



CHISAGO

CHRISTIAN SCHOOL

Parent/Student Handbook

2023-2024

A Ministry of
Chisago Lakes Baptist Church

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WHO WE ARE & WHAT WE BELIEVE

History of CCS

Chisago Christian School, established in 1974 by the Bible Baptist Church (now Chisago Lakes Baptist Church) as "Bible Heritage Christian Academy," has undergone several minor name changes: Chisago Lakes Baptist Academy to Chisago Lakes Baptist School, and finally, most recently, Chisago Christian School.

The school's name isn't the only thing to change. Because of a growing enrollment, the school's campus has seen several phases of renovation as well. In 1978, the Christian Education Building which houses many classrooms and a full-size gymnasium was built. Three years later, the school expanded again as another addition was constructed that currently holds the school office, library, and another classroom. In the summer of 2004, the school underwent a final construction project which saw the remodel the former church building into a high school classroom and music building.

Mission:

Chisago Christian School exists to partner with home and church to develop lifelong learners and leaders who think and serve from a biblical worldview.

CCS Mission Pillars

Learn—CCS believes that learning is not just for children, so we encourage our students to become lifelong learners of truth. We seek to instill a love of learning and discovery in our students through passionate teaching, engaging curriculum, profitable projects, and healthy discussions.

Lead—CCS works to equip competent and confident leaders. Through extracurricular and student-life activities, students are given opportunities to learn biblical, Christlike leadership skills that will allow them to take on leadership roles in their homes, on the job, and in the church.

Think—CCS endeavors to develop students who think biblically and critically. Curriculum and classroom activities are designed to teach students to evaluate and assess information based on biblical truth so that when they leave our school they will be equipped to navigate their lives with the same biblical lens.

Serve—CCS strives to be others-minded and to foster a mindset of service in the hearts of our students. We encourage students to see the beauty and benefits of serving in both their community and local church and to use their future educational and vocational plans as opportunities to serve and lead others for the sake of Christ.

Statement of Faith

We believe and teach these basic principles:

The Scriptures

That the Holy Scriptures of the Old and New Testament are the verbally inspired Word of God and the final authority for faith and life. We believe them to be inerrant in the original writings, infallible, God-breathed, and sufficient for godly living. (*Mt. 5:18; 2 Tim. 3:16-17; 2 Pet. 1:3, 20-21;*)

God

That there is one Triune God, eternally existing in the three persons of the Father, the Son and the Holy Spirit. The three persons are co-eternal in being, co-identical in nature, and co-equal in power and glory, having the same attributes and perfections. (*Gen. 1:2; Mt. 3:16-17; Jn 8:58; Acts 5:3-4; 2 Cor. 13:14; Heb. 13:8*)

Jesus

That Jesus Christ was conceived by the Holy Spirit, born of the virgin Mary, lived a sinless life, died for our sins, rose bodily from the grave, ascended to heaven, and will personally and visibly return to this earth at the end of this age. (*Isa. 7:14; Mt. 1:18-25; Jn. 1:14; Rom. 3:24; 5:6, 25; Eph. 1:7; 1 Pet. 1:18-19; 2:24*)

Man

That all men and women are created in the image of God, but due to the Fall have been alienated from God and are inherently sinful and unable to reconcile themselves to God. (*Gen. 1:26-27; Gen. 3; Ps. 51:5; Jer. 17:9; Rom. 3:10-23; Eph. 2:1-3*).

Salvation

That the only way for a person to be reconciled to God is to accept the vicarious sacrifice of Jesus Christ by calling out to Him in faith. (*Acts 4:12; Rom. 5:12; 6:23; 8:7-8, 10:13; Eph. 2:8-9*)

Sanctification

That every child of God is filled with the Holy Spirit and should be cooperating with the Spirit to progressively grow in grace and truth and in conformity to the image of the Lord Jesus Christ. (*Rom. 8:1-11, 28-29; 12:1-2; Phil. 2:12-13; 2 Pet. 3:18*)

The Church

That all true believers in the Lord Jesus Christ are part of the universal church, manifested in smaller, local congregations that come together for worship, service, and fellowship. Every believer is called to be an active member of the church. (*Acts 1:8; 2:42; Eph. 2:19-22; 5:19-21; Heb 10:23-25*)

Human Sexuality

That God created mankind in his image as male and female, and in perfect wisdom irreversibly distinguished only two sexes and gifted each with sexual capacities. God created marriage as a

lifelong union between one male and one female and the only proper context for sexual intimacy.

Due to sin, mankind experiences various disordered sexual desires (i.e., adultery, fornication, homosexual behavior, bisexual conduct, a transgender lifestyle, polyamory, bestiality, incest, and use of pornography) which display the brokenness of creation. The presence of these disordered desires is not evidence that such practices are approved by God. Scripture teaches that any sexual expression outside of heterosexual marriage, homosexuality, or attempts to change one's gender go against God's good design for creation and must not be practiced. (*Gen. 1:26-27; Gen. 2:18-25; Matt. 15:18-20; 1 Cor. 6:9-10,18; Heb. 13:4*)

Education

That Jesus is the light of the world (*John 8:12*), and as such he sheds light on every subject. Any education devoid of instruction about God and his Word is incomplete (*Ps. 119:98-104*). The inspired Word of God is vital to the educational process as it provides unchanging, timeless truths through which we view the world (*Ps. 119:9; John 17:17; 2 Tim. 3:16-17*).

Although worldly systems of thought can make accurate observations, we reject all systems of thought that view the world through an unscriptural lens, such as the following:

- We reject the notion that parents are not responsible for the education and training of their children. CCS strives to partner with parents in order to provide quality Christian education as an extension, rather than replacement, of what is taught in the home.
- We reject the idea that all relationships should be viewed through the lens of power—that those with more power are inherently oppressors, and those with less power are inherently oppressed.

CCS exists to come alongside families to help them educate their children and equip them with a biblical worldview. CCS welcomes all families willing to adhere to the above statement of faith to apply for enrollment.

Theological Disagreement

As a ministry of Chisago Lakes Baptist Church (CLBC), CCS functions as an arm of that church. We are unapologetically rooted in the historic, orthodox Christian faith and are Baptist by conviction. What is taught in Bible classes and chapel will adhere to the comprehensive doctrinal statement of CLBC (*see Appendix A*). However, we desire to serve and partner with fellow Christians who may differ from our stands on certain secondary doctrines (those not directly affecting the Gospel message). In these matters of disagreement, teachers/chapel speakers will deal lovingly with differing opinions and direct students to their parents and pastors for their view, while graciously teaching the official position of this ministry. Please respond in kind when dealing with these matters.

EDUCATIONAL PHILOSOPHY

Wisdom and knowledge come from God, therefore man's education is complete only when God and His word are at the center of all learning. "The fear of the Lord is the beginning of knowledge." – Proverbs 1:7. In education we are concerned with the total person: his/her intellectual, spiritual, physical and social being. We believe the needs of the total person can only be met as approached from a Christian or Biblical philosophy. "But to us there is but one God, the Father, of whom are all things, and we in him; and one Lord Jesus Christ, by whom are all things, and we by him." – I Corinthians 6:8.

Parents

Parents are the primary educators of children. It is their responsibility to train their children (Prov. 22:6) and to instruct them in the Word of God (Deut. 6:4-6). Chisago Christian school exists neither as a substitute nor a replacement for this primary responsibility of parents. Rather, it functions as a partner in helping parents accomplish their God-given obligation.

Churches

The Church exists to exalt God (Acts 2:46-47), equip and edify believers (Eph. 4:11-16), and evangelize the lost (Matt. 28:19-20; Acts 1:8). This is true of the universal Church at large and is played out in local manifestations of the global reality. Chisago Christian School aims to be a tool of discipleship, but not a replacement for a local church. Its goal is to partner with local churches in training students to think critically and biblically about the world around them and to grow in conformity to the image of Christ (Rom. 8:28-29; 12:1-2).

Students

Created by God and in His image, each student possesses inestimable worth and an eternal soul that will inherit either everlasting life or everlasting damnation. Because of sin, the student is unable to reconcile himself to God and possesses a totally depraved nature (Jer. 17:9; Rom. 3:10, 23).

Only by trusting in Jesus Christ's vicarious death and resurrection can a person be reconciled to God. A student who has believed in Christ for salvation is now indwelt with the Holy Spirit and will undergo His sanctifying work to conform that person to the likeness of Christ's character.

Teachers

Teachers at CCS must be believers in Christ and bear fruit as disciples growing in Christlikeness. They must adhere to the CCS statement of faith, be active members of a local church, and have a heart for serving and discipling families.

Teaching faculty also must possess the academic and professional credentials necessary to educate young minds with excellence.

Curriculum

Because wisdom and knowledge come from God, a person's education is complete only when

God and his Word are the center of all learning (Proverbs 1:7). Therefore, the education offered at CCS will seek to use Scripture as a lens through which all curricula are viewed. Though the Bible is not the sole textbook for every class, its principles serve as a filter for all content taught at CCS.

Creation

CCS will teach the account of origins as found in Genesis, that is, God created the universe and everything in it in six literal solar days and that a historical, global flood drastically impacted the biology and geology of the earth (*Genesis 1-2; 5; 6-8; 11:10-32*).

Discipline

CCS desires to maintain a grace-filled atmosphere in which the first instinct of every teacher is not to dispense disciplinary justice but to deal with the heart issue behind the behavior (Mk 7:14-22). Though at times it is necessary to correct behavior, CCS ultimately seeks to shepherd the hearts of its students.

Methodology

Though CCS educates students in a traditional classroom environment, teachers use a variety of methods of presentation and assessment and differentiate instruction as necessary to help all types of learners succeed.

CCS is concerned with the total person: a student's intellectual, spiritual, physical and social being (Luke 2:52). Education must not be reduced to dispensing facts, but should holistically teach students to think, act, and respond biblically. Therefore, education at CCS trains students to think critically and biblically, fosters an environment of gospel-driven discipleship, pushes students to excel academically, and promotes an atmosphere of biblical "one-anothering."

SCHOOL GOVERNANCE

Governance

As a ministry of Chisago Lakes Baptist Church, leadership of Chisago Christian School stems from the church and its leadership.

Leadership Chain:

Lead Pastor—the lead pastor of CLBC works closely with the school administrator in matters of significant import, such as hiring new faculty members, dismissing/suspending a student, or a significant change in policy.

School Administrator—The school administrator oversees the day-to-day operation of the school, ordinary discipline matters, parent issues, faculty development, financial administration, and academic oversight.

CLBC Deacons—The CLBC deacons act as the school board for CCS. These men, voted into office by the members of CLBC, will vote on matters of hiring, policy, and budget for CCS.

CCS School Committee—The school committee works with the administrator to help evaluate, promote, and improve the school. They also assist the administrator in setting policy, recruiting and hiring new staff members.

Faculty Standards

The faculty of Chisago Christian School are selected for their spiritual and academic qualities. All faculty members are born-again Christians, dedicated to serving the Lord through the ministry of teaching young people. CCS faculty/staff members adhere to the CCS statement of faith and are active members of CLBC or a church of like faith.

Members of the teaching faculty have at least a bachelor's degree and are certified by the American Association of Christian Schools (AACS).

Affiliation/Accreditation

Chisago Christian School is a member of the Minnesota Association of Christian Schools (MACS), the local chapter of the American Association of Christian Schools (AACS). As a member of AACS, CCS participates in various athletic, academic, and fine arts competitions. CCS has been approved for full accreditation status by the Accreditation Commission of the AACS.

ADMISSIONS

Non-discrimination

Chisago Christian School does not discriminate based on race, color, sex, nationality, or ethnic origin in its educational policies, admissions policies, scholarship programs, or any other administered programs.

Criteria

Prospective students and families must have a clear understanding of the mission of CCS, agree to comply with the statement of faith and policies set forth in this handbook, and complete the following steps for enrollment.

Enrollment Steps

The Administration will establish enrollment policy and procedures.

Enrollment steps include:

1. Call, write, or visit the school office for an application packet.
2. Complete the application and return it to the school office along with the application fee.
3. Take the entrance test.
4. References contacted (for prospective students in grades 1-12).
5. Fill out a student questionnaire (first-time students in grades 7-12).
6. Attend a family interview with parents, prospective student(s) and the administrator (first-times students in grades 7-12)

Upon completing this procedure...

1. Parents must complete the following forms:
 - Request for Records (from previous school)
 - Emergency Information Record
 - Talent Release Form (for the duration of the student's time at CCS unless changes need to be made)
 - Authorization to administer medication
 - Parent/Student Handbook Agreement
2. Parents provide the following items:
 - Photocopy of birth certificate (for those entering school for the first time)
 - Proof of immunizations
 - Payment of the application fee
3. CCS will notify parents of acceptance/rejection of application

Students may attend CCS on a part-time basis and will undergo a slightly different enrollment process. Part-time students and homeschoolers attending Chisago Christian School *may* participate in our athletic program and other student-life events. *Please see the School Office for more details or find information online at www.chisagochristianschool.org.*

Admission Standards

For Kindergarten, prospective students should be pre-tested via the kindergarten screening process held in the spring. A kindergarten student should be five years old by September 1. Admission is based on the final decision of the administration. In addition to the academic standards for admission, the spiritual requirements listed below should also be met. Admission standards may be appealed to the School Committee at the Administrator's discretion. In such cases, a probationary period may be considered. Limiting enrollment to students with a good academic standing helps to reduce the occurrence of students with behavior issues being admitted, and may make it easier for the teacher to provide consistent instruction.

Membership in the student body of Chisago Christian School is a privilege, not a right. If at any time, in the opinion of the administration (Pastor, School Administrator, Deacons of CLBC) it be determined that a student is not in congruence with the goals and ideals of the school, he/she may be asked to leave or not be invited to return the following year.

Withdrawals

All students withdrawing from Chisago Christian School must complete the appropriate Withdrawal Form. All textbooks and library books must be returned and fees paid. No grades, diplomas, credits or transfer records will be released until all outstanding tuition and fees are paid in full.

Those withdrawing will be charged tuition until the office is notified by the completion of the proper withdrawal form which must be signed by the parent or guardian. Notification should be

given at least one week in advance. When a student is withdrawn, the tuition owed will be determined by being prorated according to the date of withdrawal.

CCS will send the withdrawing student's records to the new school after a signed Request for Records Form has been received and all fees and tuition have been paid in full. . Parents cannot personally transfer records.

Reenrollment

A student wishing to re-enroll in CCS will need to follow the steps outlined above, unless otherwise directed by the administration.

Transferring to CCS

CCS welcomes transfer students and will work with the school of transfer to acquire transcripts and other information. The student and family will be responsible to complete the enrollment steps outlined above.

See Appendix B for information regarding tuition and fees.

Transcript Release

CCS will send an official transcript upon the receipt of a signed letter of request from the parent/legal guardian or the alumnus him/herself.

Student Records

Student records are kept guarded against both fire and theft on the grounds of CCS. Complete records are kept for every student for the period of ten years after graduation or transfer. After ten years, only essential documents will be maintained.

PARENT PARTNERSHIP

Communication with Teachers

Email is the best way to contact our teachers. Parents should never hesitate to contact them regarding any questions they might have.

Parent/Teacher Conferences

CCS holds annual parent/teacher conferences after the first quarter of school. At this time, parents are encouraged to meet with their child's teacher to discuss any concerns that the teacher or parent may have. At other times of the year, a parent or a teacher may ask to set up a face-to-face conference to deal with a specific issue.

Routing Envelopes

The office will primarily communicate through a routing envelope sent home on a regular basis with the oldest student in the family. The envelope should be returned on the following Monday (or the first school day of the week). If the envelope is not returned by Wednesday, a \$5 replacement fee may be assessed.

Solicitations and Fundraisers

Solicitation is forbidden at CCS without the permission of the administrator and is discouraged at any time. This includes the selling of tickets, candy, the distribution of political materials, the circulation of petitions, handing out event flyers, etc. Similarly, all fundraisers must be approved by the administrator.

Visiting School

Classroom visits by parents and students are welcome. Student visitors should be a visiting relative of a current student, a student from another Christian school, a prospective CCS student, or alumnus. All visitors must first sign in at the front office and secure permission. Advance arrangements are desired.

Visitors must abide by school rules of both conduct and dress while visiting the school, and they may be asked to leave if they pose a distraction to normal school activities. Visitors are not permitted to visit during days of major examinations.

Parent visits to a classroom should be made by definite appointment with the office. Parent-teacher conferences should be scheduled at a convenient time outside of school hours.

Parental Appeal Process

Parents are encouraged to communicate with teachers over any issues that might arise, and may seek counsel from the School Administrator if an issue is not easily resolved. If after consultation with the School Administrator the issue is still not resolved, the parent will be allowed to request a meeting with the School Committee.

See Appendix F for a full explanation of the CCS Mediation & Arbitration Process.

Parental Access

Parents wishing to speak to their child during the school day may call the office and allow the AA to facilitate the call. If the matter is urgent, the student will be contacted immediately. If it's not urgent, the AA may request that the call be delayed until a time that won't disrupt or interfere with the student's learning.

A parent wishing to speak to a student face-to-face during the school day must first report to the office. The AA will then call the student to the office so that the parent may speak to their child.

EDUCATIONAL AND ACADEMIC PROGRAM GUIDELINES

Promotion Policies (Grades K5-8)

A student who passes academic subjects—Bible, English, History, Math, Science/Health—will be promoted to the next grade.

A student who fails one or two academic subjects *may* be promoted on probation. However, the student will need to work with the school to use the summer months to make up material that was failed during the school year. Student needs will be assessed on a case-by-case basis and a plan made with the parents to set the student up for success in the upcoming year.

A student who fails three academic subjects will not be promoted unless special arrangements are made and agreed upon by both the school and the parents.

All students on probation are admitted conditionally on a nine-week trial period. If during this time the student fails to make passing grades or does not adjust to the program of the school, the parents will be expected to give additional help at home. The school then reserves the right to place the child in a lower grade if it is deemed necessary. Additional probation may be set for not completing homework or meeting any other set academic requirements of the various subjects.

Grade Classification (High School 9 – 12)

- In order to be a freshman (grade 9), a student must be promoted from the 8th grade level.
- In order to be a sophomore (grade 10), a student must pass 5-7 credits at the 9th grade level.
- In order to be a junior (grade 11), a student must have a minimum of 12-14 credits at the 10th grade level.
- In order to be a senior (grade 12), a student must have a minimum of 19-21 credits at the 11th grade level.

Graduation Requirements

Bible	1-4 Credits	English	4 Credits
Mathematics ¹	3 Credits	U.S. Government	.5 Credits
Science ²	3 Credits	Economics	.5 Credits
Social Studies ³	3 Credits	Speech	1 Credit
Foreign Language	2 Credits	Health	.5 Credits
Physical Education	.5 Credits	Electives ⁴	3 Credits
<hr/>			
Total Credits: 25 (minimum to graduate)			

¹ For college-bound students, four years of math are recommended

² Must be laboratory sciences (Physical, Biology, Physics or Chemistry)

³ World History, U.S. History and Geography are required classes for Social Studies

Upon graduation, seniors could vary between 25-30 credits depending on the number of years at CCS. A student must graduate with a minimum of 25 credit hours (there may be some transfer exceptions at the administrator's discretion).

During their senior year, students are expected to take a full load of courses offered to the senior class. In addition, all seniors must have successfully completed (60% or higher) a minimum of 4 years of high school English and History, 3 years each of math and science.

Graduation Honors

When possible, a graduating senior will be chosen as valedictorian. This student delivers the valedictory address at graduation ceremonies. In general, the senior with the highest academic average is chosen as valedictorian. The following criteria, however, also apply:

- The student must attend CCS for his junior and senior years. The student must have taken the more challenging academic schedule including two (2) of the following courses: chemistry, physics, advanced math, and calculus
- The student must have an overall G.P.A. of 3.67 (A- 90%) or above.
- The student must have a good attitude and testimony.
- The student must have demonstrated good school spirit and have participated in school activities when possible.

The runner-up for valedictorian honors will be chosen as salutatorian. The same criteria also apply for the salutatorian. We encourage our students to strive for these honors. They become part of a student's permanent record and many colleges give scholarships to students who attain these positions.

Graduates whose cumulative GPA is between 3.5 and 3.74 will be distinguished by silver honor cords at graduation. Graduates whose cumulative GPA is between 3.75 and 4.0 will be distinguished with gold cords.

Additional Information Regarding Graduation Requirements

- All students at Chisago Christian School are required to take Bible classes.
- Any student receiving an “F” can receive credit towards graduation by successfully repeating that subject the following year if the schedule permits. It can also be made up by attending summer school.
- All courses attempted are included in the computation of a student’s grade point average (GPA). Should a student fail a subject, he/she will be required to repeat the class unless it is an elective course.
- It is the student’s responsibility to see that all courses are satisfactorily complete in order to graduate. Although student records will be checked frequently to make sure that all graduation requirements are being met, Chisago Christian School cannot be held responsible for any student who is deficient in credits at the end of his/her senior year.
- Seniors will *not* be permitted to march in the commencement exercises if they lack more than one credit for graduation. Arrangements must also have been made to earn their credit in an approved summer school before the student can march. Chisago Christian School cannot be held responsible for the inconvenience caused by a senior’s failing courses during the last semester of school.

Drop/Add Regulations

Secondary students may not withdraw from a required course in which they are enrolled. A student may request to withdraw during the first week of class only of an elective class. Parental and teacher permission are required, but the final decision is made by the school administrator. Students who withdraw from a class are subject to a failing grade for the year. Students also may add a course during the first week of school. Parental and teacher permission are also required for this. There are no refunds for class fees if the course is dropped.

Honor Rolls

Principal's List

Grades 3–12 – All academic grades must be A’s (90% - 100%) with no unsatisfactory or incomplete marks.

“A” Average Honor Roll

Grades 7 – 12 – All grades must average at least an A- (90%) with no single grade lower than a B- (80%) and no unsatisfactory or incomplete marks.

“B” Average Honor Roll

Grades 7 – 12 – All grades must average at least a B- (80%) with no single grade lower than a C- (70%) and no unsatisfactory or incomplete marks.

“A/B” Honor Roll

Grades 3 – 6 – All grades must be A’s or B’s with no unsatisfactory or incomplete marks. Principal’s list and honor rolls will be released quarterly, posted at school, and sent home in the routing envelopes.

Academic Probation

Students are placed on academic probation when in a grading period they have two or more failing grades or three or more grades of “D,” or have an excessive amount of incomplete homework assignments. Students caught cheating may also be placed on probation. Parents will be notified of probationary status and given a full explanation of its impact. Academic probation will last for a period of six weeks.

If, at the end of the six weeks probation, improvement has not reached a satisfactory level (GPA .67,) the student will continue on academic probation.

The faculty will review students who continue on academic probation or who have more than two “F” grades for the semester or year. This review may result in a recommendation for academic dismissal. Students who, for whatever reasons, have low grades but whose efforts and attitudes are positive will be permitted to remain as long as the school can serve their academic needs. Students on academic probation are urged to seek extra help from teachers; and parents are encouraged to help improve their child’s study habits by taking appropriate action at home.

Students who are dismissed due to academic probation will not be able to re-enroll for a period of one semester. At that time, the student must be tested and placed in the grade level which the testing assesses to be appropriate.

Tests

Semester exams are required for most classes in grades 7-12. The exam will cover only material from that semester and will be 20% of the final semester grade. Seniors will be exempt from the second semester exam in any class in which they have maintained at least a B-average for that semester.

In addition to regular course tests, Chisago Christian School annually administers the following tests: PSAT/NMSQT (grades 10 and 11), Iowa Achievement (grades K5 - 11) and the Cognitive Abilities Test. Other tests and information are made available to students, though not administered through the school. The results from the Iowa Achievement Tests will be used to assess the progress of student learning and the effectiveness of CCS curriculum and teaching.

Textbooks And Library Books

Students are loaned textbooks and are supplied with workbooks for most of their classes. Hardback textbooks must be covered, and the student is responsible for the care and maintenance of his/her books. Classroom teachers may give an infraction each time a book is found uncovered.

A damage fee (\$10-\$25) is assessed for excessive wear or damage to any book.

A replacement fee (\$40-\$60) will be assessed to any student who loses a book or turns in a book other than the one that was assigned to him. Books that are written in or are considered irreparable will incur a replacement fee.

Replacement/damage fees must be paid prior to the release of the final grades or school records.

Post-Secondary Enrollment Option (PSEO)

- PSEO is an opportunity that allows high school juniors and seniors to take courses at the University of Northwestern in St. Paul to earn both college and high school credits. There is no cost to the student for the college tuition or course required textbooks.
- PSEO Eligibility: Minnesota (assumes US citizenship and MN residence) juniors and seniors are eligible for participation in the PSEO program if they meet the following criteria:
 - Requirements for University of Northwestern in St. Paul Online PSEO:
 - A minimum GPA of 2.75 and
 - ACT/PLAN score of at least 18 or SAT score of at least 1200 (includes writing portion) or PSAT score of at least 120. For any other standardized tests, students must rank in at least the top 50%. Contact admissions for other accepted tests.
 - Students need to demonstrate the academic ability and maturity to handle college-level work.
- PSEO Replacement Courses
 - 1- or 2-credit college course can replace a ½ credit CCS course.
 - 3- or 4-credit college course can replace a 1 credit CCS course. (For example, a 3-credit college speech course can replace the 1-credit speech course at CCS.)
 - All PSEO classes must be taken at the University of Northwestern in St. Paul. Requests to approve classes at other institutions must be submitted to the administrator.
 - Replacement courses must be taken the same year as the class it is replacing.
 - Replacement courses will factor into the student's high school GPA.
 - CCS administrator must approve all replacement courses.
- Bible/Chapel Requirement
 - Students must meet the existing CCS graduation requirements including the obligation that all students take a CCS Bible course and attend chapel weekly.
- Fees may be charged. Please contact the office for the financial policies.

Annual Competitions (Bible, Academic, And Fine Arts)

CCS actively participates in state competitions sponsored by the American Association of Christian Schools and the Minnesota Association of Christian Schools (AACCS & MACS). The areas of competition include academics, fine arts, Bible, home economics and science projects.

If any student participating in competition advances beyond the state level, a registration fee may be required to cover involvement in regional or national events.

STUDENT LIFE/EXTRACURRICULAR ACTIVITIES

Athletic Activities, Physicals, And Health Questionnaire Forms

Chisago Christian School participates in interscholastic sports as members of the Minnesota Association of Christian Schools (MACS). CCS athletes are expected to conduct themselves in a Christ-exalting manner both on and off the court/field.

Students are required to be in attendance for a full school day in which they play or practice for an organized athletic event. A pre-approved absence of an extraordinary nature (i.e. a funeral service) is an exception. Students are also required to report to school on time the morning after a contest and remain for the entire school day. An unacceptable excuse will result in a one-game suspension or loss of the privilege to participate.

Any CCS students who attend an athletic event in which CCS is a participant, whether at home or away, must abide by the school policies of conduct and dress code. We ask that parents and adults be always conscious of their dress and conduct at school events in order to properly represent our school and to provide an example for the students.

There are no refunds for sport activities if the activity is dropped.

Student Council

Early in the school year, the secondary students will nominate and elect a student council that will plan and facilitate student life functions.

Student council members should have a proven commitment toward raising school spirit and should encapsulate qualities of Christlikeness both at school and at home.

- 1) Student Council members must have a 2.0 GPA to qualify and must maintain a 2.0 GPA during the year of their service.
- 2) Student Council members will not be eligible if they have had more than four after school detentions in the election year.
- 3) Student Council members must receive administrative approval for good reputation and character.

The Student Council may not legislate school policy.

College Visitations

Juniors and senior students may have two excused absences each year to visit a prospective college. These visitations are handled in the same manner as a pre-arranged absence. Arrangements with the administrator must be made at least five days in advance.

Senior Skip Day

A senior skip day will be allowed. However, this event must be planned with the school administrator.

Junior/Senior Banquet

This banquet is an opportunity for Juniors to honor Seniors, to provide a spiritual challenge to the students, appropriate to the occasion; to further develop camaraderie between students and faculty; and to afford an opportunity to teach and encourage proper etiquette.

Students may attend as singles or couples. No requirement may be made (actual or implied) that anyone must have a date.

- 1) Students may invite a non-CCS student guest (eleventh grade and above.)
- 2) Juniors and Seniors within CLBC and not attending the school will be invited and encouraged to attend.
- 3) Juniors and Seniors attending the banquet *must* be in school until noon (or the end of a class period closest to the noon hour) the day of the banquet.
- 4) All female students and guests' dresses must be checked prior to the event. Dress requirements and dress check procedures will be given to the students several months in advance of the event.

Senior Trip

The Senior Class trip is considered a very valuable part of our students' education; because of this, it is required, with exceptions made for serious medical reasons only. Students will plan their trip with the help of their class adviser, and will be responsible for all of the fundraising associated with financing the trip. The destination along with all fundraising activities will be approved by the administrator.

Part-time students are not eligible for participation in the Senior Trip.

Discipleship Events

CCS may at times host or participate in discipleship events. The purpose of this is twofold:

- 1) To provide an intense spiritual challenge to secondary students (grades 6-12).
- 2) To develop unity in the student body.

Participation in these events is required; exceptions will be for medical reasons only. If a student is unable to attend as a result of medical reasons, the following steps must occur:

- 1) the student must have a written notice from a doctor stating the medical problem that would not allow a student to attend.
- 2) the school is notified at least two weeks prior to the date of the trip (except emergency illness or injury.)

Students that do not attend for any other reason will be given unexcused absences and will receive the penalty for having unexcused absences. It will also count towards the 10 day rule for attendance.

Vocational Work-Study

Senior students, with approval from the school administrator by August 1 of their senior year, may participate in a vocational work-study program. This program must relate to a vocation in which the student plans to continue after graduation or must relate to a direct area of study in which the student plans to major at college (regular after-school jobs do not qualify; Brink's, babysitting, Wal-Mart, etc.)

Required courses must be completed, and the student must be on track to fulfill all CCS graduation requirements. Students participating in the work-study program must take five courses at CCS and may arrive late or leave early depending on the student's work schedule. The student's work supervisor and the school administrator must work together so that the student will be on time for classes and the school schedule must take first priority.

Students interested in work-study should make an early request in the spring of their junior year so that details can be worked out prior to the following school year.

Extracurricular Information

Chisago Christian School sponsors a wide range of extra-curricular activities to enhance its educational program. The purpose of these activities is to provide opportunities to apply knowledge, leadership, and service skills, and to further develop the training of the student. CCS encourages participation in extracurricular activities only for those students who are fully capable of taking on additional responsibilities.

Eligibility

Students gain the privilege of participating in extracurricular activities (sports, student council, school play, etc.) by maintaining academic and conduct eligibility.

Academic

Students must maintain an overall average of 70% (C-) or greater while receiving fewer than three D's and zero F's in any subject as reported on each progress report or report card. Semester grades are *not* considered in this rule. Athletes will be ineligible from games for a minimum of two weeks, while still allowed to practice, as long as they have no incomplete assignments. Ineligibility begins on the day progress reports or report cards are sent home (usually a Friday.) After fourteen days, grades will be re-evaluated and eligibility may be reinstated. If grades still don't meet the above criteria, another two-week ineligibility period will be given. For these two weeks the athlete will be ineligible for practices. If, after this period, grades still have not improved, the athlete will forfeit their position on the team.

Behavioral

Students will be ineligible for all extracurricular events when they have been assigned their fifth after-school detention. Athletes will remain ineligible for a period of two weeks. If the student does not receive any additional detentions in that time period, he/she will become eligible. Officers who become ineligible will be replaced by special election; they may not regain their position for the remainder of the year.

Field Trips

Field trips are intended to be educational and beneficial to the student. A permission slip is required for each trip. On occasion the school bus will be used for transportation, but most of the time parents will be asked to drive and chaperone.

Parents who volunteer to drive must complete a form each year concerning license and insurance information and background checks. These forms will be kept on file in the school office for use during the year. The background check is kept for two years before being renewed.

Special Programs

All students are expected to attend school programs and activities in which they are scheduled to participate. Failure to do so may result in disciplinary measures or negative academic consequences. The school administrator must approve exemption from participation. Parents are encouraged to consult the school calendar and note the regularly scheduled school events. Any CCS student attending a special program must be in appropriate school attire.

HOMWORK PHILOSOPHY AND GUIDELINES

Homework is an integral part of Chisago Christian School's academic and character training.

The purposes of homework are:

- To reinforce the instruction given in the classroom
- To teach habits of independent study
- To provide practice in the application of acquired skills
- To acquaint parents with the child's work

Suggested total homework time for average students in grades 1 – 5 is:

(Total time must be divided into all subjects)

K4:	None
K5-2nd grade:	15 – 30 Minutes
3rd/4th Grade:	35 – 45 Minutes
5th grade:	45 – 60 Minutes

Secondary students should expect 15-30 minutes of homework each per academic class. On evenings before tests or a large project, the load will likely be more. Secondary students will also have the opportunity to finish some homework at school during study hall periods.

A reduced amount of homework should be given on Wednesdays, music program evenings, other special school events (excluding regular season athletics competitions), or holidays.

Late Work Policy

When students fail to turn in their homework at the assigned time (except with an excused absence) the final average for the grading period will be affected. In junior/senior high an assignment one day late will receive a maximum of 80%, an assignment two days late will receive a maximum of 69%, and an assignment three or more days late will receive a 0%. Consistently failing to do homework may result in academic probation.

Make-up Work/Incompletes

With few exceptions, students who miss school will be allowed the same number of days to make up work as they were absent, plus one, (excused absences only). For example, a student who is absent for two days will have three to make up missed work. The make-up time applies only to work assigned while the student was absent. In cases of extended illness, teachers will allow for extra time to make up work that was missed.

It is the responsibility of the student to check with the classroom teacher to schedule times to make up work, tests, or quizzes.

A day's absence does *not* excuse a student from responsibilities for all assignments due on the day of return. Long-term assignments will still be due on time. When a student in grades 9–12 misses only the day of the test, and he/she was in attendance for all reviews, he/she will be expected to make up the test the day he/she returns. This only applies when missing one day.

Tests and quizzes not made up within 10 school days after the allotted absence time will receive a maximum score of 59%.

GRADING SYSTEM

Grade Reporting

All students will receive a quarterly report card. Grades will be kept up-to-date on Gradelink so that parents may monitor their child’s progress at any time.

Grading Scale

		B+	87-89	C+	77-79	D+	67-69
A	93-100	B	83-86	C	73-76	D	63-66
A-	90-92	B-	80-82	C-	70-72	D-	60-62
						F	0-59

- **S+** Outstanding
- **S** Satisfactory
- **S-** Needs Improvement
- **U** Unsatisfactory
- **I** Incomplete (student will be informed of the time frame in which the work must be made up)

A: Excellent — Performance achieves and exceeds expectations of high standard work.

B: Above Average — Performance meets the expectations of high standard work.

C: Average — Performance meets expectations.

D: Fair — Work has been completed but all or part of the student’s performance is below standard level.

F: Failing — Work may be incomplete and performance is substantially below standard level.

GPA for high school (grades 9-12) will be reported on transcripts according to the following.

	B+ 3.33	C+ 2.33	D+ 1.33	F 0
A 4.0	B 3.0	C 2.0	D 1.0	
A- 3.67	B- 2.67	C- 1.67	D- 0.67	

Other GPA Information:

- GPA will be calculated and weighted according to the credit assigned to each course.
- Courses given an “S+,” “S,” or an “S-” will not be factored into the GPA calculation.
- Students must pass each subject with a grade of 60% or higher in order to receive credit for the class.
- High School students (grades 9 –12) will receive credit on a semester basis.
- Students receiving a final course grade below 60% in core classes (math, science, history, and English) will be required to make up the class during summer school (“extra credit” is not an option).

- Since CCS does not offer summer classes, parents would need to make arrangements through the public school system or use an approved home study course for credit recovery.

STUDENT CONDUCT AND EXPECTATIONS

General Behavior

CCS strives to provide a grace-filled environment conducive to learning and interpersonal relationships. Therefore, students are to act in an orderly and respectful manner, maintaining biblical standards of courtesy, kindness, language, morality, and honesty. Rules, policies, and expectations are in place to promote flourishing, not to be burdensome.

Care of Property

Chisago Christian School seeks to be a good steward of its facility and equipment. Therefore, it takes intentional vandalism to school property very seriously.

Sitting on desks, carving, or otherwise defacing school property, eating in restricted areas, throwing things, littering will not be tolerated. All damage must be paid for, whether willful or accidental.

Vandalism may result in mandatory suspension or expulsion.

Students should report any damaged furniture or other school property to their teacher immediately.

Dating Relationships

Chisago Christian School believes that it is wholesome for boys and girls to develop friendships during their school years. However, to help protect students from temptation/immorality, no public displays of affection between students during school hours or at any school activity, function, or program will be tolerated. This includes, but is not limited to, holding hands, linking arms, hugging, and kissing.

The following will not be tolerated in any form and will constitute grounds for dismissal: any actions or identifying statements or actions concerning fornication, adultery, homosexuality, lesbianism, transgenderism, or pornography. Homosexuality is incompatible with enrollment at CCS and is a basis for dismissal.

See Appendix D for a full explanation of the sexual purity policy at CCS.

Bullying

Bullying, defined as a repeated and targeted attack (whether physical, verbal, emotional, or digital) against a specific person and results in emotional/mental distress of the victim, will not be tolerated at CCS.

Parents, teachers, and the administrator will work together to diagnose instances of bullying. Bullying will be addressed once it becomes clear that the issue is more than simple childhood conflict, which, in our fallen world, happens daily. CCS is committed to creating a safe, Christian environment where all families can feel comfortable, knowing their children will be protected.

See Appendix C for a full explanation of the bullying policy of CCS.

Sexual Harassment

Sexual harassment will be defined as any unwanted sexual advance or request for sexual favor, whether through word, touch, gesture, or digital/written communication. Allegations of such conduct will be duly investigated by CCS, and, if found legitimate, will not be tolerated.

See Appendix C for a full explanation of the sexual harassment policy of CCS.

Wireless Devices Policy

Cell phones should be turned off and placed in designated areas during each class period. A student caught with a phone (or other internet-ready device) during the class period will have it taken away. He/she will be permitted to collect it in the office at the end of the school day, after a parent has been informed.

Cameras and camera phones should *never* be used in restrooms or locker rooms.

Students *may* use cell phones during extra-curricular activities with the permission of the coach or supervisor.

During school hours, students must obtain permission from their teacher to use the telephone in the office. Students using the phone in the office should limit conversations to school business only. No other landlines are available for student use.

See Appendix H for the complete CCS Use of Technology Policy.

Personal Belongings

Some items have no place at school: water guns, matches, lighters, pocket knives, electronic games, and gum are not permitted. Media players may be allowed on certain trips and extra-curricular activities; however, by default, they are not allowed at school. Internet-ready devices including tablets, smartphones, media players, and laptops should not be used during school hours unless given specific instruction to do so.

Students are cautioned not to bring large amounts of money, cameras, or valuables to school. Students, not the school, are responsible for their personal property. If it is necessary for a student to bring valuables to school, he may deposit them in the school office for safekeeping.

Elementary students should consult with teachers before bringing toys to school.

DISCIPLINARY POLICIES & PROCEDURES

CCS Philosophy of Discipline

CCS views discipline as a training tool to shepherd a student's heart. Wrong attitudes will be dealt with through prescribed disciplinary actions as well as biblical counseling with the administrator or someone designated to them. At CCS the goal of discipline is not just external conformity to a rule, but a transformed heart by the power of the gospel that ultimately results in a positive change of attitude and actions.

CCS endeavors to work with parents as they work to raise their child(ren) in a God-honoring way and will seek to retain students striving to live in a manner that pleases God both in and out of the classroom. Negative or apathetic responses to discipline may result in suspension or dismissal, depending on the severity of the problem.

Procedures for Discipline in Elementary Grades

Elementary staff seeks to train students through the use of positive and negative reinforcement in order to teach students to grow in maturity and self-discipline. Positive methods may include rewards, recognition, and encouragement. Negative behavior will be dealt with through prayer, counseling, and loss of privileges.

Since the elementary child is under the direct supervision of one teacher most of the school day, each teacher maintains a disciplinary record for each student. This system varies from classroom to classroom, but, in general, consists of progressively more severe warnings, loss of privileges, and consequences ending with a meeting with the Administrator and a phone call to a parent

Because CCS seeks to be fair and discerning in its discipline code, it must distinguish between conduct and responsibility. A student may demonstrate irresponsibility through forgetting pencil and paper or some other action not necessarily attributed to willful misconduct or neglect. Such occurrences can be corrected by the teacher through a number of appropriate measures and *not* by the discipline program. However, inappropriate behavior, discourtesy, gum chewing, intentional violation of dress code, repeated tardiness to school and disobedience are examples of misconduct which *would* enact the classroom discipline system.

Serious infractions warrant the immediate attention of the administration. Students who engage in improper language, lying, cheating, fighting, truancy, disrespect to staff, or in any conduct deemed serious by the faculty and/or administration will be required to meet with the administrator.

Consequences for such infractions may result in after-school detention, behavioral probation, in-school suspension, withdrawal, or expulsion. Depending upon the nature of the offense, the parent may also be required to meet with the administration.

Offenses requiring automatic suspensions include major disrespect, fighting with the intent to harm, intentional destruction of property, and the possession of dangerous items.

In elementary school, suspensions will occur for a 1-3 day period and will *not* impact student's grades. Students will be required to make up all homework, tests, and quizzes missed. The third suspendable offense will result in automatic expulsion.

Procedures for Discipline in Secondary Grades

In order to carry out these objectives in our Junior High and Senior High, CCS uses an infraction system which gives both teacher and student clear accountability along with immediate and certain outcomes for wrong behavior. Warnings will be given, followed by appropriate action.

Three infractions per semester will result in lunch detention. Every additional three infractions will result in an after-school detention. After the fifth total detention (including lunch and after-school), the next detention received will be an in-school suspension.

Some offenses warrant an automatic after-school detention.

Infractionable offenses include:

- Classroom disruptions
- Dress code violations
- Eating/drinking during non-designated times
- Unauthorized use of cell phones/tablets/iPods or other electronic devices

Offenses that warrant an automatic after-school detention:

- Disrespect to teachers
- Horseplay
- Destruction of property
- Bullying*
- Inappropriate language or behavior
- Lying and cheating (may result in automatic suspension & academic probation)

Offenses that warrant an automatic suspension or expulsion:

- Major disrespect

- Fighting with the intent to harm
- Vandalism
- Possession of dangerous items including alcohol, drugs, and tobacco
- Stealing
- Swearing or cursing
- Skipping class
- Public displays of affection
- Possession or use of pornography including reading material, music, personal writings, and drawings.
- Sexual immorality of any kind, including verbal innuendos, writing, and texting*

**For more information, see section on Student Conduct.*

All other violations will be handled at the discretion of the administrator after consultation with the teacher involved and the parent(s).

Failure to serve a detention will result in an in-school suspension and an additional detention. Continued neglect by the student in meeting his/her obligation concerning detention will result in behavioral probation or suspension.

Detention

After-school detention will be held from 3:30 until 4:15 for secondary students. At the discretion of the Administrator, detentions may be served the day they are assigned. The person assigning the detention may also assign students work such as mopping floors, cleaning microwaves, or sweeping the bus.

Lunch detentions will last twenty minutes and will be served in a designated area. If a student is unable to serve the detention due to a doctor's appointment, orthodontist appointment, or family emergency, then that detention may be served the following day. School-sponsored activities (games, practices, etc.) will not excuse the student from serving their detention.

Students will come prepared to sit quietly during detention. They may eat their lunch, but may not do homework, read, use their phone, or talk.

Parents will be notified of all detentions.

In-School Suspension

In-school suspensions will be served in school at the student's financial expense per the cost of a substitute to sit with the student. A suspended student will receive a maximum grade of 59% on all class work, tests, or quizzes taken that day and homework assignments for the following day. Homework due on the day(s) of suspension must be turned into the suspension supervisor.

Behavioral Probation

Beginning with the first suspension, a student will be placed on behavioral probation and will be subject to the following consequences:

- Regular conferences with a faculty member or administrator.
- Forfeiture of any position of leadership in the school or classroom.
- Ineligibility to participate in school activities as a representative of the school (including music and sports). Students *may* be permitted to practice, depending on their attitudes.
- Loss of privileges to participate in field trips or special events.
- Restriction to the classroom and may not be given passes to leave class, or leave study hall. (Secondary)

A student on behavioral probation who is involved in any suspendable offense will be suspended for no more than five days, pending a board review of the student's continued enrollment at CCS.

Length of Behavioral Probation:

- Probation will be at least four weeks.
- Students who demonstrate appropriate positive progress in attitude and action will be removed from probation after four weeks' time. Students whose behavior does not merit removal from probation will either have their probation renewed or be reviewed for dismissal from school.
- Probation may be renewed only once.

Notice of Behavioral Probation:

1. Parents will be notified by email or phone call.
2. A conference will be held with the student, parents and administrator.

Expulsion (dismissal) may be a consequence of continued behavior problems. The final decision for expulsion will be made by the administration after discussion and prayer. A student may be dismissed if the parents will not cooperate with the school's disciplinary efforts, or if the student's conduct, attitude, or lack of effort make it inadvisable for him/her to remain. A student may also be dismissed for excessive unexcused absences.

DRESS CODE

Philosophy

CCS seeks to implement dress code guidelines to free the learning environment from distraction. A biblical worldview informs every aspect of our life, including the practical parts such as clothing. While Scripture does not expressly command polo shirts and casual dress pants, it does clearly command that Christians seek to glorify God with their bodies, as well as dress according to God's good design of gender (1 Cor. 6:19-20).

Dress requirements at CCS seek to obey this command, with the added benefit of clearing away some distraction from the classroom. We also see uniforms as preparing our students for the workforce. Similar to the workforce, students are learning that they must be prepared and dress for the occasion. The simple habit of being prepared every day for school is a transferable skill and part of developing "lifelong learners who are equipped to think and serve with a biblical worldview."

General Dress Code Information

The dress and grooming guidelines in this handbook represent "standard operating procedure" for the school for all activities. At times allowances to dress code regulations may be made to accommodate inclement weather, unusual activities or problems of modesty. Exceptions permitted to the dress code for any given activity or situation should not be assumed to represent a change in standard policy, and do not apply to any other activity or situation unless explicitly stated otherwise.

Dress Code Enforcement

Students whose clothing violates the dress code must correct the violation *before* going to the next class, if possible. Students who violate the dress code will be given an infraction slip.

Students are expected to comply with the code, and parents are expected to monitor compliance before the children leave home. We desire that enforcement begin and end at home. It is undesirable for complying students, faculty, or staff to be distracted from the educational process due to dress-code infractions. Final authority regarding code interpretation rests with the administrator.

Styles, fads, and fashions change. The administrator reserves the right to make any judgments regarding dress or grooming if there are things that must be changed to improve the testimony of the school. All students and parents will be informed of any changes. Parents are asked to support the decisions of the school.

During after-school activities, students are not required to adhere to the school dress code. However, their attire should be appropriate to the activity and uphold CCS standards of modesty. For more information, see the CCS Athletics Handbook.

Male Dress Code

	Elementary	Secondary
Pants	Khakis / Jeans	Khakis
Shirts	Solid colored, uniform-style polo shirts	
Sweatshirts / Sweaters	Full or Quarter Zip Sweatshirt / Cardigan Sweater are permitted	
Belts	Optional	Required
Shoes / Socks	Casual / Tennis Shoes	
Outerwear	Not permitted	Not permitted

Lower:

- **Pants:** Neat, clean, and worn at the waist.
 - Sweatpants, active performance pants, and shorts are not permitted.
- **Belts:** Secondary boys must wear a properly fitting belt.
- **Shoes:** Casual/tennis shoes and socks must be worn at all times.
 - Outdoor boots, slippers, athletic slides, and flip-flops are not permitted in class.
 - Gym shoes are required for PE

Upper:

- **Polo Shirts:** navy, light blue, red, gray, or white (w/o writing)
 - Secondary boys must have shirt tucked in
- **Sweatshirts:** non-hooded, full or quarter zip sweatshirt or warm-up jacket.
 - It should “dress up” the uniform, not make it more casual.
 - Sweaters, sweatshirts, and warm-ups should not have any writing on it except for a small brand logo or a CCS logo.
 - Outside jackets/coats are not permitted during class.

General:

- **Jewelry:** Boys may wear a watch, necklace, and/or ring. No other jewelry is permitted (e.g. earring(s), other piercings, etc.)
- **Hair:** Neat, trim haircuts are required.
 - No beards or mustaches – young men must be clean-shaven.
 - CCS reserves the right to pass judgment on any hairstyles that may appear during the year.
- **High School Banquet:** The Junior/Senior Banquet is a formal event and appropriate formal attire is expected. Tuxedos, suits, or a shirt, tie, and vest would be types of acceptable attire.

Female Dress Code

	Elementary	Secondary
Bottoms	Skirts / Casual dress pants / Jeans	Skirts / Casual dress pants
Tops	Solid colored, uniform-style polo shirts	
Sweatshirts / Sweaters	Full or Quarter-zip Sweatshirt / Cardigan Sweater ¹ are permitted	
Shoes	Casual / Tennis Shoes	
Outerwear	Not allowed	Not allowed

¹ Plain design, no writing. The idea is to “dress up” the uniform.

Lower:

- Pants: should not be extremely tight fitting
- Skirts: must cover the knee (including slits)
 - Leggings & tights may be worn with proper-length skirts

Upper:

- Polo colors: navy, light blue, red, gray, or white (w/o writing)
- Sweatshirts: non-hooded, full or quarter zip sweatshirt or warm-up jacket.
 - It should “dress up” the uniform, not make it more casual.
 - Sweaters, sweatshirts, and warm-ups should not have any writing on it except for a small brand logo or a CCS logo. Outside jackets are not permitted during class.

General:

- Shoes: Shoes must be worn at all times. Casual shoes or tennis shoes are most appropriate for school.
 - Outdoor boots, slippers, athletic slip-ons, and flip-flops are not permitted in class.
 - Gym shoes are required for gym class.
- Cosmetics/Jewelry:
 - Cosmetics should create a natural appearance and be of good taste.
 - Jewelry is permitted and should be tasteful.
 - A maximum of three earrings may be worn in each ear: two earrings in each lobe and one cartilage piercing in each ear.
 - Other piercings are not permitted.
- Hair: Girls’ hair should be clean and neatly styled. Gaudy or inappropriate hairstyles or colors are not allowed.
- High School Banquet: Banquet dress must be modest in regards to length, necklines, backs, and tightness. Specific dress guidelines will be provided to the students. All CCS

students and visitors must have their banquet dresses approved by secondary staff during dress check.

GENERAL INFORMATION

Attendance

Teachers are responsible to take daily attendance and report it to the office. The office administrator will track tardies and absences and alert parents as necessary.

Excused Absences/Tardiness

Excused absences and excused tardiness include:

- Illness of student
- Death in the immediate family
- Medical appointment which cannot be scheduled for non-school hours
- Impassable roads
- Inclement weather conditions
- Exceptionally urgent reasons*

**May include special family occasions, such as weddings, college graduations, or a situation of extenuating circumstance approved by the Administrator.*

A junior/senior high school student who is absent from any class for more than 10 times per semester (excused or unexcused) will have their semester grade reduced by 5% for each additional day absent. Exceptions may be granted by the Administrator.

An absence of 1-3 hours during the day will be considered a half-day absence; an absence of more than 3 hours will be considered a full-day absence. These absences may affect a student's grades per the 10 absence rule.

Any student absent from school on the day of an activity is NOT permitted to take part in that activity on that day/evening. An exception would be if the student was attending an approved activity such as required testing, receiving an award, etc. To qualify as an exception, the involvement must be pre-approved by the administrator.

Parents must notify the office before 9:00 a.m. about a student's absence. Teachers will work to have make-up work ready after school if asked. Notification after 11:00 a.m., in most cases, will not allow adequate time for the teacher to have work by the end of the day.

Prearranged Absences

A prearranged absence must receive special permission from the administrator. Each request for a prearranged absence must be made at least 5 days in advance. Students will be responsible to make up the work as prescribed by the individual teacher. A Prearranged

Absence Form should be filled out and given to the teachers so that as much work as possible can be done prior to the absence. Prearranged absences count against the total number of absences for the year.

Prearranged absences may not exceed five days per year. Students with cumulative averages of “D” or “F” for all classes or who are on Academic Probation will not be granted prearranged absences. Such unapproved absences will be considered unexcused and will result in the academic penalty stated below.

An example of the pre-arranged absence form is located in Appendix E.

Unexcused Absences/Tardiness

Absence/tardiness from school with or without a parent’s knowledge, but without prearranged permission from the school, or for reasons unacceptable to the school will be classified as unexcused. No make-up work will be accepted.

Tardies

To School

Students are expected to be at school on time. A maximum of four tardies are issued during a quarter without penalty. (Tardies may not be counted due to weather-related delays and other circumstances approved by the Administrator.) Students who are tardy to school must sign in at the school office and receive an admission slip.

On the fifth and every subsequent tardy within a quarter, students will be given lunch detention. If the problem persists, the administrator may consult with a student’s parents to revoke the student’s driving privileges for a period of time.

Five tardies will equal one absence, which may affect a student’s grade per the ten absence rule.

To Class

Secondary students are expected to be in class on time. Students late to class will receive one infraction issued by their teacher. The office will only give excused tardies if the student is tardy as a result of the transaction carried out in the office.

Closed Campus

Chisago Christian School is a closed campus, meaning that upon arrival at school, students are not permitted to leave campus without parental permission. Parents who request their child to leave school during the day must contact the school office prior to the student leaving campus. Students must sign out in the office when leaving campus and sign in again upon return.

Early Release

When a parent needs to take a child out of class during the day, release of the student must be completed through the office. The parent should communicate with the office about the appointment via email or written note before school begins so that teachers may be properly notified. Before the student leaves the school property, he/she must sign out in the office.

A parental note is also required for a student to drive himself to and from an appointment.

Extended Care

Chisago Christian School does not provide day care, but does provide extended care. Students should not arrive at school earlier than 7:30 a.m.. Upon arrival elementary and secondary students are to report directly to the gymnasium and wait quietly in the prescribed area. Elementary and secondary students not picked up within 15 minutes after school is dismissed will be sent to extended care. Parents will be charged a separate quarterly hour fee for the use of extended care. Parents must sign students out of extended care in room 103.

With proper CCS supervision, organized after school activities are an exception to these guidelines.

Lunch

Students must provide their own lunches. Hot lunch, currently provided by Chisago Lakes School District, is available to all students. Menus and ordering information will come via email from the school office.

Medication

Tylenol, Advil, and cough drops are available in limited quantities from the school office. Parents must fill out the authorization to administer medication form, which gives permission for your child to receive these medications.

Medication should never be kept in student lockers. Any student needing special medication must bring a signed note signed by a parent informing the office of the type of medication, times, dosage, and reason for the medication. This note will be attached to the form in the office.

Messages for Students

Messages and deliveries for students should be left in the school office. They will be delivered at an appropriate time so as not to disturb a class in session. Students will be called out of class only in an emergency.

Student Emergencies: In the event a student must be contacted by a parent due to a home emergency, the parent may call the school office at (651) 257-4587 ext. 4. In the event of an emergency, students may use the phone in the school office after receiving permission from the Administrator.

Pick-Up/Drop-Off Procedures

Parents transporting elementary children are asked to deliver and pick them up at the front of the building. Parents should follow the protocol implemented for arrival/dismissal. These procedures may vary based upon the time of year and weather.

School Closing

Chisago Christian School adheres to its school calendar throughout the year. In the event of a school closing for inclement weather or some unforeseen difficulty, the time and special circumstances will be communicated through mass text, email, posted on the school's website, and via the following news outlets:

WCCO-TV 4 KMSP 9 KSTP-TV 5 KARE-TV 11

Announcement of school cancellations will usually be given to the television stations by 6:00 a.m. Parents are responsible for learning this information through one of the previously mentioned means.

If Chisago Christian School cancels classes due to inclement weather, all school appointments, athletic events, and functions will most likely be canceled for that particular day.

Student Drivers

Licensed high school students may drive their cars to school and are to park in areas designated for their use. In order to do so, they must fill out a student driver form, which may be obtained in the office.

Students are not to return to, move, or occupy their cars during the school day without approval from the office or administrator.

CCS views driving as a privilege which can be taken away by the administration at any time. The speed limit in the parking lot is 10 mph. Parents will be notified immediately of any infraction involving their child's vehicle.

Health Requirements

CCS adheres to the requirements regarding health records established by the Minnesota Department of Health (MDH) for all students.

Students entering school in Minnesota must be totally immunized according to the requirements of MDH before they can begin classes. Parents will provide a statement from a physician or public clinic stating that the child has received immunizations, consistent with medically acceptable standards, against measles, mumps and rubella, hepatitis B, varicella, meningococcal (MCV, MPSV) and that the student has commenced a schedule of immunizations for diphtheria, tetanus, pertussis, polio, and which indicates the month and year

of each immunization received, unless there is a signed medical exemption from the doctor or notarized student information form.

Illness

Parents will be called to pick their child up from school if the child has a fever of 100 degrees or more or vomits during the school day. Parents should keep students home from school when they are ill. Students should be fever- and vomit-free for 24 hours before returning to school.

Yearbooks

CCS produces an annual yearbook through a private company. Alumni, parents, and other interested persons may purchase the yearbook. One yearbook will be given to each enrolled student as part of the yearbook fee. Yearbooks for the school year will be given out the following the school year in September and will be mailed to graduates. Non-returning students will be able to pick their books up at the office, at that time.

Emergency/Disaster Drills

CCS conducts fire, tornado, and lockdown drills throughout the school year in compliance with state requirements. Evacuation maps are posted in each classroom, and teachers will instruct students accordingly.

Transportation Policy & Procedures

Students participating in a CCS-sanctioned activity (field trip, athletic contest, or other event) will be transported in one of two ways: the CCS school bus or through volunteer drivers.

Volunteer drivers must complete the volunteer driver form and have it on record in the office. Supervising adults should not allow students to ride with anyone other than their specified driver or parents, unless they receive express permission from the parents.

All CCS bus drivers are required to have a current CDL license and participate in a drug-testing program.

Behavioral Expectations:

Students riding the bus must adhere to the CCS behavioral expectations outlined in the student/parent handbook as well as the following expectations:

- All passengers must remain seated at all times and refrain from blocking the aisle
- Boys and girls may not share seats
- Passengers must refrain from any behavior considered dangerous or distracting to the driver and follow other general behavioral expectations of CCS.

Appendix A

Doctrinal Statement of Chisago Lakes Baptist Church

God

We believe in one Triune God, eternally existing in the three persons of the Father, the Son and the Holy Spirit. They are co-eternal in being, co-identical in nature, co-equal in power and glory, and having the same attributes and perfections. (2 Cor. 13:14; Mt. 3:16, 17; Jn. 8:58, 14:9; Acts 5:3, 4; Heb. 13:8; Gen. 1:2)

God the Father rules the universe from Heaven's glory and has never been seen by mortal eye. (Dan. 4:35; Jn. 1:18)

God the Son became man without ceasing to be God, having been conceived by the Holy Spirit, and born of the virgin Mary, in order that He might reveal God, and redeem sinful man. We believe the Lord Jesus Christ accomplished our redemption through the shedding of His blood and His death on the cross as a representative, vicarious, substitutionary sacrifice, and that our justification is made sure by His literal, physical, resurrection from the dead. (Rom. 3:24; 1 Pet. 2:24; Eph. 1:7; Jn. 1:14; Isa. 7:14; Mt. 1:18-25; 1 Pet. 1:18, 19; Rom. 5:6, 25)

God the Holy Spirit is a person who convicts men of sin, and of righteousness and of judgment. He is the divine agent in regeneration, baptizing all believers unto the day of redemption. (Jn. 16:8-11; Rom. 8:9; 1 Cor. 12:12-24; Eph. 1:13, 14; Jn. 3:5; Eph. 4:30)

Man

We believe that man was created in the image and likeness of God, but that in Adam's sin, the race fell, inherited a sinful nature and became alienated from God. We believe man to be totally depraved, and of himself, unable to redeem his lost condition. (Gen. 1:26-27; Rom. 3:10-23, 5:12, 8:7-8; Eph. 2:1-3)

Salvation

We believe that salvation is the gift of God, brought to man by grace, and received by personal faith in Jesus Christ. (Eph. 2:8)

We believe that salvation becomes a reality in the life when the individual repents of his sins, (2 Cor. 7:9-11) and places his faith in the shed blood of Jesus Christ as his complete and only hope of salvation. (Eph. 1:7, 2:3-10) We believe the Holy Spirit is the person who enters and regenerates the believer. (Titus 3:5) We believe that the believer is indwelt by the Spirit of God who causes the believer to call upon God and know that he is the object of

God's special care, that he is under the working of the Spirit of God, who is separating the believer from worldly practice and preparing him for Heaven. (Phil. 1:6; Jude 1; 2 Tim. 2:21; 1 Thess. 5:23) We believe that the believer has immediate access to God.

We believe that all saved individuals should live in such a manner as not to bring reproach upon our Lord and Savior, Jesus Christ. (Eph. 1:12) We believe that separation from all religious apostasy and all sinful practice, pleasure and association is commanded by God. (2 Tim. 3:5; Rom. 12:1-2; 1 Jn. 2:15-17; Ps. 1:1; 2 Cor. 6:14-18)

We believe that the salvation of every believer is secure for all eternity from the moment of regeneration. This security is guaranteed to each believer by the fact that the life received is eternal life, by the keeping power of God, by the sealing ministry of the Holy Spirit and by the interceding ministry of Christ. (Jn. 5:24, 10:27-30; Rom. 8:1, 29, 30, 36, 39; Eph. 4:30; Heb. 7:25)

We believe that immediate, positional sanctification is the process by which, according to God's will, we are made partakers of his holiness; that it is progressive; that it is begun in regeneration; that it progresses if the believer is yielded to the Holy Spirit's control; that it is carried on in the hearts of believers by the presence and power of the Holy Spirit through the Word of God, self-examination, watchfulness and prayer. (1 Thess. 4:3, 5:23; Prov. 4:18; 1 Jn. 2:29; Phil. 2:12; Eph. 6:18; Jn. 17:17)

We believe that ultimate sanctification will be the portion of every believer when finally in the presence of the Lord, complete and entire, with soul and spirit united in the resurrected body, free from every trace or effect of sin and rebellion. (1 Jn. 3:2; 1 Cor. 15:52-54; Eph. 4:30, 5:27; Phil. 4:20-21)

Church

We believe that the Church is a spiritual organism composed of all believers of this age. It is the Body of Christ, and the Bride of Christ. (1 Cor. 12:12-14; 2 Cor. 11:2; Eph. 1:22-23, 5:25-27)

We believe that every believer is baptized by the Holy Spirit into the Body of Christ, and hence every believer is commanded to be immersed as a testimony of this experience. (Rom. 6:3-5)

We believe that the Church ought to observe the Lord's Table periodically as a means of worship and of remembering the Lord's death till He comes. (1 Cor. 11:23-26)

We believe the Church has a two-fold ministry. First, that of evangelizing the world, and, secondly, that of building up every saint in the things of the spiritual life. (Mt. 26:19-20)

We believe that the establishment of the local church is clearly taught in New Testament Scripture, and that every local church should be composed of professed believers in Christ who have followed the Lord in baptism by immersion, and who seek to live lives separated from the sinful practices of the world. (Acts 2:41-47)

Satan

We believe Satan to be one of the highest created beings that rebelled against God, and that he caused a number of the heavenly host to rebel with him. (Isa. 14:12-15; Ezek. 28:11-19)

He has thus become the leader of a host of demons who are opposed to God and all that is righteous. (Mt. 12:24) We believe he is the god of this wicked world, and the head of the kingdom of darkness. (2 Cor. 4:4) He is the tempter, (Mt. 4:3) and his primary work is to hinder the program of God in this world. (1 Thess. 2:18; Heb. 2:14)

We believe that he is the defeated foe, that we, as Christians, can successfully resist him in the power of God (James 4:7) and that Satan and his host will spend all eternity in conscious agony in the lake of fire prepared for the devil and his angels. (Gen. 3:14; Mt. 13:19, 39, 25:41; Rev. 20:10)

Angels

We believe in the existence of angels, which are created beings, who worship and serve God consistently. (Mt. 18:10; Mk. 13:32, 8:38; Mt. 13:41) They are greater in power than men. (2 Pet. 2:11)

We believe the New Testament teaches that angels are used of the Lord to help the church of this age. (Acts 8:26, 10:3; Luke 15:10; Mt. 4:11, Luke 22:43; Acts 12:8-11)

They will separate the righteous from the wicked in the last days. (Mt. 13:39-42)

The Bible

We believe the Holy Scriptures of the Old and New Testament to be the verbally inspired Word of God and the final authority for faith and life. We believe them to be inerrant in the original writings, infallible and God-breathed. (2 Tim. 3:16; 2 Pet. 1:20-21; Mt. 5:18)

We recommend only those versions or translations of the Bible which are true to the original languages and do not mar the teachings therein.

We believe the Bible teaches that every Christian ought to study the Word of God consistently in order to grow spiritually.(1 Pet. 2:2-3; Heb. 4:12)

Last Things

A. The Second Coming of Christ

We believe in the blessed hope; the personal, imminent, pre-tribulational pre-millennial coming of our Lord Jesus Christ for His redeemed ones, and His subsequent return with His own to rule and reign one thousand years on the earth. (Zech. 14:4-11; 1 Thess. 1:10, 4:13-18, 5:9; Rev. 3:10, 19:11-16, 20:1-6)

B. The Resurrection

We believe that the saints of God will be resurrected previous to the tribulation period, and that we will receive at that time immortal bodies. (1 Thess. 4:13-18; 1 Cor. 15:50-54)

We believe that the unsaved dead will be resurrected at the end of the millennial reign of Christ, and will be judged before the Great White Throne, and cast into the lake of fire to eternally suffer conscious pain for their sin in rejecting God's mercy. (Rev. 20:11-15)

C. The Judgments

We believe the Bible teaches every Christian shall be judged. This judgment is for rewards and will not affect our salvation. (1 Cor. 3:8-16, 4:5; 2 Cor. 5:10; 2 Tim. 4:1)

We believe the unsaved dead will be resurrected to judgment at the Great White Throne. (Rev. 20:11-15)

D. The Eternal Glory of the Saints

We believe that following the White Throne Judgment, God will bring to pass a New Heaven and a New Earth, which will be similar to Paradise past, except that it will be a place where nothing can enter and corrupt the fellowship, peace and joy of that day. (Rev. 21-22)

Additional Beliefs

A. We believe that men and women are spiritually equal in position before God but that God has ordained distinct and separate spiritual functions for men and women in the home and the church. The husband is to be the leader of the home, and men are to be the leaders (pastors and deacons) of the church. Accordingly, only men are eligible for licensure and ordination by the church. (Gal. 3:28; Col. 3:18; 1 Tim. 2:8-15, 3:4-5, 12)

B. We believe that God has ordained the family as the foundational institution of human society. The husband is to love his wife as Christ loves the church. The wife is to submit

herself to the Scriptural leadership of her husband as the church submits to the headship of Christ. Children are an heritage from the Lord. Parents are responsible for teaching their children spiritual and moral values and leading them, through consistent lifestyle example and appropriate discipline. (Gen. 1:26-28; Ex. 20:12; Deut. 6:4-9; Ps. 127:3-5; Prov. 19:18, 22:15, 23:13-14; Mk. 10:6-12; 1 Cor. 7:1-16; Eph. 5:21-33, 6:1-4; Col. 3:18-21; Heb. 13:4; 1 Pet. 3:1-7)

C. We believe that God hates divorce and intends marriage to last until one of the spouses dies. Although people who have been divorced may hold positions of service in the church and be greatly used of God for Christian service, they may not be considered for the office of pastor or deacon. (Mal. 2:14-17; Mt. 19:3-12; Rom. 7:1-3; 1 Tim. 3:2, 12; Titus 1:6)

D. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex. We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance. (Gen. 2:24, 19:5, 13; Lev. 18:1-30; Rom. 1:26-29; 1 Cor. 5:1, 6:9-10; 1 Thess. 4:1-8; Heb. 13:4)

E. We believe that the only legitimate marriage is the joining of one man and one woman. (Gen. 2:24; Rom. 7:2; 1 Cor. 7:10; Eph. 5:22-23)

F. We believe that human life begins at conception and that the unborn child is a living human being. Elective abortion constitutes the unjustified, unexcused taking of unborn human life; therefore, we believe that elective abortion is murder. (Job 3:16; Ps. 51:5, 139:14-16; Isa. 44:24, 49:1, 5; Jer. 1:5, 20:15-18; Luke 1:44)

Appendix B Tuition, Fees, Finances

FINANCIAL STATEMENT

Chisago Christian School is first and foremost a ministry. We purpose to provide a rigorous, quality educational experience while utilizing what God has entrusted to us in the most effective ways possible. Because of this, CCS endeavors to keep tuition rates low, while, at the same time, recognizing that every parent sacrifices a great deal financially to send their children here. Families are expected to understand the same about our school; we and our teachers sacrifice a great deal in our efforts to keep quality Christian education affordable in the Chisago Lakes region.

Tuition and fees cannot be our only sources of revenue. We conduct fundraisers and anticipate each family's participation in helping raise additional funds needed to subsidize tuition income and pay for various programs. The school receives no federal assistance, other than a tax-exempt status, nor is it supported by any organization other than Chisago Lakes Baptist Church.

Tuition

	1st Child	2nd Child
K4 full day	\$3,250	\$3,050
K5-6th	\$4,950	\$4,550
7th-12th	\$5,200	\$4,800
	3+ Child	
K4 full day	\$2,500	
K5-6th	\$3,450	
7th-12th	\$3,700	

For discount purposes, the oldest child* is considered the 1st child. *PSEO students are not eligible for discounts.

Tuition will be divided into ten equal payments. Each payment covers one month of the school year. Tuition will be billed monthly, starting in September and is due on the 1st. The 10th of the following month is the grace period. It is considered late if received after 4 p.m. on the 10th of the month. Pre-paid tuition can be refunded if a student withdraws 60 days before the first day of school.

Monthly payments may be dropped off, paid through Gradelink or mailed to the school office. All monies paid will apply to fees first and then applied to tuition.

Discounts

Tuition will be discounted by 3% if paid-in-full by August 10, and a 1.5% discount if paid-in-full each semester (August 10 and January 10).

Late Fee

A late fee of \$10 will be charged to any school account if tuition is not paid-in-full by 4 p.m.

on the 10th of the month. When the 10th falls on a Saturday or Sunday, payments may be made on Monday without penalty. A student may be asked to withdraw if the account is more than 45 days in arrears. Students that attend one or more days of school in a given month will owe that month's tuition.

No school records, including health records, progress reports, report cards, official transcripts, or diplomas will be released for any student when there is a balance owed on the student's account. No child may re-enroll the following year without the previous school year's account being current. No student will be permitted to graduate until all tuition and fees are paid and up to date.

Fees

Early Enrollment (by 3/31)	\$50
Enrollment (due at the time of enrollment)	\$100

Entrance Testing (due at the time of testing)	\$40 PSAT Testing (due 11/10)	\$25
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Entrance testing is required for every new student; the PSAT test occurs in the fall, for 10th & 11th graders preparing for college.

K4—Registration (due 9/10)	\$200
K5—High School Registration (due 9/10)	\$325

The registration fee pays for books, classroom supplies, technology and state required testing. Additional books may need to be purchased in advance courses.

K5 Graduation (due 5/10)	\$50
HS Graduation (due 5/10)	\$75

The graduation fee includes cap, tassel, diploma, gown rental (for HS), and reception costs.

JH Music Fee (due 9/10)	\$50
HS Music Fee (due 9/10)	\$60

Fee helps to maintain uniforms and covers students' fees for MACS Fine Arts.

Music Instrument Rental	\$20/mth
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Sports Fee (6-8)	\$125
Sports Fee (7-12)	\$150

Foreign Exchange Student Fee	\$1,000
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Fee helps provide curriculum adjustments and ESL services for foreign exchange students.

All fees are non-transferable and non-refundable except for the registration fee, which can be re-funded if a student withdraws 60 days **before** the first day of school.

Other Items

JH or HS Part-time Status

Please contact the office for information on part-time enrollment, tuition, and fees.

Before School and Aftercare

Supervision will be provided for students free of charge, starting at 7:30 a.m. After-care will begin at 3:30 p.m., and families will be charged \$2.00 for every 15 minutes until 5:30. Then \$3.00 per 15 minutes after 5:30. Contact the school office for more information.

Every effort should be made to keep aftercare payments up-to-date. If payments are not being made, families may not be allowed to utilize this service.

Book Fines

If textbooks, workbooks, or library books are lost, the student will be billed for the total price of replacement. Damaged books will be assessed accordingly.

Price Changes

Prices are subject to change, with clear and timely explanation to be given by the Administrator and the School Committee. All effort will be put forth to avoid any such changes.

Insurance

School-time accident insurance is included in the tuition for every student. The student accident insurance is considered *excess insurance* and parents should be aware of its limits.

Returned Checks

Any check made payable to CCS that is returned by our bank will incur a \$10 charge, billed to the family's account.

Ad Hoc Charges

Certain charges may come up throughout the year, many of which will not be added to your bill. Deadlines will be communicated at that time. Examples are field trips, instrument rentals, music lessons, milk cards, tournaments, jerseys, and athletic fees.

Appendix C

Bullying & Harassment Policy

In an effort to instill biblical values and create a loving environment (John 15:12), Chisago Christian School has adopted this biblical policy. From time to time, conflict will occur. CCS realizes that while bullying may occur, it is *never* acceptable. We seek to implement a clear framework for dealing with bullying incidents in order to protect our students and help the bully to learn how to relate in a way that is in line with biblical standards.

Likewise, CCS does not tolerate sexual harassment in any form. The school will take any claim of harassment seriously and take appropriate action steps (as outlined below) to deal with the offender in a biblical manner.

Definition of Bullying: Bullying occurs when a person or group is intimidated, frightened, excluded, or hurt by a pattern of behaviors directed at them by others. (Greg Griffiths, *Bullying in Schools-The Hidden Curriculum* (2003)). The following actions in an on-going form may be forms of bullying:

- Physical aggression - including hitting, punching, kicking, pushing, etc.
- Teasing or verbal abuse - including put downs, insults, name calling, or racial/sexual remarks
- Intentional exclusion from activities or friendship groups
- The setting-up of humiliating experiences
- Damaging a person's property/possessions or taking them without permission
- Threatening gestures, actions, or words
- Written/verbal/ electronic messages that contain threats, insults, gossip, or slander
- Cyber bullying through social media, texting, or other electronic means

NOTE: Sometimes students, especially when they are very young, have not developed the interpersonal skills necessary to express their needs and feelings. Therefore, sometimes students will be mean to each other or physically hurt each other occasionally. *We do not consider this occasional misbehavior "bullying."* In these instances, the teachers and staff will attempt to work with these students to help them express themselves with words and good choices when faced with an undesirable situation.

Definition of Sexual Harassment

Sexual harassment will be defined as any unwanted sexual advance or request for sexual favor, whether through word, touch, gesture, or digital/written communication. Harassment may include but is not limited to the following actions:

- Unwanted sexual advance
- Repeated requests for sexual favors or dates
- Inappropriate/lewd comments about a person's gender, body, or sexuality
- Inappropriate/lewd jokes about a person's gender, body, or sexuality
- Inappropriate and/or uninvited physical touch of a sexual nature:
- Physical/sexual abuse
- Other verbal or physical demands which have the following consequences:

- Submission to the conduct is made either implicitly or explicitly a condition of a person's educational success
- Submission to the conduct by a school employee will affect the outcome of a student's academic performance.
- The conduct is intended to interfere with a student's academic performance.

Procedures for Situations Considered Bullying or Harassment

1. All parties will be spoken to—victim, offending student, and sufficient bystanders—to establish the facts of the situation and to hold them accountable for their actions/inaction. Generally all parties will be asked to give a verified account of what has happened with a view to understanding the whole picture.
2. All incidences are to be documented and written reports will be kept on the behavior.
3. All staff will be informed about and have access to the information recorded on all incidents so that they may be aware of any issues between students.
4. Acknowledgement of the allegation of bullying and assessment of student safety must take place within one school day of the report.
5. Investigations into bullying allegations must be undertaken in a timely manner and should be carried out in such a way as to minimize the risk of escalation.
6. Parent(s) of victim and bully will be informed throughout the process and may be invited to be present in discussions. In some cases this may apply to parents of bystanders also.
7. All incidents of bullying will be followed up in writing to parents/caregivers of at least the victim(s) and bully.
8. Bullying incidents will be followed up and students monitored to ensure the incident is resolved satisfactorily. The school will take serious disciplinary action in cases of retaliation.
9. Discipline will follow the discipline policy.

Responsibilities of Students:

1. Students should ask the offending student to stop.
2. Students being bullied/harassed should report it to staff, parents, or another adult.
3. Students who are aware of bullying/harassment should report it to the teacher.
4. Students should take appropriate steps to discourage/prevent bullying/harassment.
5. Students should be willing to resolve bullying/harassment situations by employing forgiveness and changes in behavior.

Responsibilities of Parents:

1. Parents are encouraged to take what their children say seriously and to report bullying/harassment concerns to the teacher first.
2. Parents need to accept that the whole story may be quite complex and trust the school to resolve bullying matters.
3. Parents not satisfied with the action may refer to administrators if the need arises.

Responsibilities of Staff:

1. Non-teaching staff should refer all allegations of bullying/harassment to the classroom teacher and administrator (in that order).

2. Teaching staff should establish whether an alleged incident is isolated or an ongoing pattern of behavior.
3. Teaching staff are to refer to the administrator with allegations/incidences of bullying/harassment. This will be done in a timely manner (within one school day of report).
4. Bullying/harassment incidents will be followed up and students monitored to ensure the incident is resolved satisfactorily. CCS will take serious disciplinary action in cases of retaliation.

Appendix D

CCS Child Protection Policy

At Chisago Christian School, we affirm that all people are made in the image of God (Gen. 1:26) and that children are precious to Him (Matt. 19:14). We recognize that parents entrust their children to us, and we have a responsibility to take every measure to keep them safe from danger—whether physical or emotional—all times while under our care. Our staff is thoroughly vetted before being hired, properly trained in identifying and reporting abuse, and committed to fulfilling their obligation as mandated reporters of any suspicion of abuse. Chisago Christian School also will enforce the following policies to protect its students and staff from situations in which abuse may occur.

Hiring Procedures: CCS is committed to due diligence before on-boarding a new staff member.

- Background checks are ordered for every prospective staff member and will be renewed every five years.
- References given by applicants will be contacted and asked to vouch for the integrity of the prospective staff member.
- All new teachers will be trained in identifying and reporting abuse. All returning staff members will be retrained on a regular basis.

Reporting Procedures: While always maintaining the necessary discreteness, CCS is committed to openness and transparency in its reporting procedures.

Reporting Suspected Abuse of a Student Outside School

- Teachers who suspect that abuse to a student is occurring outside of school are obligated to report that suspicion.
- Before submitting the report, the teacher should discuss the situation and his/her concerns with the student, explaining why a report needs to be filed and what may happen as a result.
- The teacher should inform the CCS administrator for additional insight and support.
- To report abuse, the staff member should call Chisago County Human Services: 651-213-5600 or 651-213-5672.

Reporting Suspected Abuse of a Student by Another Student During School

- If a teacher suspects abuse or is told of alleged abuse happening during school, he/she should immediately tell the administrator.
- The investigation will follow the steps outlined in the CCS Bullying & Harassment Policy.
- If the abuse is found to be credible, the perpetrator will be expelled from school, and the authorities notified.
- To report abuse, the staff member should call Chisago County Human Services: 651-213-5600 or 651-213-5672.

Reporting Suspected Abuse of a Student by a Staff Member During School

- If a teacher suspects abuse or is told of alleged abuse occurring at or during school by a staff member, the teacher should immediately tell the school administrator. If the administrator is the suspected perpetrator, the teacher should inform the senior pastor of CLBC.
- During the investigation, the staff member will be placed on an administrative leave of absence.
- If the reports of abuse are found to be credible, the staff member will be dismissed, and the authorities notified.
- To report abuse, the staff member should call Chisago County Human Services: 651-213-5600 or 651-213-5672.

Policies to Prevent Child Abuse at School: CCS desires for its students and faculty to be above reproach in every respect (1 Thess. 5:22), especially in the area of student safety. To that end, we will enforce the following policies:

- All reports of abuse will be taken seriously and treated as credible until such a time that they are proven otherwise.
- Any time a staff member is alone with a student of the opposite sex, the door to the room must remain open.
- Any time a student is left alone with another student of the opposite sex, the door must remain open.
- Background checks will be completed for all volunteers/chaperones.
- Students will not be permitted to sit on the laps of staff members, volunteers, or other students.
- Staff members should avoid full-frontal hugs of students.
- Jokes or comments regarding a person's body or sexuality will not be tolerated.
- Inappropriate touching of another person's body by a student or staff member will not be tolerated.
- Photography of any kind in locker rooms or bathrooms is prohibited.

Appendix E

CCS Sexual Purity Policies

Student Relationships

Christ-honoring relationships are encouraged at Chisago Christian School. Relationships shall demonstrate common courtesy, openness, friendliness, and a positive attitude. Students who fail to practice Christian virtues and who demonstrate a negative influence may be asked to withdraw from CCS. CCS encourages wholesome friendships between students. Healthy relationships between girls and boys are encouraged; however, intimate physical contact is not permitted on school grounds or at any school function. CCS does not permit married students to attend. Students who participate in any form of sexual impropriety while on campus or at a school-sponsored activity may be expelled.

Sexual Purity

The faculty and staff of Chisago Christian School seek to teach and encourage students to live a God-honoring lifestyle that reflects His holiness and goodness (Matthew 5:13-15). With that in mind, our students are taught God's standards for personal and relational responsibility. When lived out, these standards lead not to a life of oppressive rule-keeping, but to a life of true freedom and abundance (Proverbs 3:1-2; John 8:31-32; John 10:10).

The Bible reveals that sexuality is a gift from God to be enjoyed within the context of marriage between one man and one woman (Genesis 2:22-25) for life. When this gift is abused and God's standards ignored, the Bible calls this "sexual immorality" (1 Cor. 6:18-20; Eph. 5:1-3; Lev. 20:13; Rom. 1:27).

When students engage in sexual immorality, CCS will partner with parents to address inappropriate behavior in a way that best serves the family and honors God, and we believe that God is honored when relationships are reconciled—relationships with Him, with fellow students and family members (2 Cor. 5:18-20). Ultimately, the school reserves the right to respond to inappropriate student sexual conduct with any combination of discipline and accountability that leads toward reconciliation of these relationships (Hebrews 12:7-11). However, in some cases sexual immorality may result in a student's dismissal from CCS. The school, in its sole discretion, retains the right to refuse enrollment to, or to expel any student who engages in sexual immorality.

Pregnancy Policy

Children are gifts from God. CCS wants to be clear in its dealing with pregnant students: we are not confusing an immoral act with the value of the child (Ps. 119:13; Ps.

127:3-4). We believe in the sanctity of life for both mother and child and desire to offer genuine support to those students who are facing the prospect of pregnancy and parenthood.

Pregnancy cases will be evaluated on a case-by-case basis for the involved female and male. CCS reserves the right, in its sole discretion, to take disciplinary action (including dismissal from school) if deemed by the school to be in the best interest of the student and/or other students and mission of the school.

CCS students shall not obtain or knowingly facilitate an abortion. Violation will result in immediate expulsion.

Transgender Policy

CCS believes that God created two sexes: male and female (Gen. 1:27) and that each person is created with a specific gender from birth. This gender is in accordance with their biology, not the subjective basis of feelings. CCS believes transgenderism violates God's intentional and good design of the sexes. Any student who pursues a transgender lifestyle, whether in identifying statements, hormone treatments, surgery, or any other means, will be subject to potential expulsion.

Appendix F
Sample Pre-Arranged Absence Form

PARENTS, PLEASE COMPLETE ONE FORM PER CHILD AND RETURN IT TO THE OFFICE. AFTER TEACHERS LIST AND ATTACH THEIR HOMEWORK, THIS FORM AND ALL ACCOMPANYING DOCUMENTS WILL BE SENT HOME WITH YOUR CHILD. THIS FORM IS TO BE COMPLETED AT LEAST **ONE WEEK** IN ADVANCE OF THE SCHEDULED ABSENCE.

Student's Name: _____ Grade: _____

Today's Date: _____ Dates of Scheduled Absence: _____

Reason for Absence: _____

Person Completing this Form: _____

Teachers listed below, complete and return form to the office:

Teachers: _____

HOMEWORK TO BE MADE UP

(Teachers, list your name and assignments. Attach necessary documents. Use the back if necessary.)

Appendix G

Mediation & Arbitration of Disputes

Chisago Christian School is a Christian institution which believes that the Bible commands individuals to make every effort to live at peace and resolve disputes with one another in private and within the parameters set by the Christian Church (see Matthew 18:15-20; 1 Corinthians 6:1-8). Therefore, the School, and the parents, legal guardians, and legal representatives of its students (hereinafter “the parties”) agree that except as expressly exempted from these provisions, any and all claims or disputes which would otherwise be the basis for legal or court action, which arise from or are related to the School and its operation, including all aspects of a student's relationship with the School, its administrators, faculty, and staff, shall be settled by biblically based mediation and, if necessary, legally binding arbitration.

The parties hereto agree to mediate any dispute or claim as above described arising between them before resorting to arbitration. Mediation is a process by which parties attempt to resolve a dispute or claim by submitting it to an impartial, neutral mediator, who is authorized to facilitate the resolution of the dispute, but who is not empowered to impose a settlement on the parties.

The mediation shall be conducted in accordance with the Guidelines for Christian Conciliation Rules of Procedure of the Institute for Christian Conciliation, a division of Peacemakers Ministries (or its successor), which can be found at <http://peacemaker.net/project/guidelines-for-christianconciliation>. The mediation shall be conducted at a location in the Chisago Lakes Area, as determined under the Rules of Procedure. The parties to the dispute may mutually agree to the selection of an alternative method of mediation and/or a mutually acceptable alternative mediator to resolve the dispute.

If any party commences an arbitration or court action based on a dispute or claim to which the mediation provision applies without first attempting to resolve the matter through mediation, then in the discretion of the arbitrator(s) or judge, that party shall not be entitled to recover attorney's fees, even if they would otherwise be available to that party in any such proceeding.

The parties hereto agree that any dispute or claim in law or equity arising between them which is not settled through mediation, as above provided, shall be decided by neutral, binding arbitration and not by court action, except as provided by Minnesota law for judicial review of arbitration proceedings.

The dispute shall be submitted to legally binding arbitration in accordance with the Rules of Procedure promulgated by the Institute for Christian Conciliation, and judgment upon the arbitration award may be entered in any court having jurisdiction. The parties to an arbitration may agree in writing to use different rules and/or arbitrator(s). The cost of mediation and/ or arbitration shall be governed by the Rules of Procedure. The parties shall have the right to discovery in accordance with Minnesota Rules of Civil Procedure. In all other respects, the arbitration shall be conducted in accordance with Minnesota Rules of Civil Procedure. Judgment upon an arbitration award may be entered in any court otherwise having jurisdiction.

Exempted from the provisions of these mediation and arbitration provisions is the collection of monies due the School for tuition or other charges. Such collections may be enforced directly by legal action. The mediation and arbitration provisions created herein are not intended and do not give parents, guardians, or other legal representatives standing to arbitrate matters arising from the administration and implementation of the School's educational functions. Also exempted from the provisions of this Mediation and Arbitration of Disputes Agreement are any disputes which by law are required to be resolved by a governmental agency or are by law expressly exempted from arbitration.

If a dispute or claim involves an alleged injury or damage to which the School's insurance applies, the School's insurer may elect not to submit the dispute or claim to mediation or arbitration as described in this Agreement, in which event unless the parties otherwise agree, this Mediation and Arbitration of Disputes Agreement shall no longer be binding with regard to that part of the dispute or claim to which the School's insurance applies. Except as otherwise provided herein, the parents, legal guardians and legal representatives of their student agree that this Mediation and Arbitration of Disputes Agreement shall provide the sole remedy for any dispute between them, their children, or students, and the School and do hereby waive, on behalf of themselves, their children and students, the right to file any legal action against the School in a civil court or agency, except to enforce an arbitration award.

Appendix H

CCS Use of Technology Policy

Students at Chisago Christian School are encouraged to use computer technology to enhance and supplement their education through research, collaboration, projects, and dissemination of their work.

Chisago Christian School strives to partner with families in teaching students discernment and wisdom in the use of the internet and technology.

Student Expectations:

- Share and interact in a way that will enhance their reputation, the reputation of others, and the reputation of the school, rather than damage them.
- Always treat others in a respectful, positive, and considerate manner.
- Use technology for the purpose of learning, conducting research and completing classroom assignments.
- Treat technology equipment with care and respect.
- Use only accounts provided by the school.
- Communicate with others in a courteous and respectful manner.
- Maintain the confidentiality of his/her personal name, address, phone number, password(s), and respect the same privacy of others.
- Refrain from online gaming and non-academic multimedia consumption.
- Agree to the review of communications, data, and files by CCS.
- Comply with copyright laws and the intellectual property rights of others.
- Report any incident of harassment to the school administrator
- Report any violation of this Acceptable Use Policy to the administrator or CLBC senior pastor.

Chisago Christian School maintains the right to search all electronic media/devices on campus including computers, storage devices, and cell phones. Students found to be in violation of the

Acceptable Use Policy will be subject to disciplinary action at the discretion of the school administrator and/or CLBC senior pastor.

Cyberbullying

Cyberbullying is defined as “bullying that takes place over digital devices like cell phones, computers, and tablets. Cyberbullying can occur through SMS, Text, and apps, or online in social media, forums, or gaming where people can view, participate in, or share content. Cyberbullying includes sending, posting, or sharing negative, harmful, false, or mean content about someone else. It can include sharing personal or private information about someone else causing embarrassment or humiliation. Some cyberbullying crosses the line into unlawful or criminal behavior.” (US Department of Health and Human Services)

Chisago Christian School will not tolerate cyberbullying and will treat any reports/instances of cyberbullying according to the published Bullying and Harassment Policy.

Unacceptable Behaviors

Access is a privilege, not a right, and involves responsibility. Access to CCS network services is given to students who agree to act in a considerate and responsible manner. Because communications on the network are often public in nature, individual users of the school computer network are responsible for their behavior and communication over the network just as they are in the classroom. Users must comply with the school standards and honor the agreement they have signed.

Student access to the CCS network may be restricted or removed due to academic or behavioral probation, at the discretion of the administrator. Actions subject to this type of restriction include but are not limited to the following:

- Logging into another student’s account without his/her authorization
- Using another person’s password or a student sharing his/her own password with others
- Browsing in another person’s folders, work, or files
- Photographing or recording students or staff members for non-instructional purposes and/or without their explicit permission
- Engaging in cyber bullying of students or staff members by harassing, insulting, or attacking others or negatively impacting the learning environment in any way through the use of technology

- Posting any picture, video or derogatory/offensive comments on social media of any students, teachers/staff or volunteer from the school
- Visiting unacceptable internet or social networking sites
- Knowingly entering unauthorized networks or install software to tamper or destroy data
- Bypassing, or attempting to bypass, the school's Internet filtering software or restrictions
- Accessing or distributing abusive, harassing, libelous, obscene, offensive, profane, violent, pornographic, threatening, sexually explicit, or illegal material
- Installing personal software on CCS devices
- Distributing personal information about oneself or any other Chisago Christian School student or staff online by using chats, blogs, social networking sites, e-mail or other electronic communication
- Arranging a meeting with an online contact without school and parental approval
- Using obscene language
- Damaging computers, computer systems, or computer networks
- Violating copyright laws
- Students may NOT, in any way or for any reason, sync their personal or home computers with school computers.

Wireless Devices

Cell phones should be turned off and placed in designated areas during each class period. A student caught with a phone (or other internet-ready device) during the class period will have it taken away. He/she will be permitted to collect it in the office at the end of the school day, after a parent has been informed.

Cameras and camera phones should *never* be used in restrooms or locker rooms.

Students *may* use cell phones during extra-curricular activities with the permission of the coach or supervisor.