be allowed to drive without their permit.
- Parents are responsible for the permit fee (charged by the Department of Motor Vehicles) and all paperwork required for students to get their permit.
- Upon successful completion of the classroom and BTW portions of the Driver's Education Program, student information will be submitted by CORLHS personnel through the required state format and the appropriate paperwork given to the student so that they can apply for their license upon turning 16 and meeting all of the state requirements. Approved 6/10

### DUAL CREDIT CLASSES

CORLHS has fully approved dual credit classes with Kaskaskia College (KC). These classes are taught by CORLHS instructors on the CORLHS campus. Students successfully completing the course are awarded college credit through KC. In order to take advantage of this opportunity, students must a) be a junior or senior at CORLHS (or approval of the Principal), b) have a cumulative GPA of 2.5 or higher, and c) receive the approval of the Principal. Students receiving dual credit must enroll in the class through the CORLHS Director of Student Services and through the proper KC process. If a student misses more than ten 45-minute periods (or the equivalent) of a dual credit class in any given semester, the student will not be granted dual credit for that class. The student may still earn high school credit for the class. Dual credit classes are not guaranteed to transfer to other colleges.

### DUAL ENROLLMENT PROGRAM

CORLHS has an official and fully approved dual credit program with Kaskaskia College (KC). The following policies exist as part of this program:

- 1) In order to take advantage of this opportunity, students must a) be a junior or senior at CORLHS, b) have a cumulative GPA of 2.5 or higher (or approval of the principal), and c) receive the approval of the Principal.
- 2) CORLHS students must apply to KC, according to procedures established and mutually agreed upon by KC and CORLHS, and be accepted before enrolling for classes.
- 3) CORLHS students have the same registration procedures and opportunities as other KC students. CORLHS students are not shown preference nor treated secondarily to the normal KC student population.
- 4) CORLHS students may enroll in any KC class (except high school equivalency/remedial classes), as long as they meet the KC prerequisite requirements. KC classes may not substitute for required or core classes that are a part of the normal CORLHS curriculum.
- 5) Grades and college credit would be determined by KC according to the normal KC procedures and CORLHS would grant high school credit accordingly. For purposes of credit, normally a one semester, three-credit class at KC is equal to a one semester class at CORLHS, and therefore, successful completion of the KC class will earn the student 1/2 high school credit. The credit will appear on the high school transcript.
- 6) One or more study periods will be inserted into the student's high school schedule in order to accommodate the appropriate time for the student to commute to KC, attend class, and return to CORLHS. Students in this program must be on the CORLHS campus, KC campus, or in transition between the two during the entire school day (8:00 am to 3:10 pm). As appropriate scheduling can be difficult, the student is expected to work closely with the Director of Student Services and receive approval before registering for the class(es) at KC. Also, to insure proper dual credit, all class selections must be approved by the Director or Student Services prior to registration.

- 7) For students in the dual credit program, the following combinations of CORLHS and KC classes are possible: 1 class at KC and 6 classes at CORLHS, 2 classes at KC and 4 or 5 classes at CORLHS, or 3 classes at KC and 3 or 4 classes at CORLHS
- 8) Dropping a KC class without permission from the Principal is prohibited.
- 9) All KC rules and guidelines must be followed.
- 10) Students in the dual credit program must pay all CORLHS tuition. Tuition for dual enrollment classes is split equally between CORLHS and the student, unless the class taken is a required class that is not being taught at CORLHS. In this case, CORLHS bears full responsibility for the entire tuition of the dual credit class. Students must purchase the required books for the KC classes. Seniors may be eligible for the ACES scholarship from KC (see the Director of Student Services for information).
- 11) So that all dual enrollment courses are communicated by KC to CORLHS for the purpose of granting high school credit for each course, all students enrolled in this program and their parents are required to sign a form granting KC permission to release their transcript/grades to CORLHS.
- 12) KC may provide one class free of tuition to students entering their junior and senior years during their summer program. Students are responsible for textbooks or materials for the summer program. Enrollment must be completed through the CORLHS Director of Student Services. These classes are eligible for high school credit as long as the other criteria in this program are followed.
- 13) Students enrolled in this program must provide CORLHS with the original grade report that they receive from KC at the end of the semester. This report will be copied, placed in the student's file and the original returned to the student. Approved 7/06

## ENTRANCE DOCUMENTATION

Students entering Christ Our Rock Lutheran High School as freshmen must provide official documentation of middle school completion. Students transferring into CORLHS must provide official documentation of completed high school courses. This is normally accomplished through official transcripts from the student's previous school. If such documentation does not exist, CORLHS reserves the right to determine high school readiness, acceptance of enrollment, and grade level placement of each student.

## GRADING

The following grading scale is used in all CORLHS classes:

<u>Letter Grade</u>	<u>Percentages</u>	<u>Grade Points</u>
A	92-100	4.00
A-	90-91	3.70
B+	88-89	3.30
B	82-87	3.00
B-	80-81	2.70
C+	78-79	2.30
C	72-77	2.00
C-	70-71	1.70
D+	68-69	1.30
D	62-67	1.00
D-	60-61	0.70
F	0-59	0.00

Special marks include:

- "I" (Incomplete) Teachers may grant students with incomplete work two weeks after the end of the grading period to make up missing work. This extension is given considering the reasons for the incomplete work. If work is not turned in at the end of the two weeks, a zero grade will be given for undone work.
- "CR" (Credit) This grade will be given when, at the discretion of the instructor, the student has completed the necessary work to receive credit for the class. The student is not evaluated by the normal academic standards of the class requirements.
- "ME" (Medically Excused) This is given when a student is medically excused. The requirement is then waived and does not affect GPA.

The students' grade point averages (GPA) are calculated by dividing the total grade points earned by the number of courses taken.

Students receive grade reports at the middle of each quarter and at the end of each quarter and semester. Mid-quarter reports are not used to calculate GPA. Semester grades are normally determined by averaging the semester exam grade at 20% and each quarter grade at 40%. Percentages, not letter grades, are used in this calculation. Cumulative GPA is based on semester grades.

## GRADUATION REQUIREMENTS

The educational program of Christ Our Rock Lutheran High School is designed to challenge students, but doing so in an environment that helps each child succeed. In order to earn a diploma from CORLHS, students must fulfill the graduation requirements established by the State of Illinois and those set by CORLHS as follows:

<u>Departments</u>	<u>Required Credits</u>	<u>Notes on Classes</u>	<u>Recommended for College Preparation</u>
Theology	4 credits	Or .5 credit per sem. of attendance	4 credits
English	4	Must include English I, II, III, IV	4
Math	3	Must include algebra I and geometry	4
Science	2	Must include biology & chemistry or physics	4
Social Studies	3	Must include U. S. history & civics	4
Physical Education/Health	2.5	Must include PE I / II / life management	2.5
Fine Arts	2		2
Technological Arts	1	Must include computer apps I	1
Foreign Language	-		2
Electives	<u>4.5</u>	Must include PHS Preparation-	<u>0.5+</u>
	Total 26 credits		* 28+ credits

\* With an eight period day, it is possible to graduate with 32 credits.

^ Students enrolled in the Agricultural Education program are only required to earn 1 credit of fine arts.

- Fulfills the consumer education requirement of the State of Illinois.

### Additional Requirements and Notes

- Students must successfully complete the Illinois and United States Constitution tests.
- Students must successfully complete their junior/senior service project prior to graduation.
- Students not enrolled in a college prep program are normally expected to take a physical education (or health) class during every semester of enrollment. Exceptions do apply within the State of Illinois School Code – see the Principal for details.
- English I & IV are writing intensive courses as defined by the graduation requirements of the State of Illinois. Approved 5/08

## HOMEWORK

Homework is an integral component of the curriculum at CORLHS. Homework is given to supplement material presented in class, to reinforce and review concepts and skills taught, and to prepare for the next lesson. Assigned homework is to be submitted for completion of the course. Credit for homework submitted after the due date may be given at the discretion of the teacher, but the grade will be lowered. Late work cannot be submitted after the middle and end of each quarter.

## HONORS PROGRAM Approved 6/10

The Christ Our Rock Lutheran High School Honors Program seeks to challenge students who have excelled in specific academic disciplines. The Honors Program will include classes in various disciplines. Students who successfully complete the Honors Program will receive a Certificate of Completion. Completing the Honors Program is defined as receiving an A or B in at least eight credits of honors classes. Eligible students may enroll in the Honors Program or may enroll in individual honors classes.

In order to enroll in the Honors Program, students must have at least a 3.670 grade point average for their first semester of enrollment at CORLHS and must not have any semester grades lower than a B. Students meeting these requirements will be given the option to enroll in the Honors Program and, if they select to do so by completing the appropriate form, will be enrolled in all honors classes for which they are eligible according to the following criteria:

In order to enroll in an honors class, students must meet these minimum requirements:

- 1) Students must have a cumulative grade point average of 3.0 or above.
- 2) Students must have earned an A- or higher in the previous class in that discipline in the semester immediately preceding enrollment in the honors class.

Students not enrolled in the Honors Program who meet these requirements will be notified that they have the option of enrolling in the honors class. To enroll in an honors class, the student and his/her parent must request enrollment via the appropriate CORLHS form. Once a student enrolls in an honors class, he/she must remain in that class for the entire semester.

#### Description of Honors Classes

Honors classes will often be taught in the same section as the regular class. For example, English II and English II Honors will be taught by the same teacher in the same classroom at the same time. However, students in the honors class must complete additional requirements. These additional requirements may include:

Assessment – The assessment of students in honors classes will be more rigorous than students in the regular class. Assignments, quizzes, and tests may include additional questions that challenge the students to further analyze or apply the information learned. Additional assignments will also be given, including a larger assignment, paper or project each quarter.

Expectations – Students in honors classes will be expected to complete assignments and tests to a higher degree of quality or excellence than students in the regular class. Honors class students may also be expected to have a higher level of participation or responsibility in the class. Students in honors classes may be expected to meet with the teacher outside of regular class time.

Other notes:

- Students must maintain a cumulative GPA of 3.670 to remain in the Honors Program.
- Teachers are responsible for designing the curriculum for their honors classes, but such curriculum must be approved by the Principal.
- CORLHS does not use a weighted scale for grades or grade point averages except for determining the valedictorian and salutatorian. For this purpose, each CORLHS honors class will be worth .33 additional points. No weighted grade will ever appear on a transcript or report card.
- The Class of 2013 will be the first CORLHS students eligible for an Honors Diploma.
- CORLHS offers numerous honors classes. Please see the Director of Student Services for a list of courses.

#### INDEPENDENT STUDY

On occasion, it is in the best interest of a student to participate in an independent study course.

Independent study courses are an option when:

- 1) a student cannot be placed in a specific class due to a scheduling conflict,
- 2) the student has a specific need towards graduation requirements that cannot be met by a class offered at CORLHS, or
- 3) a student desires a class that is not part of the normal CORLHS curriculum, but can be taken through another organization.

Independent Studies can be done through CORLHS (and therefore a CORLHS teacher) or through other organizations, such as the Illinois Virtual School and the American School. In cases 1 and 2 listed above, there is no additional cost to the student. The Principal determines if there is a cost for instances of case 3. Determining factors include the availability of other optional courses at CORLHS and the academic record of the student.

In order to register for an independent study, the Independent Study Approval Form must be completed and signed by the student, his/her parent, and the Principal.

## PLAGIARISM & CHEATING

Plagiarism on any assignment is strictly forbidden. Students who plagiarize risk receiving reduced or no credit for the assignment and other disciplinary actions. The affected teacher, with the assistance of the Principal, will determine the appropriate consequences on a case-by-case basis.

Academic cheating in any shape or form is unacceptable. Students who cheat risk receiving reduced or no credit for the assessment and could face other disciplinary consequences. "Cheating" includes copying homework answers from other students.

## PROGRESS REPORTS

Progress reports are meant to assist teachers, administrators, parents, and the student in knowing exactly how the child is progressing in their classes. Mid-quarter reports are completed and distributed to parents at the mid-point of each quarter. Teachers may also communicate with parents through written or verbal progress reports at any given point throughout the semester.

## PROMOTION

Students who fail a semester of a class are expected to make up the course or an equivalent class through independent study, or during the subsequent school year.

Students are promoted to the next grade level if they have earned enough credits to be on track for their scheduled graduation date. Normally, this means that students must earn 6.5 credits per year.

## RETAKE CLASSES

At times, it might be appropriate for students to retake an academic class. CORLHS reserves the authority to require a student to retake a class. The following criteria apply for retaking classes at CORLHS.

- Required classes in which a student has received an "F" must be retaken.
- Classes taken at or through another institution may be retaken at CORLHS, but the new earned grade will only replace the previous one in the calculations of grade point average if the previous grade was a "D" or "F".
- If CORLHS requires a student to retake a class for any reason, the grade earned through retaking the class will replace the original grade.
- All classes attempted in high school, whether taken at CORLHS or at or through another institution will appear on the transcript, even if the grade is not calculated into the GPA.

## STUDENT RECORDS

The primary purpose of student cumulative records is to assist school officials in providing a student with the best possible education. Student cumulative records are composed of academic progress and performance and behavior records. Parents/guardians may gain access to their son's/daughter's records by appointment with the Director or Student Services. Students under the age of 18 do not have access to their records. Only qualified and pre-approved people are able to gain access to student files. Behavioral records remain with CORLHS, but academic transcripts follow the student. Cumulative records are released only by official request from another school, and will be sent directly to the requesting school. The CORLHS Director of Student Services will forward all appropriate student records within 10 days of an official request from another school (Approved 12/05). Transcripts for college applications or scholarships are also available.

## TEXTBOOKS

Christ Our Rock Lutheran High School tuition includes the cost for textbook rentals. Because the student does not own the books, fines will be assessed for unusually high wear and/or damage to the textbooks. Students are required to use book covers on all of their hard cover books. Students are expected to treat their textbooks with care.

## TRANSCRIPTS

Official transcripts will include classes attempted, semester grades, credits earned, attendance records, and ACT or SAT scores (if available). Official transcripts are issued by the Director of Student Services directly to colleges, other schools, businesses, and other agencies, upon completion of a transcript request form by a student and/or parent. Non-current students will be charged a \$3 administrative fee per requested transcript.

## TRANSFER CREDIT

CORLHS accepts any and all credits earned at other accredited/recognized high schools.

# **EXTRA-CURRICULAR HANDBOOK**

Christ Our Rock Lutheran High School seeks to provide a variety of extra-curricular programs, including opportunities in athletics, music, drama, art, student council and other clubs and student organizations. Extra-curricular opportunities are provided with the total development of the student in mind.

Extra-curricular activities are defined as those activities that occur in addition to the curricular program of the student. Activities required by a course in which the student is enrolled are not considered extra-curricular activities. Normally, all extra-curricular activities occur outside of the scheduled school day.

New sports, clubs or student organizations shall be formed when there is a genuine interest and a defined need. CORLHS will annually evaluate if enrollment exists to support additional sports, clubs, or student organizations. A school sport, club or student organization is one whose membership consists exclusively of CORLHS students.

If a student joins a sport, club or student organization, it is expected that they will be committed to that activity, completing any and all responsibilities in conjunction with that activity. Each sport, club and student organization should have responsible student leaders and fully formulated written objectives, which are in harmony with the program and objectives of this school.

This handbook contains policies and procedures related to extra-curricular activities.

## ADMINISTRATIVE RESPONSIBILITY

CORLHS is a member of the IHSA. The Principal of CORLHS is responsible to the IHSA for the conduct of the athletic and other extra-curricular programs. The Athletic Director, appointed by the Principal, shall supervise the athletic program and shall be responsible directly to the Principal. Coaches and Assistant Coaches shall be appointed for all sports by the Principal upon the recommendation of the Athletic Director. The Principal shall also appoint all directors, supervisors, and advisors for other extra-curricular activities.

## ATHLETIC and EXTRA-CURRICULAR LETTERS

1. All participants are officially recognized.
2. Each competitive sport or activity will establish criteria that participants must meet in order to "letter". All individuals desiring to letter, however, must meet the following basic requirements:
  - A. Participate for the full season.
  - B. Demonstrate growth in developing skills.
  - C. Exhibit loyalty, cooperation, sportsmanship, and Christian citizenship to all he/she comes in contact with.
3. Four Year Participants - An athlete or extra-curricular participant is eligible to receive a letter if he or she has participated in a specific sport or extra-curricular activity for four years, even if he/she has not met the requirements for a particular sport or activity.
4. Each student who letters for the first time in any sport or activity will be given the CORLHS chenille letter.
5. For each letter received, a student will receive a pin specific to that activity.

## ATTENDANCE – Athletics and Extra-Curricular Activities

Attendance for practices or rehearsals should be excellent. Unexcused absences or tardiness could result in ineligibility and loss of position on the team or in the extra-curricular activity. It is the responsibility of the athlete or student participant to personally inform the coach or advisor in advance of any anticipated absence from or tardiness to practices or rehearsals and/or contests or events.

An athlete or participant must be in attendance for the entire school day in order to participate in athletics or extra-curricular activities that day, or weekend if the absence occurs on the last scheduled school day of the week. If the student is absent for any part of the school day, he/she must receive permission from the Principal to participate.

It is the responsibility of the athlete or participant to make up any work missed from class because of an early dismissal for athletics or extra-curricular activities. The athlete or participant also needs to speak with

the teacher before he/she is excused from the class for that day. The athlete or participant will be held to the same schedule for completion of work as the students who were in class.

### COACHES, ASSISTANT COACHES & ADVISORS

Christ Our Rock Lutheran High School seeks to employ coaches, assistant coaches and activity advisors that uphold and promote the mission, values, philosophies, and teachings of CORLHS. Coaches and advisors who are not part of the CORLHS faculty (including volunteers) yet work directly with students must provide personal information to the school, be interviewed by the Executive Director, complete background checks, and sign a statement of commitment that they will perform their duties to the best of their ability. All coaches and assistant coaches must be IHSA certified and contracts must be approved by the Association Board of Directors. Coaches are directly supervised by the Principal and assistant coaches are supervised by the head coach of that sport and by the Principal. Approved 3/11

### EARLY DISMISSAL FOR EXTRA-CURRICULAR ACTIVITIES

It is sometimes necessary for students to be excused from class prior to the end of the school day in order to travel to a school sponsored extra-curricular activity. However, each activity shall have no more than one early dismissal per week and no more than five early dismissals for the entire season. The Principal must approve all early dismissals for extra-curricular activities. Approved 12/05

### ENERGY DRINKS

Christ Our Rock Lutheran High School athletes shall not consume energy drinks as determined by the athletic director, principal, or individual coach at athletic practices or competitions. Approved 5/07

### EQUIPMENT AND UNIFORMS

Christ Our Rock Lutheran High School athletic equipment is to be worn or used for practice sessions and athletic contests only. Athletes are financially responsible for any athletic equipment/uniform issued to him/her. All equipment is to be turned in promptly to the coach at the end of each season.

Any other equipment used for extra-curricular activities is the responsibility of the student, and should be used only for that activity. Students are expected to use this equipment in a proper manner, reflecting the activity at hand.

Certain sports or activities require the student/parent to purchase all or part of the uniform. Parent purchased uniforms will belong to the student. The cost of this uniform will be communicated to the students and parents by the coach or advisor.

### EXTRA-CURRICULAR ACADEMIC ELIGIBILITY

In order to participate in any Christ Our Rock Lutheran High School extra-curricular activity, students must meet certain academic standards. Continued academic eligibility is based on maintaining C or higher grades in all classes. Students that have more than one D or F at noon on the first day of school for each week are ineligible for that week.

Enforced under this and the following policy are all CORLHS sports, clubs, and student organizations. Participation in these organizations is defined as holding a roster place, office, or position.

### EXTRA-CURRICULAR CONDUCT STANDARDS

All students participating in extra-curricular activities are to conduct themselves in a manner that reflects the Christ-centered objectives of Christ Our Rock Lutheran High School in and out of school, as well as in the extra-curricular activity. With this in mind, the following applies:

1. Any student found using any tobacco products, alcoholic beverages, illegal drugs, anabolic steroids, or non-prescription items used to achieve a mentally or physically altered state will serve a suspension from participation in all extra-curricular activities. The Principal will oversee the suspension process for students participating in athletics and other extra-curricular activities and determines the length of such suspension. Any athlete found guilty of giving, selling, or supplying the above mentioned substances will be barred from

participating in athletics for a minimum of one year. This rule is in effect for the entire twelve month year. An appeal hearing to any suspension will be scheduled upon written request of the student to the Principal.

2. Any student displaying conduct that is unchristian (as determined by the Principal) will serve a suspension from participation in extra-curricular activities according to the following guidelines:

- A. First Infraction: A minimum seven-day suspension will be awarded. The coach or advisor may require the student to attend all practices, games, and/or events during this period, but the student cannot participate. Athletes will not be allowed to dress out during suspensions.
- B. Second Infraction: For athletes, a minimum fourteen-day suspension from team participation. The athlete will not be allowed to attend practices or be part of the team for the determined period of time. A conference with the athlete, parents, coach, and principal will be required for reinstatement to the team. For other extra-curricular activities, a minimum fourteen-day suspension from the activity will be given. A conference with the student, parents, extra-curricular advisor, and Principal will be required for reinstatement to the activity.
- C. Third Infraction: Removal from the team or extra-curricular activity.
- D. Fourth Infraction: Barred from participation in our athletic or extra-curricular programs for a period not to exceed one year.

3. All students participating in extra-curricular activities are to be clean, neat and well-groomed, since students participating in extra-curricular activities are constantly in the public eye and are representatives of CORLHS. The coach or advisor, with approval of the Principal, has the responsibility of determining such guidelines for the particular activity for which they are responsible.

## FFA

Any student enrolled in an agricultural education class may participate in FFA. Students who cannot enroll in an agricultural education class because of a scheduling conflict may also participate with the approval of the FFA advisor.

A total of 8 early dismissals will be allotted to students involved in FFA during any school year to attend CDEs. No more than 3 early dismissals can occur during a quarter. Students involved in FFA will be excused up to two school days per school year for CDE events. These excused absences will count toward the allotted early dismissals. Approved 5/08

## MEDICAL CARE

All athletes must have a current physical exam on file prior to participation in athletics. Physicals are considered current for 365 days from the date of the physical. In case of injury to an athlete, the Head Coach will contact the parents of the athlete.

Participants in athletics and extra-curricular activities assume the physical risks associated with such activities. Christ Our Rock Lutheran High School is not responsible for injuries of any type, no matter when or how the injury occurs. CORLHS does not hold insurance that would reimburse families for expenses related to an injury/accident.

## NATIONAL HONOR SOCIETY

The National Association of Secondary School Principals sponsors the National Honor Society (NHS) and, therefore, the CORLHS chapter of NHS. NHS is open to juniors and seniors who have a cumulative grade point average of 3.25 or better for a minimum of four semesters and have demonstrated Christian character, service, faith, and potential leadership qualities. A faculty committee makes the final selection of NHS candidates. Induction ceremonies will normally be held twice a year.

The National Honor Society meets on a regular basis and sponsors programs and activities that encourage growth in character, service, leadership and faith. The members of NHS elect officers for their organization on an annual basis.

## PHILOSOPHY OF EXTRA-CURRICULAR ACTIVITIES

We believe it is important to provide students with opportunities to fulfill physical, emotional and social potential through a variety of activities. Therefore, extra-curricular activities and athletics are an

important part of the total educational program at Christ Our Rock Lutheran High School. God gives many different talents and gifts to all of our students. Through a variety of experiences, the students are encouraged to use all of these blessings from God. It is the responsibility of the administration, faculty, students, and parents to work together to develop the potential that lies within each student.

It is of extreme importance that the extra-curricular program helps students develop acceptable behavior relative to interpersonal relationships based on the Christian principles given in God's Word. We pray that participation in the extra-curricular program will help each student to understand the relationship between Christianity and practical daily living.

CORLHS views junior varsity athletic or interscholastic competitive programs as a way to develop student athletes and participants. All students desiring to participate will have the opportunity to do so and will receive playing time (although equal playing time is not guaranteed). Therefore, any student desiring to participate at the junior varsity level is encouraged to do so and no one will be excluded on the basis of ability in that activity. CORLHS views varsity athletic or interscholastic competitive programs as competitive interscholastic programs and has the goal to be as successful as possible in these programs. In other words, the goal is to win. Therefore, playing time or roster positions are not guaranteed to all those who wish to participate.

## STUDENT LEADERSHIP TEAM

The Student Leadership Team is a prestigious student organization at Christ Our Rock Lutheran High School. The purpose of the Student Leadership Team (SLT) is to lead, sponsor and support programs at Christ Our Rock Lutheran High School (CORLHS) that provide social opportunities, increase school spirit, serve the school and community, and generally make CORLHS a better school. Serving on the SLT is a significant commitment of time and energy, but its members will grow as leaders and receive special privileges as the premier CORLHS students.

The SLT is made up of six students. During the fourth quarter of the school year, students will be selected to serve on the SLT for the following school year. Freshmen, sophomores and juniors who have re-registered for the next school year and have a minimum 2.5 cumulative grade point average are eligible to apply. The SLT advisor will announce when applications are ready and will give the students at least one week to pick up a SLT application, complete it and return it to the advisor. The applications will be reviewed by the advisor to make sure each applicant is eligible and has completed the requirements of the application. The faculty will discuss the applications and select the five members of the SLT. At the end of the first quarter of the school year, the SLT may select one or two freshman students to "apprentices". These students become part of the SLT and assist by serving on a club or guild, but do not hold office.

The six SLT members will each serve as an officer and will each lead a CORLHS club/guild. The advisor to the SLT (or other designated faculty members) serve as advisor to all of these clubs. The offices are president, secretary, treasurer, club coordinator, and student liaison. Each SLT member is expected to attend each SLT meeting, lead their club or guild, work with the advisor, encourage other students to participate in clubs and be a model student to set an example for the CORLHS student body. The SLT members will also provide leadership for special events, including the freshmen gathering, grandparents day, the Lutheran schools rally, and more.

The SLT led clubs and guilds are the support guild, social club, spirit club, service club and spiritual life guild. For more information on the offices or these clubs and guilds, please see the Principal or the SLT Advisor.

The SLT meets on the first Wednesday of the month, beginning in September, during a class period and during lunch on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays of each month. The SLT will be expected to meet numerous times over the summer to begin planning for the following school year. The SLT might also meet during breaks or on days off during the school year. *Approved 3/09*

## TRANSPORTATION

CORLHS seeks to provide proper transportation to all athletic or extra-curricular events for all participants. Coaches or advisors are responsible for securing transportation to CORLHS sponsored activities not held on the CORLHS campus.

For all competitions or events, student participants will be transported by coaches or advisors, parents/guardians of participants, or hired or secured bus transportation. A student may only drive to a

competition or event with the approval of the coach or advisor AND principal (this is only approved on occasions when a student will be required to leave the event at a time other than the other participants or if the route of travel is conducive to convenient travel to the students home after the competition or event). A student will only be allowed to drive if their parent has granted such approval.

For practices or meetings, student participants may drive if approved by the coach or advisor AND the student's parent. Students may only ride with other students if both the parents of the driver and the passenger have granted such permission expressed specifically through written or verbal approval to the coach or advisor or through the regular transportation of such students together to and from school. In other words, if Student A rides to school every day with Student B driving, then Student A may also ride with Student B to a practice or meeting.

Coaches and advisors are responsible for providing directions to each activity. When possible, transportation in cars should be completed through a "convoy."

Coaches and advisors may allow students to meet at the site of the activity when the activity occurs at a time in which the students are not previously gathered together at CORLHS. For example, HSM members could meet at a church at which they are performing for a Saturday evening event, especially when meeting first at CORLHS requires unnecessary travel.

Athletes and extra-curricular participants need to be picked up on time. The coach/advisor will supervise all athletes or participants until his/her ride comes to pick up the student. Please keep in mind that the coaches/advisor must remain until your child is gone, so please be prompt. *Ammended 4/09*

### WEDNESDAYS AND SUNDAYS

In an effort to recognize family worship opportunities and the need for rest and family time, Christ Our Rock Lutheran High School will make every effort to avoid scheduling school activities after 5:00 p.m. on Wednesday evenings (especially during Advent and Lent) and at no time on Sundays.

*PLEASE COMPLETE AND RETURN THIS FORM TO THE SCHOOL OFFICE*

## **Parent and Student Responsibility Contract**

This contract certifies that all who sign it have received the Christ Our Rock Lutheran High School Student/Parent Handbook, have read it, and will comply with all of the policies and procedures contained in it.

I recognize that, as a parent/guardian of a student at Christ Our Rock Lutheran High School, it is my responsibility to assist CORLHS in enforcing the school's policies. I also provide full support of the faculty and staff of CORLHS as they seek to prepare my student academically, holding them to the standards presented in this handbook.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
date

I recognize that, as a student of Christ Our Rock Lutheran High School, I am expected to uphold the rules, regulations, policies and procedures presented in this handbook. I promise to do my best to represent CORLHS at all times, behaving according to these policies. I also acknowledge that my failure to abide by these rules will result in the consequences listed in this handbook.

\_\_\_\_\_  
Student's signature

\_\_\_\_\_  
date

This form must be completed and returned to the Christ Our Rock Lutheran High School office by the first day of school.

*PLEASE COMPLETE AND RETURN THIS FORM TO THE SCHOOL OFFICE*