

# Christ Our Savior Lutheran High School



*2020-2021  
Parent-Student  
Handbook*

# Parent-Student Handbook

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## **FOREWARD**

As a student of Christ Our Savior Lutheran High School, you are responsible for knowing the material found in this handbook. It contains guidelines and regulations covering many phases of student life. It is meant to contribute to your success and happiness as a student and to a well-functioning student body.

Parents and students should read and review the handbook and consult the principal if any questions arise. Parents and students must sign and return the form at the back of the handbook within the first week of school stating they have read, understand, and agree to the contents of this handbook.

## **MISSION STATEMENT**

The mission of Christ Our Savior Lutheran High School is to provide a Christ-centered and academically excellent education.

## **VISION STATEMENT**

Providing an outstanding Christian and academic education rooted in our Lutheran heritage in a personal and caring environment to prepare young people for life today, tomorrow and forever.

## **STUDENT LIFE**

The high school is committed to provide each student with opportunity for:

- Active membership in a Christian community with daily exposure to God's Word and opportunities for applying Christian principles.
- Close personal relationships with fellow students and with faculty and staff members.
- Selecting an appropriately challenging academic program that will develop and strengthen the student's God-given abilities.
- Involvement in athletics, drama, music, leadership and service.

## **STATEMENT OF PHILOSOPHY**

The philosophy at Christ Our Savior Lutheran High School, as a school of the Lutheran Church Missouri Synod, is governed by the Holy Scriptures as the inspired and inerrant Word of God and centers in Jesus Christ to whom all Scripture bears witness. The primary purpose is to provide the opportunity for the students to find identity, meaning, and purpose for their life by growing in grace and in the knowledge of Christ as Lord and Savior (2 Peter 3:18). Faith in Christ finds fruitful expression in life: therefore, Christian education is designed to help the students pursue their vocation in unselfish Christian service in the world. Such education requires spiritually mature and academically qualified faculty members who participate faithfully in the worship life of the church.

Christ Our Savior Lutheran High School recognizes that all knowledge derives from God and that the "fear of the Lord is the beginning of wisdom," Secular learning cannot be divorced from sacred learning, and all subject matter must be taught in the light of the eternal truth revealed in God's Word. All knowledge, skills, and talents are gracious gifts of God. Responsible and respectful stewardship of His gifts demands that they be nurtured and developed to the best of our abilities. The Christian faith is then the foundation and unifying factor of the entire program.

## **STATEMENT OF GOALS**

Christ Our Savior Lutheran High School will endeavor to maintain an educational environment so that each student may know God through His seeking and forgiving love in Christ. Therefore, each will be encouraged to:

1. Appreciate and use the Means of Grace.
2. Be an active participant in the program of the parish.
3. Witness to Christ by word and deed.
4. Be a responsible citizen.
5. Be concerned about the needs of others.
6. Understand who and what God wants him/her to be.
7. Develop proper attitudes toward work and the willingness and ability to adapt to changing conditions.
8. Establish work habits and skills necessary for the quest for knowledge and for the development of mental and physical abilities.
9. Participate in worthwhile and God-pleasing leisure time activities.
10. Relate responsibly to God's whole creation while living in the Christian hope.

## **ADMISSIONS POLICY**

Christ Our Savior Lutheran High School does not desire to turn anyone away, but we recognize we are not able to meet the needs of all students.

Students new to Christ Our Savior Lutheran High School who have experienced academic and/or behavioral problems may be enrolled conditionally. Acceptance for admission to the freshman class presumes successful completion of the elementary, eighth grade program. All students must live with their parents or legal guardian while attending Christ Our Savior Lutheran High School. Any exceptions must be approved by the principal.

*Christ Our Savior* offers a rigorous curriculum and operates under the assumption that all its students can work at this level. COSLHS does not offer resource or special learning needs classes or services. However, we also want a Christian education for all those who wish to receive a Christian education; therefore many special needs can be met through individual attention with the teacher or a Guidance Counselor. There may be times when a student has a special need that COSLHS cannot help. In these cases COSLHS will consult with the parent to refer the student to an institution that may be of more service to the student. There are limited resources available to COSLHS students through Perandoe Special Education School District special services.

If scores are currently unavailable, the student will be admitted on a probationary basis while testing is done and evaluation is completed or records are obtained. A reasonable time frame will be set by the principal. At the end of the probationary period, the principal will determine if the student has met the requirements to attend COSLHS. If the requirements are not met, the student will be ineligible to attend COSLHS until such requirements are met.

**The principal may admit students on probationary status if the student's situation merits, whether based on past academic status or past behavior. A probationary student's status will be evaluated every midterm following admission to COSLHS. Final decision on acceptance to COSLHS will be made prior to the first complete semester of attendance. At any time failure to comply with rules of COSLHS may result in a student being put on probation, being returned to probation, or being removed from the school.**

Adopted June 8, 2006.

## **GENERAL INFORMATION**

### **School Day**

Our school day begins at 8:05 AM and ends at 3:10 PM. Students are to arrive no earlier than 7:35 AM without special permission. At the end of the day students are to leave school immediately unless they have special permission. Students who are waiting for rides should do so from inside the classroom building.

### **Non-Discrimination Policy**

Christ Our Savior Lutheran High School does not discriminate against or in favor of any student, employee or job applicant on the basis of age, gender, race, ethnic background, religion, creed, country of origin, marital status, disability, or on other basis in accordance with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act of 1973, Title IX, Age Discrimination in Employment Act, Title VI and VII of the Civil Rights Act, Individuals with Disabilities Education Improvement Act, the Illinois School Code and other federal or state laws in the contracting or Calling of all school personnel. First preference is given to Synodically trained teachers and then Lutheran teachers. All rights, privileges, and policies found in the COSLHS faculty/staff handbook apply to all employees.

In keeping with this policy, COSLHS does not tolerate harassment or discrimination against anyone in one of the aforementioned protected groups. All employees and students must avoid such harassment or discrimination, and are responsible for assuring that the school is free from such harassment or discrimination at all times. Any employee or student who feels he or she is a victim of any such act of discrimination or harassment may file a complaint with the principal. A finding that an employee or student has engaged in conduct constituting such harassment or discrimination will result in corrective action which may include but is not limited to disciplinary action against such employee or student in the manner prescribed by law.

### **Policy on Asbestos Management for Christ Our Savior Lutheran High School**

With buildings built in 2004 & 2009, the school has no known or assumed asbestos materials.

### **Chapel/School Devotions**

An important part of life at Christ Our Savior Lutheran High School is attendance at weekly chapel and school devotions. It has been designed for the student's spiritual growth to provide a place for spiritual fellowship with the rest of the school family.

All students participate in theology courses, worship, and devotional activities. We expect all students to participate respectfully and reverently, regardless of their personal beliefs. If any problems of conscience should occur, we expect that the student and/or his/her parent will contact the appropriate teacher or administrator to help resolve the issue.

Students or student groups may be assigned to present a devotion for the school once or more throughout the school year.

### **Closed Campus**

Christ Our Savior Lutheran High School is a closed campus. Students may not leave school before designated closing times without permission from a parent/guardian and the school office. Students who arrive by car should immediately, upon arrival, come into the building. Students are not to leave the campus or return to any vehicle after arrival unless specific permission is obtained from the office. There is to be no loitering in or around parked cars before or after school.

### **Tobacco Free Campus**

COSLHS prohibits the use of tobacco on school property by any school personnel, student or other person when such property is being used for any school purposes. "School purposes" include, but are not limited to, all events, activities or other use of school property that are authorized by school officials including all interscholastic or extracurricular athletic, academic or other sponsored events in which pupils participate. *105 ILCS 5/10-20.5b and 105 ILCS § 5/34-18.11.*

### **Vehicles - Bicycles**

Students who use motor vehicles or bicycles for transportation may NOT use them during the school day unless directed by the administrator. Each driver is legally responsible and liable for their own actions and control of their vehicle. The speed limit for the driveway and parking lot is 15 mph. Students failing to observe good and safe driving procedures will not be permitted to bring their vehicles onto school property. All motor vehicles used by students must be registered in the school office.

### **Visitors**

All visitors must be pre-approved by the Administrator or the office staff. Guests must register at the office where they will be issued a visitor's pass. (Guest registration for school social activities is also required). Shadows should schedule visits with administration at least one school day in advance.

### **Dress Code**

Students are expected to dress in ways that express Christian values during school hours and at all school functions, on and off campus. Students are to present a positive image, including dress, hygiene and personal appearance.

Student dress should adhere to the following:

- Clothing that creates a health problem, safety hazard or is disruptive to the learning process will not be permitted. This includes clothing that is excessively revealing, displays profanity, advertises rival schools, alcoholic beverages and/or tobacco products, advertises the use of illegal substances, musical artists, vulgar and/or distasteful sayings including sexual innuendo or violence.
- Shirts that do not cover the collar bone are not allowed. Midriffs, bare backs, cleavage and under garments may not be exposed. Articles of clothing which are traditionally considered undergarments or sleepwear are prohibited. Shirts that are torn and/ or cut-off in any manner are not allowed.
- Shorts should be at least as long as the tips of the middle finger when the arm is extended next to the body.
- Skirts shall be no shorter than 4 inches above the kneecap.

- Pants, Jean's, shorts, or skirts with holes or tears in them are prohibited. Pants, jeans, shorts, or skirts with holes that are worn with garments underneath will NOT be allowed.
- Saggy pants will not be tolerated. Saggy pants are those that are worn low enough from the waist that undergarments are exposed. Saggy pants will be treated as a dress code violation.
- Trench coats or duster type coats are prohibited.
- No hats, head coverings or hoods are to be worn inside the school building from the time of arrival until dismissal.
- Shoes are required by state law. No flip flops or shower shoes may be worn.
- Hair length for boys must not extend to the shoulders. Ponytails are prohibited. Facial hair should be neatly trimmed.
- Students should avoid extreme and/or bizarre hairstyles and unnatural colors.
- Pierced jewelry may be worn in the ears of female students only.  
All students with other visible piercings should wear a clear or flesh tone spacer.
- Tattoos should not be visible at school or at school activities.

Students dressed inappropriately will be required to change clothes. Students who refuse to change their unacceptable clothing may be suspended from school immediately.

Consequences for inappropriate dress will be as follows:

- 1st offense- Warning, coverage and/or change
- 2nd and subsequent incidences will result in in-school suspension with loss of academic credit until proper clothing can be obtained.

### **Public Display of Affection**

In keeping with Christian principles, all students are to display a genuine concern and care for others. Hand holding is acceptable; however, it is important that at school and at school activities all other public displays of affection are avoided.

### **Hall Passes**

With exception of the time between classes, all students in the halls during school hours are to have a staff authorized pass.

### **Lunchroom**

Eating is restricted to the lunchroom or other designated areas. Students are to display proper manners at all times. At the end of each meal, each student is responsible for proper disposal of his/her trash. Opened food and drink containers are not to be kept in lockers for sanitary reasons. Each week, two students will be responsible for cleaning lunchroom tables, microwaves and the floor.

### **Chewing Gum & Water**

Chewing gum is not acceptable in the school building. Water may be kept in lockers in a clear, plastic, sealable container to be consumed during passing periods. Teachers have the discretion to allow or disallow water in their classrooms.

### **Lockers/Personal Valuables**

All students are assigned lockers to store their books and personal articles. The school is not responsible for lost or stolen items; therefore, all students are discouraged from bringing valuables to school.

### **Locker & School Property Care**

Lockers and combination locks are the property of the school at all times. Lockers are subject to search at any time by the school administration with or without the student's consent or presence. This may include removing or cutting a lock. Inappropriate materials will be removed.

Interior locker decorations must be modest and in good taste. Decals and stickers deface lockers and are not to be used. No open food nor drink containers should be kept in the locker. The locker must be clean and unmarked at the end of the school term. Students are responsible for reporting any locker damage to the school office. (Cost of unreported damage will be billed to the student to whom the locker is assigned.)

Lockers are to be kept locked at all times.

If a student loses school property, he/she will be assessed the replacement cost(s). If a student damages such property, he/she will be assessed an appropriate fine at the discretion of the school administration. Report cards may be withheld until such fines and/or replacement costs are paid.

### **Textbooks, Workbooks and Apps**

Physical textbooks, electronic textbooks and Apps are the property of Christ Our Savior Lutheran High School.

Textbooks should be cared for in a way that preserves the life of the book for student use in years to come. No extra papers should be kept inside the binding. Book covers are recommended. Fines will be assessed for extra wear and tear. Students will be assessed a replacement charge for books that are lost or abused in a way that renders them unusable for future students.

All textbooks and workbooks must be returned to the appropriate teacher at the conclusion of the course. Electronic textbooks and Apps should be removed from a student's device at the conclusion of a course.

### **Lost and Found**

The school office is the location for the lost and found. Any unclaimed items will be disposed of at the end of each month.

### **Student Files**

Parents or students over 18 years of age may review their files in the presence of a school official. Educational records can be sent to another educational agency without a parent signature (Federal Law 99.31). Records can be released to other agencies with written consent of parent and/or student of legal age. A student's temporary file will be kept for five years after graduation. A student's permanent file will be held for 60 years. After these respective times, a student's files will be destroyed.



Christ Our Savior Lutheran High School, when requested, will transfer student records as long as that student is in good standing, i.e. All fees & tuition are paid. The records will be sent within ten days of receiving such a request. If a student still owes tuition, an unofficial record of student progress will be sent. An official transcript will be sent when fees are paid and the student is again in good standing.

### **Phone Policy**

When students enter a class, they will place their cell phone in the provided storage unit for the duration of the class period. Students may use their cell phones during passing periods and lunch for non-call related purposes which are not disruptive to the functioning of the school or the safety and privacy of other students or in violation of other school policies. The acceptability or unacceptability of usage will be determined by Christ Our Savior faculty and Staff. A student found to be using their device in an unacceptable way will have the device confiscated until the end of the school day for a first offense, and on subsequent offenses will have the device returned only after a parent has been contacted and approved the return of the device to the student. Students who do not have a cell phone or will not be bringing it to school for a prolonged period of time will have a signed parental note on file in the office indicating such.

### **Physicals & Immunizations**

Each entering student must provide the paperwork for a current physical, an eye exam, a dental exam and proof of required immunizations (inc. TDaP) by October 15<sup>th</sup>. Any student not in compliance by Oct. 15<sup>th</sup>, by state law, will not be allowed to attend school until in compliance.

Students interested in sports must also provide an annual Sports Physical (if not required to have a complete physical) prior to any practice or participation in sports activities.

## **GUIDANCE INFORMATION**

### **Guidance**

Each student of Christ Our Savior Lutheran High School has special opportunity for educational and vocational guidance. The guidance counselor will set up a yearly meeting with each student.

The School Counselor, Administration or Faculty is available for individual and group guidance. Students are encouraged to take the initiative in contacting administration or any teacher for such concerns.

All guidance information is kept in strict confidence within the faculty unless disclosure is required by law or by the courts.

### **Testing**

Various academic tests are administered throughout the year. These will include achievement tests, tests for college entrance, and special tests for awards/special interests. Students will be given the opportunity to review the results of tests in order to make better personal, educational and vocational decisions.

## PREGNANCY POLICY

In the event of a pregnancy incurred by a student(s) enrolled at Christ Our Savior Lutheran High School, the school shall continue to minister to the student(s) involved in the pregnancy.

This shall include the following:

1. The appropriate staff members will confer with the student (**father or mother**) and parents.
2. The student(s) will be referred to their pastor(s) and appropriate social services for counseling and support. A student attending COSLHS will be required to receive counseling. This is to benefit both the student and the child. Counseling must be set up and verified by the principal within 30 days. Counseling must continue while the student(s) attend COSLHS or until the counselor sends the school a release. If the student fails to comply, he/she will not be permitted to attend school and will lose credit for absent days.
3. The school will establish and monitor appropriate expectations and guidelines for the student(s) regarding relationships with other members of the student body.
4. The school will determine the academic needs of the student(s) on a case by case basis after conferring with the student, the family, and the student's physician.

## ACADEMIC INFORMATION

### Graduation Requirements

Christ Our Savior Lutheran High School is recognized by the state of Illinois and is nationally accredited thru National Lutheran Schools Association and AdvancED.

The Board of Directors of Christ Our Savior Lutheran High School has specified supplemental requirements necessary for graduation. The total number of credits required is 24. This includes 20 credits in the various disciplines and 4 credits in Religion (one-half credit for each semester of attendance.) Academic information regarding requirements, courses, class schedules, and post high school requirements is available from the guidance counselor.

Note: State education departments and post-high school institutions may emphasize certain curricular requirements or post-high school admission requirements that exceed high school graduation requirements. The school will advise students, as it becomes aware of such changes.

<u>Subject Area</u>	<u>Credits</u>	
Religion	4 credits	
English	4 credits	including two writing intensive courses
Mathematics	3 credits	including Algebra 1 and a course including Geometry
Science	2 credits	
Social Studies	3 credits	including U.S. History, Government & Civics
Foreign Language/Vocation	2 credits	
Physical Education	2 credits	
Business/Technology	1 credit	
Consumer Education	.5 credit	
Health	.5 credit	
Electives	1 credit	
<u>Service</u>	<u>1 credit</u>	awarded .25 credit for 25 community service hours

Total required to graduate 24 credits

The minimum requirements for students to advance to each grade level are as follows:

Freshmen: 0 Credits; Sophomores: 6 Credits; Juniors: 12 Credits; Seniors: 18 Credits.

The minimum requirement for graduation is 24 credits.

Students may schedule no more than one study hall per semester without permission.

### **Service Hours**

*COS* requires two types of service hours. To help our students learn to live their faith by serving others, every student is required to complete Community Service Hours. To acknowledge that tuition paid by families only reflects a portion of the cost necessary to educate their child, families are required to assist the school and its operation through Family Service Hours.

### **Student Community Service Hour Requirement:**

Each student is required to complete 25 community service hours for each year of attendance.

Hours are pro-rated for partial years. Three rules govern these hours:

1. No pay is received.
2. Community service is rendered for someone outside the student's immediate family, but not *COS*.
3. Hours will be counted for service outside the regular school day that does not include service normally associated with clubs, church, or regular school activities.

Students report their time by having the person receiving service sign for the number of hours that were completed. A student's community service hours must be turned into the Theology teacher before second semester finals. Credit for community service hours will be reflected on the student's semester transcript.

### **Family *COS* Service Hour Requirement:**

Families are also required to complete 25 school service hours directly to *COSLHS*. Families receiving tuition assistance are required to complete 50 school service hours per year. School service hour time will be credited as follows: 2 workers = 1.5 hours per hour worked.

3 workers = 2 hours per hour worked, 4 workers = 2.5 hours per hour worked. Workers must be high school age or older unless prior approval is given.

School service hours must be completed by the last day of the school year. It is the workers' responsibility to sign a working log to receive credit for hours worked. Incomplete school service hours will result in an assessment of \$10 per incomplete hour. Penalties must be paid by June 1<sup>st</sup>. Re-enrollment, tuition assistance, release of grades and graduation will be forfeited if the service requirement or dollar penalties are not met.

Any service hours completed after the last day of the school year apply to the following school year.

**Schedule Changes** After classes have been requested by students, approved by parents, and checked by administration, schedule changes should not be necessary. If a student is placed incorrectly in a class, has major career objective changes, does not have the ability to be successful or their ability is too high for the course content, schedule changes may be permitted through the recommendations of the teacher, administration, and parents. All requests for a schedule change must take place during the first 3 full school days following the beginning of the

class. Normally, students are only allowed to have one study period per semester. If a student already has a study hall, they must enroll in another class.

Full year classes are not to be dropped at the end of the first semester unless grade problems exist or teachers recommend the change.

**IVS Classes** Students may take classes online through IVS or NDCDE for credit recovery or as electives. The student's family is responsible for the cost of the class if the class is being taken for credit recovery. Students who fail two online classes will not be allowed to enroll in additional online classes, unless the family elects to pay for the class at their own expense. If a class taken this way is passed with a B or better final grade the student may resume traditional enrollment in IVS or NDCDE classes

Any changes to online class enrollments must take place during the first three days of the start of the class.

**CCSI Classes** Students will be eligible to take Vocational courses at CCSI during their Junior and Senior years based on the following criteria:

- They are on track to graduate.
- They have failed no courses in their Freshman and Sophomore years, or any failed credits were successfully recovered.

Taking courses at CCSI will require additional costs.

**Credit Recovery Classes** If a student fails a class that is required for graduation, they have two options. If the class is offered on campus, the student may retake the class on campus. If the class is not offered or conflicts with other required classes, they may enroll in the online IVS credit recovery class at their own expense.

### **Grading Procedures**

**Unified Grading System:** All classes will be graded on an unweighted point-based system.

Your grade for each class will be based on a combination of the following:

1. Daily homework assignments
2. Activities and projects (including reading and writing)
3. Quizzes
4. Chapter/Unit Tests
5. Participation in class and with peers
6. Work ethic

**Cheating and Plagiarism:** Cheating and plagiarism will not be tolerated in an academic environment. Plagiarism, copying another's work and passing it off as your own, is intellectual theft. If you are unsure about what constitutes plagiarism or cheating talk to me. Any act of cheating or plagiarism will result in a zero for the assignment. This is non-negotiable.

**Late work policy:** Homework is expected to be turned in on time and completed before the beginning of the class period. Late work will be accepted for a reduced grade, at the rate of a 10% reduction per day for up to 3 days. At that time assignments still not turned in will become zeros.

**Test Corrections:** If a teacher elects to allow test corrections they will be optional and allow the student to earn back up to 50% of the missing points. Ex: On initial testing the student earned a 70% if corrections were completed to the teacher's specifications and all correct the new final grade would be an 85%.

If a student requires special circumstances, he/she should discuss it with the teacher prior to the due date; not on the day the assignment is due. "I did not know what to do" will not be accepted.

### **Study Halls**

Expectations for students in study hall are the same as in regular classes. Attendance rules apply.

Guideline:

- Bring adequate work for the entire period.
- Be quiet so students can work/study.
- Passes are required to leave the study hall.
- Seating assignments are determined by the supervisor.
- General classroom rules apply.

### **Honor Roll**

Honor Roll with High Distinction	GPA of 4.00
Honor Roll with Distinction	GPA of 3.99 to 3.75
Honor Roll	GPA of 3.74 to 3.50
Honorable Mention	GPA of 3.25 to 3.49

Students who earn a 3.50 GPA or higher for 3 consecutive semesters and exhibit the 4 cornerstones (scholarship, leadership, character & service) may apply to be a member of the National Honor Society. Transfer students must have attended COSLHS for one semester prior to application for membership.

### **Final Exams/Portfolio**

Semester grades are to be based on 40% (quarter), 40% (quarter) and 20% (semester exam/portfolio/project). Semester exams, projects or portfolios are to be comprehensive and reflect an entire semester of education. All core classes including Theology will conduct semester exams and/or have a comprehensive portfolio and project. Teachers of elective courses may conduct semester exams at their discretion.

Teachers may allow juniors to exempt one second semester exam if they have a 93% average for both quarters. Portfolios and Final projects may not be exempted.

Teachers may allow seniors to exempt two second semester exams if they have a 93% average for both quarters. Portfolios and Final projects may not be exempted.

Exemption forms for finals should be turned in to the office by the Friday preceding final exams. These forms are signed at the discretion of the teacher. Even if the student meets the qualifying requirements, the teacher may disallow an exemption. Finals for semester-long courses are not eligible for exemption.

### **Academic Warning/Probation**

When a student in any grade falls below a C average overall in their class, teachers will place the student on Academic Warning and parents will be notified. The classroom teacher and student will develop an academic plan to improve his/her performance.

If the student's performance does not improve for two consecutive mid-quarters, he/she will be placed on Academic Probation and their continued enrollment will be considered conditional based upon commitment to an Academic Improvement Plan set forth by the Administration.

### **Incompletes and Make-up Work**

Arrangements for make-up work must be made with the instructors as soon as possible after the absence. Students are afforded one day for each day of absence plus one additional day to submit their work.

Work for planned absences may be required to be completed and submitted prior to the absence. Students are responsible to make arrangements with each of their instructors. Students who fail to make arrangements may receive failing grades for work missed.

### **Grading**

Letter grades reflect academic progress:

			Grade Points per Unit of Credit
A -	Superior	100-90	4
B -	Above average	89-80	3
C -	Average	79-70	2
D -	Below Average	69-60	1
F -	Failing	Below 60	0
I -	Incomplete		0

Grade point average is determined by adding all earned letter grade point values and dividing this total by the number of credit units completed and graded. Normally, grade point average is computed to the nearest one-hundredth of a point.

### **Progress Reports**

Report cards are issued four (4) times per year, usually within one week after the close of each quarter. Mid-term progress will be reported in each quarter.

### **Parent-Teacher Conferences**

Parent-teacher conferences are scheduled after the first and third academic quarters. These conferences provide for specific contact between parents and teachers midway through both semesters. All parents are encouraged to attend these conferences. If additional contact is needed, please arrange a date and time with the teacher.

### **Release Time**

Seniors may have release time at the beginning or end of the school day (1<sup>st</sup> or 8<sup>th</sup> period). Concurrent enrollment or work release may be granted for more than 1 hour for those eligible and with prior approval. The following criteria must be met.

1. Student has no scheduled class during those periods.
2. Student demonstrates that graduation requirements can be achieved.
3. Parent consent is obtained.
4. Academic warning, academic probation, and/or disciplinary probation are not in force.
5. For late arrival, student must avoid tardies to their next class.
6. For early dismissal, student must leave school promptly and may not loiter in building, parking lot, etc.

7. Student may not leave and return for any afternoon co-curricular activity and/or event scheduled on school property without permission from the school administration.

These guidelines are administered on a mid-quarter and quarterly basis and may be revoked for any student at any time. *Christ Our Savior* will not intentionally work to make a student's schedule convenient for this purpose.

### **Transcripts**

A transcript is the permanent, cumulative record of each student's academic performance. It includes a listing of grades for all courses completed. The transcript also includes the student's attendance record and scores and ratings from academic tests.

Copies of transcripts for college admission, job applications, etc. may be requested in writing from the office. This request should be accompanied by an envelope, stamped and addressed to the appropriate college or agency. Failure to do so may result in a delay of sending the transcript.

### **Continuing Education Scholarships**

Since the founders of Christ Our Savior Lutheran High School believed in Lutheran education, scholarships will be awarded to those seniors who attend a Lutheran college or university their freshmen year. The Board of Directors will determine the amount. Seniors need to contact the Lutheran college they plan to attend and request that their college notify Christ Our Savior Lutheran High School to verify that they are registered and in attendance. Once that notification is received by Christ Our Savior Lutheran High School, the amount will be sent in a lump sum by September 3.

## **FINANCIAL INFORMATION**

### **Fees and Tuition**

Fees and tuition costs are determined annually by the Board of Directors of the school.

In addition to annual tuition & fees, seniors will be asked to remit a graduation fee of \$35 to offset the costs for graduation (i.e. cap & gown, programs, decorations, etc.)

Tuition will be paid over a ten-month period from August to May of each school year. The first tuition payment is due the Friday of the first week of school, and all other tuition payments are due by the 15<sup>th</sup> of each month.

Those who wish to pay over a twelve-month period may enroll in the LCEF Joyful Response program whereby funds are automatically withdrawn from their bank account beginning in June. With this option parents may select the day of the month that the tuition payment is withdrawn. To use this service the school office must be notified for the necessary paperwork.

If an outstanding balance of tuition or fees remains past May, year-end grades will be held until the account is paid in full.

Students whose accounts are three months in arrears shall be considered financially ineligible to attend classes and may be prohibited from attending classes or participating in school sanctioned activities due to non-payment of tuition, non-payment of fees, or non-returned school property unless special arrangements have been made. Any returning student will be prohibited from

attending classes and participating in school-sanctioned activities until all previous fees have been paid and school property returned. Adopted June 10, 2004.

Families whose tuition accounts are three or more months in arrears will be requested to meet with the Executive Committee of the Board of Directors to determine a schedule for clearing the outstanding account.

If necessary, pre-paid tuition is reimbursed on a pro-rated basis, whether paying monthly, semi-annually, or annually, minus a fee of \$100 to cover processing fees and transfer of records.

### **Financial Aid**

Tuition assistance applications will be accepted from March 1<sup>st</sup> to July 15<sup>th</sup> for any family in financial need. This will be done online at [www.factstuitionaid.com](http://www.factstuitionaid.com). After July 15<sup>th</sup> individual consideration will be given to additional requests.

All tuition assistance dollars awarded will be distributed evenly over the ten- month payment period.

An application for tuition assistance may not be accepted for a returning student previously on Academic Probation.

### **Special Fees**

Certain classes may assess a fee to cover the actual cost of materials or activities that the student may need or request.

## **ATTENDANCE POLICY**

A student may forfeit academic credit in classes where they have accumulated more than ten (10) absences in a semester. The student must submit a REQUEST FOR WAIVER OF LOSS OF CREDIT in order to be considered for academic credit for the class or classes in which the student has had more than ten (10) absences during a semester.

A student's parent must report each absence to the COSLHS office no later than 9:00 a.m. on the day of the absence in order to establish that the student is not truant. The student must submit a note with an acceptable excuse before admission the next day to remove the unexcused absence.

ANY WORK OR ANNOUNCED TEST MISSED DURING AN UNEXCUSED ABSENCE IS A ZERO. IF A STUDENT HAS MORE THAN 10 UNEXCUSED ABSENCES IN A SEMESTER IT RESULTS IN A FAILING GRADE AND JEOPARDIZES THE STUDENT'S FUTURE ENROLLMENT AT CHRIST OUR SAVIOR LUTHERAN HIGH SCHOOL.

Administration reserves the rights to require a doctor slip regardless of parental notification if the student has had excessive absences. The administration also reserves the right to question any and all absences.

Excused absences consist of:

- a. Doctor's or dentist's visits
- b. Hospitalization
- c. Medical treatments or professional care due to serious illness



- d. Emergency room treatment
- e. History of chronic health problems
- f. Funerals
- g. Court hearings
- h. Personal calamities (fire, flood, etc.)
- i. Non-school sponsored activities that have been approved by the principal's office before the absence.
- j. College visits.
- k. School-sponsored field trip or activity

### **Class Tardies**

If a student is tardy (late to school) for first hour, he/she must report to the school office to obtain an admission slip before going to class. Students are responsible to obtain an excused tardy pass when tardy to any other classes. Three (3) unexcused tardies for any class in a single quarter will result in a full unexcused absence and disciplinary action. Each teacher will inform his/her students of expectations for prompt classroom attendance and what constitutes tardiness.

### **School Closing**

Students and parents are to check local TV stations on mornings when weather conditions are bad. Late starts or cancellation of classes will also be posted on the school's website. For a text alert, families may sign up through NotifyMe on the COS website. DO NOT assume that school will be closed even if some surrounding school districts are.

### **Appointments - Illness - Medication**

Dental and doctor appointments should be made outside of the school day. When ill at school, the student should report to the school office. Any medication whether or not it is prescribed by a physician should be brought to the office with an explanatory note signed by a parent. Directions from a physician should accompany any prescribed medication so that dosing and timed intervals are monitored properly. Students should not have any sort of pill or medication in their possession at school. Acetaminophen or Ibuprofen will be given to a student upon request provided their parent has signed a waiver granting permission to do so. All medication will be taken in the presence of office staff.

### **College Visits**

Juniors and seniors are allowed two days for college visits provided they have missed no more than 10 days of school. Each day must be approved by the office one week in advance and used before May 1st with a "College Day Request" form, which may be picked up in the office. Upon return to school, students must present a signed verification showing the dates and times of the visit from the admissions office of the college.

## DISCIPLINE POLICY

When violations of school disciplinary rules and regulations occur, it is the responsibility of involved teachers and administrators to work with the student, his or her parents and other support personnel, to help the student to correct his or her behavior. All disciplinary actions shall be directed toward protecting the welfare of school community as well as helping the student develop self-discipline. When determining the response for a specific violation, school personnel will consider the nature of the act, the student's previous school history, his or her age and maturation, any mitigating circumstances, and the effect of his or her actions on the welfare of the school community. The following is an outline of some behaviors and disciplinary action generally taken. However, the administration is not limited to the disciplinary action outlined in the following paragraphs and may, when extenuating circumstances exist or it is deemed appropriate, increase or decrease the disciplinary action taken.

Truancy	Unexcused absence for each class missed, detention, in school suspension or suspension. (see "attendance policy")
Tardiness	Three unexcused tardies for any class will result in an unexcused absence and a detention.
Fighting	Suspension of 1-10 days, and/or recommendation to the Board of Education for expulsion and/or notification of law enforcement.
Use of any device, object or paraphernalia in connection with or representing (including look-a-likes) drugs, alcohol, sex, violence, vulgarity or profanity or use of anything to break school rules.	<ol style="list-style-type: none"><li>1. Notification of parents and law enforcement in addition to securing or confiscation of device, object of paraphernalia.</li><li>2. Action taken may range from reprimand to suspension and/or recommendation to the Board of Education for expulsion.</li></ol>
Physical assault, threats and/or extreme aggressive behavior toward a school employee, a student or any individual having a connection with the school.	Notification of law enforcement and 10 day out-of-school suspension and/or recommendation for expulsion.
Any act of invasion of privacy, threats, harassment or damage to property of a school employee, on or off school grounds.	Notification of law enforcement and 10 day out-of-school suspension and/or recommendation for expulsion.
Verbal abuse, (sexual) harassment, online bullying (including threats, intimidation, profanity and vulgarity).	Action taken may range from reprimand and/or notification of parents to suspension and/or recommendation for expulsion and/or notification of law enforcement.

Verbal, written, texted, pictorial or other form of communication that communicates or advertises an inappropriate message.	Action taken may range from reprimand and/or notification of parents to suspension and/or recommendation for expulsion.
Theft	Action taken may range from reprimand and/or notification of parents to suspension and/or recommendation for expulsion. Family is expected to make restitution. Law enforcement involvement as necessary.
Rudeness, disrespect or disobedience towards employees	Action taken may range from reprimand and/or notification of parents to suspension and/or recommendation for expulsion.
Disruptive acts (conduct interfering with the operation of the school or educational process).	Action taken may range from reprimand and/or notification of parents to suspension and/or recommendation for expulsion.
Destruction or defacing of school property or property of school personnel.	Action taken may range from reprimand and/or notification of parents to suspension and/or recommendation for expulsion. Family is expected to make restitution.
Loitering and/or failure to be in designated area during lunch period or passing period.	Action may range from detentions to suspension.
Weapons/dangerous objects (possession or use of any weapon, look-a-like weapon or any dangerous object or instrument including lighters.)	Notification of parent and law enforcement. Additional action taken may range from reprimand to suspension and/or recommendation for expulsion.
Abuse of Fire-Safety equipment (setting a false fire alarm, reporting falsely a threat of fire or explosion, tampering with fire safety equipment.)	<ol style="list-style-type: none"> <li>1. 10 day out-of-school suspension and/or recommendation for expulsion.</li> <li>2. Family expected to make restitution.</li> <li>3. Police involvement as necessary.</li> </ol>
Arson	<ol style="list-style-type: none"> <li>1. 10 day out-of-school suspension and/or recommendation for expulsion.</li> <li>2. Family expected to make restitution.</li> <li>3. Police involvement as necessary.</li> </ol>
Participating, aiding or abetting in the violation of a school rule.	Action taken may range from reprimand and/or notification of parents to suspension and/or recommendation for expulsion and/or notification of police.

Act of dishonesty (such as lying, plagiarism or forgery, specifically including forging a parent/guardian signature)  
\*Note: Parent/guardian's cannot give permission for a student to sign a parent/guardian signature for any reason.

Action taken may range from reprimand and/or notification of parents to suspension and/or recommendation for expulsion and/or notification of police.

Excessive display of affection.

First violation: detentions. Subsequent violations-action taken may range from multiple detentions to suspension.

Possession of any type of tobacco product.

First violation-1 day out-of-school suspension  
Second violation-3 days out-of-school suspension  
Third violation-5 days out-of-school suspension

Use of any type of tobacco product.

First violation-3 days out-of-school suspension.  
Second violation-5 days out-of-school suspension.  
Third violation-10 days out-of-school suspension.

Drug and chemical abuse (including the use, possession, distribution or intent to distribute any controlled substance, alcohol, or "look-a-like" drug; the representation of any substance to be a controlled substance or the illegal or improper use of, distribution of, or intent to distribute prescription drugs.)

First violation- Notification of law enforcement and 10 days out-of-school suspension and/or recommendation for expulsion

On school property under the influence of alcohol or drugs (including the smell of liquor on the breath).

First violation- Notification of law enforcement and 10 days out-of-school suspension and/or recommendation for expulsion

**NOTE:**

ALL POSSIBLE MISCONDUCT AND/OR BEHAVIORAL CIRCUMSTANCES CANNOT BE CATEGORIZED AND DESCRIBED IN THIS HANDBOOK. CONDUCT WHICH, IN THE OPINION OF THE ADMINISTRATION, IS OBVIOUSLY UNACCEPTABLE IN AN EDUCATION SETTING WILL RESULT IN AN APPROPRIATE DISCIPLINARY RESPONSE. THE SEVERITY OF THE DISCIPLINE WILL RANGE FROM WARNING AND UP TO AND INCLUDING AN EXPULSION.

Extra-curricular activities are privileges extended by the school to students who wish to participate and who agree to comply with the rules and regulations established for the respective activity.

**Appeal Procedure**

A student who has been expelled may appeal the expulsion. The student and his/her parents must submit a written request to the Executive Committee stating reasons for reconsideration. A letter of appeal to the Executive Committee should be submitted to the principal who will schedule it for review.

## **Definitions of Consequences**

**Detention:** A student may be detained before and after school or at other designated times (including Saturdays) by teachers and administrators for specified periods of time.

**In-School Suspension:** A student is separated from class and classmates (social isolation) and placed in a designated area for a specified period of time. School work is required to be completed to prevent falling behind. No extra-curricular activities will be permitted for that specified period of time.

**Suspension:** A student is separated from the school for a period of time not to exceed ten consecutive school days. During that time, the student cannot participate in extra-curricular activities, and may not be on school grounds or at school activities, but may complete school work for credit. Parents must be present for re-admission. If requested, the school board will review the administration's decision and issue a written statement providing detail, length and rationale for the suspension.

**Probation:** A student is placed on prescribed expected behavior for a period of time. Violation/s of these prescribed behaviors will result in recommendation for expulsion. A probationary period will normally be for nine weeks. The probation may also be specified for the remaining portion of a school year. A student may not participate in extra-curricular activities while placed on probation.

**Expulsion:** A student is removed from the school for the remainder of the school term and is removed from the school roster. During that time, the student cannot participate in school activities and may not be on school grounds, but may complete school work for credit. Removal from school does not mean the students involved are not forgiven. Rather, it is intended to emphasize the seriousness of the offense for a Christian school setting. The school board will provide notice to the parent/guardian about an expulsion hearing. In public session, the board will produce a written decision including specific reasons for the expulsion and rationale for the specific duration.

## **Conflict Resolution**

Even in a Christian learning environment, conflicts often arise. When conflicts arise, we expect that members of the Christ Our Savior Lutheran High School "family" will seek to resolve differences in a spirit of Christian love, following the process established by Jesus in Matthew 18, and characterized by the following: (1) Attempting to gather as much information as possible before rushing to judgment; (2) Confronting the person(s) directly with whom a conflict may be experienced in a respectful way demonstrating Christian love; (3) Looking for solutions that are in the best interest of all parties involved; (4) Should resolution not be possible at this personal level, the issue should be taken to the principal. (The principal will mediate the conflict and work toward resolution.)

Should further action be necessary, the Board of Directors has adopted guidelines regarding grievances and handling complaints. These guidelines reinforce the standards as explained above. A copy of these guidelines will be made available to families upon request. Decisions by the Board are final.

**CHRIST OUR SAVIOR LUTHERAN HIGH SCHOOL**  
**CODE OF CONDUCT**

“Let your light so shine before men, that they may see your  
good works and glorify your Father who is in heaven.”  
Matthew 5:16

The Board of Directors, the administration, the faculty and the staff have high expectations of all Christ Our Savior Lutheran High School students. Those involved in school activities, leadership roles and/or public performances are expected to conduct themselves in a manner that gives glory to our Lord.

Involvement in school activities and leadership roles is by choice. Participants make a commitment to special expectations and training rules that affect them within the school and within the community. As representatives of our Lord and our school, such students need to behave in a manner that reflects integrity on themselves, on the school activity and on the school itself.

It is understood that a student who has made a commitment to these guidelines and/or training rules will avoid or promptly leave situations that will conflict with this commitment. Students who remain in such situations will compromise themselves by association.

All school rules apply to any extra-curricular activities unless otherwise warranted with the exception of spirit-wear and formal-wear for specific events.

NOTE: The Administrator and the immediate activity supervisor will serve as the review/appeal committee when warranted.

**ELIGIBILITY POLICY**

Students are eligible to compete in any COSLHS extra-curricular activities if they are in compliance with the following policy. This policy is in compliance with that of the IHSA. A copy of IHSA eligibility rules can be found at the following link:  
[http://www.ihsa.org/documents/forms/2015-16/elgrules\\_lg\\_1516.pdf](http://www.ihsa.org/documents/forms/2015-16/elgrules_lg_1516.pdf).

For a COSLHS student to be academically eligible, a student must maintain a grade point average (GPA) of 2.0 or higher. Please note the following guidelines.

- Academic study is the primary emphasis with the Christian education program at Christ Our Savior Lutheran High School
- Participation in extra-curricular activities is a privilege and is based on satisfactory class work.
- To be fully eligible, a student must maintain a quarterly GPA of 2.0 or higher. Students' grades will be checked every mid-quarter (approx. 4½ weeks). Ineligibility will begin on the following Monday and continue in force until grades are evaluated after the next 4½ week period. This includes all interscholastic competition.
- Students with a quarterly GPA below 2.0 may continue practicing and competing if they attend a supplemental instruction period before school 4 days of the week totaling 100 minutes AND meet IHSA eligibility standards.

- Otherwise, competitions and practices will be missed during periods of ineligibility, but a coach may require the student(s) to be studying in an assigned place at the school during practice times.

The student-athlete must be in attendance at school for four full periods the day of a contest in order to participate unless the contest falls on a Saturday, a holiday, or a day in which school is not in session. Exceptions to this rule are, but not limited to, doctor's appointment, family funeral, college visit day and must be approved by the administrator prior to missing school.

### **Student Activities**

Guests of students for school-sponsored activities must have a permission form signed by their parent and approved by the principal ahead of time. School policies are in effect during school activities inside and outside of school hours. All students and their guests are expected to comply with the rules including dress code and alcohol/tobacco usage.

### **Criminal and Motor Vehicle Background Checks for Employees and Volunteers**

All employees must submit to a fingerprint-based background check of unprofessional and/or illegal behavior. Volunteers who have continual contact with students (through coaching, sponsoring) or act as an overnight chaperone will have a criminal background check performed as well. Employees & volunteers who transport students on behalf of the school will consent to a Motor Vehicles Records (MVR) check.

Checks that reveal inappropriate conduct may result in the employee's immediate dismissal. Motor Vehicle Records check that result in a violation will not be permitted to transport students (other than their own children) for any school-related purpose.

## **Valedictorian/Salutatorian Policy**

Adopted August 2019

The titles of Valedictorian and Salutatorian at *Christ Our Savior Lutheran High School* shall be earned and awarded based on the following criteria.

- A Senior must earn at least 6 credits while enrolled at *Christ Our Savior*, and physically attend *Christ Our Savior* for his/her entire Senior Year.
- The valedictorian designation shall be the student who has the highest cumulative grade point average in grades 9 – 12 and must have earned a minimum cumulative GPA of at least 3.5.
- The salutatorian shall be the student with the next highest cumulative grade point average, again having earned a minimum cumulative GPA of at least 3.5.
- Any disciplinary issue dealing with academic honesty will disqualify a student (Including but not limited to cheating and/or plagiarism).
- No one may be valedictorian or salutatorian if they receive any major discipline in junior or senior year.
- In the Instance of a tie, students will be awarded the Designation of Co-Valedictorian or Co-Salutatorian in the case of a tie for the second rank.

# CHRIST OUR SAVIOR LUTHERAN HIGH SCHOOL **COVENANT AGREEMENT**

Christ Our Savior Lutheran High School is a Christian community with all its strengths and weaknesses. Growing and maturing together in God's grace is the privilege of the student body and faculty alike. COSLHS recognizes Jesus Christ comes to us in His Word and we live with Christ at the center of our lives. It is desire of COSLHS for its students to learn the joy that comes from a life of faith in Jesus Christ. The High School desires that its students develop a values system based on God's divine Law and Gospel.

A student enrolled at Christ Our Savior Lutheran High School has a God-given responsibility to become the best student possible and to develop the talents God has given. A good student will give serious effort to preparing class assignments, participating in class discussions, improving work and study habits, and will be governed in matters of discipline by Matthew 18. All COSLHS students are expected to pursue active lives of discipleship with Jesus Christ as his/her Lord and Savior and to understand that Jesus forgives sins and wants him/her to become His disciple. Students will do this through the study of God's Word and through participation in worship.

**Understanding all of these things, I promise, with God's help:**

- to gladly hear and learn God's Word, not only in the classroom but also during worship/devotional settings.
- to honor, obey, respect, esteem, and pray for those in authority.
- to protect and respect my property, body, and reputation as well as that of other students, teachers, and the school - not only during the school day, but at all times in my life.
- to be an example of purity in my thoughts, words, and actions.
- to support school policies and guidelines.
- **to be responsible for prompt and regular attendance.**

**From this Covenant relationship I expect to receive:**

- the dignity and respect due to a child of God.
- Christian concern for my physical, intellectual, emotional, and most importantly, spiritual well-being from all members of the school family.
- fair treatment under the rules, policies, and guidelines of the school.

**By signing this Covenant Agreement, I am accepting these principles as my own.**

\_\_\_\_\_

Student signature

\_\_\_\_\_

Date

**By signing this Covenant Agreement, I agree to and pledge my support for COS school policies.**

\_\_\_\_\_

Parent signature

\_\_\_\_\_

Date

**By signing the Covenant Agreement, I am affirming the school's responsibility in implementing the principles stated in this document.**

\_\_\_\_\_

Principal signature

\_\_\_\_\_

Date



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Student signature

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Date

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\_\_\_\_\_  
Date

**By signing the Covenant Agreement, I am affirming the school's responsibility in implementing the principles stated in this document.**

\_\_\_\_\_  
Principal signature

\_\_\_\_\_  
Date

# Policy on the Position of Volunteer

**General Description:** To be a Christian example to the school staff and children under their care.

**Qualifications:** Volunteers at Christ Our Savior Lutheran High School shall:

- Be of good Christian character with no past history of physical or sexual abuse toward any individual. Volunteers who have continual contact with students (i.e. coaches, sponsors) or act as an overnight chaperone will have a criminal background check performed.

**Responsible to:** Classroom Teacher/Principal

**Supervises:** Children under their care.

**Christ Our Savior's Responsibilities:** It is the obligation and will of Christ Our Savior Lutheran High School to receive our volunteers as servants of Jesus Christ. In doing so, we will:

- Love, honor, aid and support volunteers with our faithful assistance and prayers.
- Review their skills in light of the school's needs in order to mutually redefine and rearticulate volunteer responsibilities from time to time.
- Make appropriate arrangements to provide volunteers with all the necessary supplies and equipment to do their job.
- Provide meaningful and regular supervision.

## Volunteer's Responsibilities:

As a volunteer at Christ Our Savior Lutheran High School, I will:

- Exemplify the Christian faith and life, serving as a role model both in and out of school to pupils and as an example to parents, faculty and staff, members of the congregations, and the community-at-large in judgment, respect and Christian living.
- Exemplify Christian discipleship and witness and will live in Christian unity with the members of the congregations and co-workers.
- Be accountable and follow the spirit of Matthew 5 and 18 to resolve differences with parents, faculty, staff and members of the congregations.
- Emphasize to students the reality of their self-worth in Christ.

As a volunteer at or for Christ Our Savior Lutheran High School, I will:

- Follow the directions or guidelines of the person I am assisting.
- Report any misbehavior to the classroom teacher or administrator for disciplining.
- At no time physically discipline a child.
- Never use foul or abusive language.
- Be instructed as to proper procedures for dealing with accidents where human blood or body fluids are present.
- Be instructed in proper first aid procedures to handle emergencies.
- Notify the school when unable to serve.

My signature below indicates that I agree to and will follow & uphold this and all school policies.

\_\_\_\_\_  
Volunteer Signature Date \_\_\_\_\_

\_\_\_\_\_  
Volunteer Signature Date \_\_\_\_\_