

# Student / Parent Handbook

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Central Minnesota Christian School 2024-2025

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**BETTER TOGETHER**

**BEING TRANSFORMED**

**BUILDING TRUST**

**BRIDGING THE GAP**

It is the mission of Central Minnesota Christian School to provide a Christ-centered, quality education to equip students for a life of service.

**Students and Parents of Central Minnesota Christian School,**

**It is our privilege to partner with you in Christian education and discipleship. It is our mission to provide you with a Christ-centered education that seeks to understand Christ's lordship over every square inch of His creation. We desire for our students to grasp the redemptive power of God in their own stories as they learn to live for his Glory.**

**Board Policy Guidelines, Section 100: "Introduction - So that the Spirit of God may guide us as we pray, lead, and work for the sake of God and the constituency of Central Minnesota Christian School - a constituency which we have been elected to represent in such a way that the Lord receives all the honor, all the glory, and all the praise - the following policy statements shall guide our decisions in future Board meetings. These policy statements shall serve as guides, not masters; as flexible tools, not rigid rules. Our goal is to formulate policies that help us to achieve continuity and consistency in the operation of Central Minnesota Christian School."**

**These policies and guidelines will help us work together at Central throughout the year. The key to our relationships will be the respect we have for one another and the willingness we have to honor God and each other in our interactions.**

**Let us all continually pray for the Spirit's daily presence at our school.**

**We are looking forward to a great year at Central!**

**In His Service,**

**The Central Leadership Team**

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## INTRODUCTION

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### MISSION STATEMENT

It is the mission of Central Minnesota Christian School to provide a Christ-centered, quality education to equip students for a life of service.

### VISION STATEMENT

Surrounded by our community of believers where God's presence is evident, our students will find their calling in God's world through an exceptional education, delivered from a Biblical worldview. Students will be known personally, disciplined intentionally, and challenged academically.

### VALUES

The following values are the pillars upon which we at Central Minnesota Christian School base our words and actions.

- **Better Together** - God created us in his image to live in **Community**. Therefore, we honor and care for the well-being and success of all. We value encouragement and helpful communications while speaking the truth in love. We celebrate the individual gifts and character of each member and provide an environment for them to struggle and grow. (Rom 12:4-5; Gen 1:27; Col 3:12-14)
- **Building Trust** - We strive for **Excellence** in our character and proven-ness in our work. We do our best to earn respect by exceeding expectations, maintaining high standards, challenging complacency, and aiming for full potential. (Matt 13:12; Titus 2:7; Phil 1:9-10)
- **Being Transformed** - We value whole-person **Growth** and practice continuous improvement through learning, personal reflection, and Christian development. We are open to new ideas and seek God's kingdom dream for our lives and the world. (Rom 12:2; II Cor 5:17; Ps 51:10)
- **Bridging The Gap** - Through **Service**, we identify needs and address them. We see God-possibilities and obediently follow the Spirit to make them our reality. In humility, we give of ourselves, investing in the cause of Christian education and thus, the future. (I Peter 4:10; Col 3:23; Isa 58:10)

### PHILOSOPHY OF EDUCATION

Precepts of the Central Minnesota Christian School Philosophy of Education

- We believe all things exist to glorify God, whom we know in Jesus. Therefore, we must teach children that every part of their lives must serve to promote God's glory.
- We believe because God made and upholds His creation, it is of essential goodness and worth. We take delight in all aspects of the physical world, the world of ideas, and Biblically lawful human activity as good gifts from the Creator. Therefore, the Central Minnesota Christian School curriculum must study the entire created order; reflect the principles of truth, goodness, and beauty vested in our world; and interpret each fact in the universe as belonging to the upholding work of God.

- We believe God made men and women to tend the world as bearers of His image. Therefore, we must teach children to study our world and use its resources in a stewardly manner in order to fulfill our task.
- We believe God has created a world of order, not chaos. Therefore, God has given human beings the ability to understand and find meaning in the created order.
- We believe sin darkens our hearts and our understanding of the world. Therefore, we teach that all human culture is affected by sin and falls short of glorifying God. We must continually evaluate all human actions, including our own, from a Biblical perspective.
- We believe the Bible is God's inspired Word and as we read it, illumined by the Holy Spirit, we are taught how to view all of life and creation. Therefore, we support education which accepts everything contained in the Bible and which interprets all things in the universe accordingly.
- We believe Jesus Christ, as Lord of all, renews His people in His image and calls them back to the task of tending God's creation. Therefore, we support Christian education that does not divide life into secular and sacred parts, nor ignores any part of the world as outside its interests.
- We believe Christ has called the members of His community to serve Him together and has obligated them to teach their children how to serve in His kingdom. Therefore, we affirm that education is the task of the whole Christian community. Central Minnesota Christian School takes its place beside the family and the church and fulfills an important role in instructing and nurturing students.
- We believe children of believers are members of the Christian community and are regarded as God's servants. Therefore, we support schools that encourage students, beginning while they are young and continuing through high school, to serve the Lord Jesus Christ in everything and to use their skills in the interest of the kingdom of God.

## EDUCATIONAL GOALS

Central Minnesota Christian School strives to be a place where students . . .

- Develop and grow in their relationship with our Lord and Savior Jesus Christ.
- Learn to discern God's will for their lives.
- Discover their God-given talents and learn to use them for the benefit of His kingdom.
- Love, encourage, and accept one another with the attitude of a servant.
- View the universe as being created and sustained by a loving God and worship him accordingly.
- Acquire a life-long passion for learning more about God's Word and God's world.
- Use the instruction, resources, and technology available to achieve the highest standards of excellence in education.

**Because of these educational goals, Central Minnesota Christian School provides each student with the opportunity to:**

- Commit to real and personal faith in Jesus Christ.
- Become serious about living the Christian life according to God's Word and will.
- Desire to work diligently to educate himself/herself.

- Desire to become faithful to his/her local church and engaged as citizens.
- Commit to positive interpersonal relationships.

## PARENT COMMITMENT

The Christian home, school, and church are dynamic partners in the nurture and guidance of students so that they grow like trees planted by the rivers of water that bring forth fruit in its season (Psalm 1:3). A positive and constructive partnership between the school and a student's parents, the primary educators of their children, is essential to the fulfillment of the school's mission.

Each parent is asked to sign this commitment to a partnership with Central in the education and discipleship of their child/ren.

I/We recognize this commitment specifically in the following areas:

- **Spiritual** - I/We commit to partnering with Central by actively participating in the Christ-centered, spiritual development of our child/ren. I/We understand that Central teaches a Biblical Christian worldview through a Reformed lens. I/We align with the school's [Statement of Belief and Philosophy of Education](#).
- **Financial** - I/We confirm our payment plan for the upcoming school year and intend to honor our commitment. I/We value high quality education and understand the financial and stewardship requirements for such an end. I/We understand the value of community and that any delinquencies due to financial hardships will be discussed with school leadership or the finance committee.
- **Academic** - I/We understand that our home plays an active part in our child/ren's academic development. I/We will encourage our child/ren in their studies and support them by fostering a home environment that values learning and growth. I/We will communicate with our child/ren's teachers and raise any concerns in respectful and appropriate ways.
- **Service** - I/We commit to doing our part by participating in school fundraising activities and organized community outreaches. I/We will seek to join Christ's mission at Central by being life-long learners who exhibit a lifestyle of service.
- **Church** - I/We are active, committed members of a local church. I/We believe that as Christians, we are the body of Christ and are called together to be his witness in the world.

## **PARENT VOLUNTEER COMMITMENT**

Service and community are valued at Central Minnesota Christian School. Parent partnership opportunities allow our families to live into these values by contributing to various functions of the school. Sign up for volunteer shifts will be done through Sign Up Genius (see link on school website).

These requirements apply to all families with K-12th grade students attending Central Minnesota Christian School.

Each parent will choose any combination of shifts that total 12 hours or more in the following areas:

- New to You Thrift Store
  - Various 4 hour shifts during the week and on the weekend.
- Harvest Festival
  - 2-hour shifts serving in the various booths throughout the evening.
  - Because this is one of our biggest community builders and fundraisers of the year, we ask that at least one parent in each family sign up to work a shift.
- Concessions
  - 4-hour shifts available. Serve in the concession stand or admissions table for home volleyball and basketball games.
- Live Stream
  - 3-hour shifts available. Serve by operating one of our live stream cameras during a home volleyball or basketball game.
- Legacy Dinner
  - 3-hour shifts available.
- Freedom Fun Days Celebration
  - 2-hour shifts serving at the various activities throughout the day.



## **NONDISCRIMINATION STATEMENT**

Central Minnesota Christian School does not discriminate with respect to race, color, sex, age, marital status, disability, or national or ethnic origin in its admission policies, hiring practices, or services offered to its students.

## **GENERAL INFORMATION**

### **School Leadership:**

Jon De Groot	Superintendent
Pam Harrington	Director of Finance and Human Resources
Kate Link	Director of Advancement
Malorie Antony	School Counselor
Dean Stier	Principal

### **School Board:**

Joe Vander Ark	President, Executive Committee
Trevor Duinick	Vice-President, Executive Committee, Governance Committee Chair
Christy Groen	Secretary, Executive Committee, Education Committee
Heidi Graves	Treasurer and Finance Chair
Sarah VanBeek	Education Chair
Matt Hoekstra	Advancement Committee
Paul Leverington	Governance Committee
Ryan Moorlag	Advancement Committee Chair
Luke Mulder	Finance Committee
Chris Schlegel	Advancement Committee

### **Communication Information:**

High School (main) Office (press 1)	320-978-8700
Elementary and Middle School Office (press 2)	320-978-8700

### **Office Hours**

The school office is open 7:30-4:30 Monday through Friday during the school year. Administration and faculty will be available from 8:00-4:00. Summer hours are Monday through Thursday from 9:00-3:00.

## COMMUNICATION

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### **Student Expectations**

In the spirit of Christ, it is expected that students will speak with love and grace, never being given to disrespect, mockery, swearing, unkindness, or inappropriate language. Respect and courtesy are shown by cooperation, orderliness, polite conversation, and respectful response to correction. Students should use proper title (i.e. Mr. Jones) in addressing a teacher or speaking about him/her at school and at all school functions. It is expected that proper respect and positive attitudes shall always be demonstrated in talking with and about school personnel.

### **Parent Concerns and Communication Procedure**

Injunction recorded in Matthew 18, the steps for handling a parental complaint or question about a teacher, coach, or staff member are as follows:

1. The parent meets privately with the teacher, coach, or staff member to seek resolution, with a spirit of reconciliation.
2. If no resolution takes place a parent would then call a meeting with the teacher, coach, or staff member and the principal or superintendent to seek resolution in the matter.
3. If there is still no resolution, the problem is then presented to the Executive Committee or the School Board. They can call upon the parties involved to help bring resolution.

Questions and complaints arise inevitably in any school. They will be handled courteously, politely, and promptly in order to confront problems and answer questions at the lowest level, and between as few people as possible. The Board intends and desires to always be open to parents and teachers. However, the Board will be alert and sensitive to channel questions and complaints that come directly to them and direct them to the proper procedure when appropriate. It is the hope and prayer of the Board that together we can be sensitive to and understanding of each other and work harmoniously for the Lord and His school.

## FACTS

Central utilizes FACTS, our Student Information System (SIS) for grades, email communication, student schedules, etc.

### **EMAIL / FACTS FAMILY PORTAL**

The email that parents provide in FACTS will be used as the primary email address to receive communications from school. Email is the primary source of communication for information regarding changes in the schedule and upcoming events. Calendars and announcements will also be posted in the Family Portal in Resource Documents.

### **Central App for Families**

*A FACTS 101 reference guide is available in Resource Documents*

The Central app can be downloaded and is fully integrated with FACTS.

Here are some of the benefits:

- Easy mobile access. School information is available whenever (and wherever) parents need it.

- Simple login. Once a parent logs into a FACTS student information system (SIS) feature, it automatically logs them into all SIS features in the app.
- Organized schedules. Keep track of lunch menus, calendars, and other school events.
- View schedules, daily announcements, lunch menus, etc., from the home page.
- Grades are easily navigated for every course and student.
- Make payments directly from the app.

## **PARENT/TEACHER CONFERENCES**

Parent/Teacher conferences are held in the fall and spring. Exact dates can be found on the school calendar. Parents will receive an email to sign up for a time slot that works best for them. We invite parents or caregivers to attend these conferences and to communicate with their students' teachers when attendance is not possible.

## **SCHOOL CANCELLATION**

School cancellation due to inclement weather will be announced through the FACTS system via phone call or text, as well as on radio station Q102 (102.5 FM) on Operation Snow Desk. The announcement will be called in prior to 6:30 AM. Early dismissal from school will be announced to parents through the FACTS system.

## **ATTENDANCE**

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### **Arrival and Dismissal**

The doors of the high school and elementary school will be open prior to the start of each school day. These entrances will be locked at 8:30am. Students should not plan to arrive at school before 8:00am unless admitted by a teacher for a special purpose. Playground and hallway supervision begins at 8:15am.

The 3:15pm dismissal bell is the signal for all students to be on their way to the buses, their homes, or their after-school/co-curricular activity. Students are not to be in the classrooms or around the school unless supervised by a parent or teacher. Students are not allowed in the building outside of office hours without adult supervision.

### **Tardy**

If a student is not in the classroom at the time the tardy bell rings (the second bell), the student is considered to be tardy for class. Tardy only applies to missing the first 10 minutes of class, after which the student will be considered absent for the period. Tardies may also be assigned if students are not prepared with the necessary materials needed for class.

Tardies will be recorded on the attendance register and on the report card. Middle and high school students will be assigned detention after the third tardy in a quarter.

## **STUDENT ABSENCES**

Attendance is an important part of the educational process, as students are more likely to succeed in their academics when they are in class. Instructional time in the classroom allows the teacher to build each student's skills and knowledge in each subject. We recognize that absences will happen but want to stress the importance of regular class attendance for the success of our students.

### **Notification**

Parents should use the Student Absent Form to notify the school office staff if their child is going to miss school for all or part of the day. This form is available on the school website and in the Central app. If your child is missing, you will receive a call from the school office regarding their whereabouts.

### **Arriving Late / Leaving Early**

All students arriving late or leaving early are REQUIRED to check in/out on the tablets located in the high school and elementary/middle school offices. Students will not be allowed to leave early unless notification has been received from a parent or guardian. This policy is necessary due to the responsibility the school has been delegated for the safety and well-being of the students. If a student violates this policy they will receive a demerit.

### **Excessive Absence Policy**

Students will be allowed no more than 10 absences in a class per semester (5 absences for classes that do not meet on a daily basis). Absences due to school-sponsored extracurricular activities do not apply. A medical waiver may be requested for excessive absences caused by a specific medical concern. Junior and Senior students may have up to 2 excused absences for college visits per year.

Students who exceed the 10 (or 5) absences per semester must appeal to the Executive Committee of the school board for consideration of the circumstances before they are allowed to continue in the class for credit. The Executive committee may forgo an appeal meeting based on a medical waiver or extenuating circumstances (death in the family, weather delayed travel, etc.)

Regardless of a medical waiver, at least 50% of the assignments must be completed each quarter for the student to receive credit for the course; that is, if less than 50% of the assignments are turned in, the student will be not eligible to pass the course.

### **Missed Work Policy**

Students should communicate with their teachers regarding make-up work due to their absence.

In the event of long term / chronic illness, please contact the school office. Arrangements will be made for homework.

### **Mission Trips**

Students participating in ministry trips will need administrative approval and will be considered on a case by case basis to be determined by the student's academic standing, behavior history, attendance record, and timing in academic calendar (exams will not be excused). In certain cases a reflection paper or project may fulfill academic requirements.

### **Family Travel**

Vacationing at times other than scheduled school vacation days is discouraged. Family vacation absence will count towards a high school student's 10 absences. Please notify the office staff and talk to your student's teacher(s) beforehand. Due to their schedule and when they are notified, there is no guarantee that make-up work will be available before the absence takes place. It is not always possible to provide make-up work for everything that is missed.

During high school exams, family travel is strongly discouraged. Alternative arrangements will be considered on a case by case basis as discussed with administration.

### **Truancy Laws**

Central reserves the right to uphold Truancy laws and guidelines of the Minnesota Department of Education for students under the age of 17 years old. Because students must be enrolled in some form of school environment after the age of seven, these laws apply to all students aged 7 until their 17th birthday.

## **STUDENT HEALTH AND WELLNESS**

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### **STUDENT SUCCESS TEAM**

The mission of the Student Success Team (SST) is a support structure designed to assist students, families, and teachers to seek positive solutions for maximizing student potential. The SST's purpose is to provide a positive, team-oriented approach to assisting students with concerns related to their overall wellbeing. The SST aims to identify and intervene early in order to design a support system for students having difficulty at our school.

Areas of Focus:

- **Academics** - enhance study skills, establish organizational habits, and increase academic achievement.
- **Spirituality** - provide students with opportunities for spiritual growth outside of what they receive in the classroom.
- **Physical Health** - learn to care for our bodies and use them to honor God.
- **Social Emotional Wellbeing** - help students develop strong relationships, regulate and express emotions, and cope with life stressors.
- **Technology** - foster knowledge of technology in a safe and Christian environment.

### **SUPPORT SERVICES**

*Help for students with special learning needs may be available through various sources:*

- If there is a student concern, the first point of contact should be the School Counselor. The concern may be related to academics, mental health, spirituality, physical health, technology use, etc. A referral comes after the teacher has worked with the student and the parents but are in need of additional support to help the student be successful. After parent permission has been obtained, the teacher will utilize the referral form to complete this process. It is then determined what kind of additional support is needed.
- Academic support staff provide intervention and remediation for students.
- A Student Accommodation Plan may be developed for students who do not qualify for special education but have significant learning needs that are the result of a diagnosed condition. An individual plan is created to accommodate for the specific deficiency/challenge. These plans are cooperative efforts between the school, the parents, and the student. Each party has responsibilities that must be met in order to keep the plan in force.

**The Student Success Team contact at Central is:**

Malorie Antony, School Counselor  
 Email: [maloriea@centralbluejays.org](mailto:maloriea@centralbluejays.org)  
 Phone: (320) 978-8700

**Special Education through District 815**

Prinsburg Common School District 815 also makes its services available to students of Central to address speech and learning disabilities. The district leases space from Central in order to administer testing and provide remediation services on campus. Parents and teachers may refer students for testing and evaluation.

**The District 815 Administrator is:**

Marge Breems  
 Email: [prinsburg815@gmail.com](mailto:prinsburg815@gmail.com)  
 Phone (320) 978-4721

**HEALTH POLICIES**

**Returning to school**

We require that students be 24 hour fever free before returning to school and 24 hour symptom free from vomiting.

**Vision and hearing screening.** The Kandiyohi County Community Health Services Health Nurse and parent volunteers conduct annual screenings for sight and hearing each fall.

**Immunization records.** The school is required to send immunization records to the MN Department of Health each year. Please provide immunization records upon your child's entrance to Kindergarten, an updated report in 7th grade after your child has received booster shots, and following any catch up vaccinations that may occur; or fill out an exemption form for vaccinations with the school nurse, Carrie Asake.

**Developmental health and hygiene.** Instruction in human sexuality and hygiene is provided each spring to students in grades 3 and 5. Parents are informed of the time and nature of this instruction beforehand.

**Medications.** If students need to take over-the-counter or prescription medications at school, please contact the school nurse to provide prescription and administration details, as well as arrange for the medication to be stored and administered at school in a safe manner. Also, the school should be informed of any special health needs such as diabetes, allergies, seizures, and physical handicaps and provided with any Individualized Health Plan (IHP's) or Action Plan from your doctor.

**Allergies.** If students have allergies to certain substances or foods, please fill out their allergy information during the enrollment process each year. If any allergies change, please notify our school nurse. If your child has an allergy or sensitivity, please provide your teacher with a list of acceptable treats for distribution to the parents, or send treats to school with your child to use when treats are given out for birthdays or other events. This will help to better ensure that your child does not eat something that will affect them.

**Lice.** Students found to have head lice or lice nits will be sent home. The school will provide information sheets for treating lice when the student is sent home. Before the student may return to class, a licensed health professional of Central's choosing must inspect the student, along with their personal effects and declare them to be lice and nit free.

**Exemption from recess.** If a student must remain indoors during recess for medical reasons, a note from the parents should indicate that request.

## **EMERGENCY PROCEDURES**

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### **Emergency Drills**

To prepare students in the event of an emergency, Central follows the state statutes for emergency drills.

- Fire drills will be held periodically throughout the school year.
- Severe weather drills will be conducted annually.
- Lockdown drills will be conducted periodically to prepare for the unlikely event of a hostile intruder.

### **Bus Safety Drills**

Minnesota law requires that at least twice a year students who ride buses shall be instructed in bus safety procedures for riding, loading, unloading, traffic lane crossing, and emergency evacuation of school buses. The time and place for this instruction will be determined by the principal and bus drivers.

## **SPIRITUAL FORMATION AND DISCIPLESHP**

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### **CHAPEL**

#### **Elementary Chapel**

Chapel is a time when the entire elementary school gathers as a community for a time of worship and learning. The speakers will include various area pastors, teachers, and some chapels will be led by individual classes or small groups of students. Older elementary students can choose to help with chapel services by helping lead musical worship, presenting dramatic skits, or helping run the technological aspects of chapel. All students are expected to be respectful, engaged participants during chapel time. Chapels will generally occur twice a month on Thursday mornings from 8:30-9:00.

#### **Middle and High School Chapel**

Chapel services are meant to be a joyful Christian experience. To receive true blessing from the chapel time, students are encouraged to bring a positive attitude, to participate enthusiastically, and to listen attentively. Chapel should be a place that is reverent and worshipful.

- Chapels will typically be held on Fridays from 8:30-9:15.
- Students are encouraged to participate on the chapel committee, to present in chapel, or participate on the praise teams.
- Students may be asked to bring a Bible to chapel.

### **DEVOTIONS AND DISCIPLESHP**

#### **Devotions**

Many teachers begin each day by leading a time of devotions and prayer time. The format will vary from day to day but will usually include Bible reading, a devotional, singing, and prayer. On occasion, students in middle and high school are asked to lead devotions for their squad.

#### **Squads (MS and HS) and Small Groups (Elementary)**

Small groups are a part of our discipleship program at Central.

- Each group is led by a teacher, staff member, or a community member.
- Elementary small groups meet weekly every other week, opposite of chapel days. Students also sit in their small groups for elementary chapels.
- MS and HS Squads meet daily.
- Activities and discussion follow monthly topics and school-related themes.

## **ACADEMICS**

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### **CURRICULUM**

The curriculum of Central is the medium through which our children are oriented to a life in Christ. It is used to help our students view the culture of this world from a Christian perspective. It is intended to assist children as they develop spiritually, emotionally, intellectually, socially, and physically.



## GRADES AND REPORT CARDS

Parents are able to view their student's grades in the FACTS Family Portal and via the Central app. Parents may also sign up for daily or weekly gradebook notifications. Report cards are available in the Family Portal after the end of each quarter. Printed report cards are sent home for students in kindergarten.

4K, Kindergarten, and 1st Grade use a skills-based grading system:

Mastery	M, +
Satisfactory	S, *
Needs Improvement	NI, -

2nd grade through 12th grade use standard letter grades (A, B, C, D, and E). The percent/letter grade/honor points/averaging scale equivalents are:

Percent Range	Letter Grade	Grade Point Average (GPA)*	Weighted GPA**	Averaging Scale
100-96	A	4.0	5.0	1
95-92	A-	3.7	4.7	2
91-88	B+	3.3	4.3	3
87-84	B	3.0	4.0	4
83-81	B-	2.7	3.7	5
80-77	C+	2.3	3.3	6
76-74	C	2.0	3.0	7
73-70	C-	1.7	2.7	8
69-67	D+	1.3	2.3	9
66-63	D	1.0	2.0	10
62-60	D-	0.7	1.7	11
Below 60	E	0.0	0.0	12

*\*GPAs are calculated by semester.*

*\*\*Select advanced level high school courses are assigned a weighted GPA. Additional information may be found in the Academic Pathways document or by contacting the School Counselor.*

## **EXAMS AND COURSE GRADES**

Exams are typically given at the end of each semester for students in grades 9-12.

Semester grades for high school students shall be averaged by assigning 40% to each quarter grade and 20% to the exam. A student must have passed at least one quarter of the semester in order to be eligible to take the exam at the end of the semester; that is, if the student fails both quarters, then he/she may not take the exam and will fail the semester. See family travel section for absences.

No more than one scheduled athletic contest or activity will be scheduled during exam days.

## **HIGH SCHOOL ACADEMIC AWARDS**

Class rank for end-of-year academic awards (valedictorian, salutatorian, honor roll, class awards, etc.) will be calculated based upon the cumulative GPA of the student for the first three quarters of the year. Co-awards will be given only if an exact mathematical tie exists. For a student who has transferred from another school to Central after grade 10 to be considered for valedictorian and/or salutatorian, the grading scale of the previous school must be as or more rigorous as/than ours.

Completion of a Service Unit credit will be required for a student to be named valedictorian or salutatorian or to receive the recognition of being awarded a gold honors cord at the time of graduation.

The named valedictorian will be expected to present a speech as part of the graduation ceremony.

An honors cord shall be awarded to a graduating senior who has achieved a 3.30 (rounded to the nearest hundredth) cumulative GPA at the end of the senior year and who has completed at least 52 high school semester credits and at least one Service Unit at the time of graduation.

## **PASS/FAIL COURSES**

Declaration of pass/fail status must be made at midterm of 1st and 3rd quarter, respectively. Passing grade must be a C- or above. Semester exams must be passed to pass the course. Valedictorians and Salutatorians may not have taken pass/fail courses, with the exception of Winterim courses.

Courses involved: Pre-calculus, Computer Programming, Statistics, Chemistry, Spanish III, and Physics.

## **PROBATION OR FAILED CLASSES**

Parents will receive a notification via FACTS email at mid-quarter and end of quarter if their child has an incomplete grade or falls below 60 percent in a class.

The teacher/parent should coordinate with the Student Success Team to create a plan to improve academic success for a student who is struggling with a class.

Probation or failing grades affect students' eligibility for extracurricular activities. See the athletic eligibility policy for more details.

## **HONOR ROLL**

Honor roll will be published at the end of each semester based upon the semester course grades.

The "A" honor roll will be for students who have at least a 3.67 (weighted) semester grade point average with no grade below a B- and the "B" honor roll will be for students who have at least a 3.00 semester grade point average with no grade below C-.

All courses that merit credit toward graduation shall be used for calculating the GPA.

## **LATE OR MISSING HOMEWORK**

Work must be completed by the due date in order to receive full credit. Once the due date has passed, it will be entered into the gradebook as missing or incomplete.

Teachers have various established guidelines for missing work due to absences or late/missing work. Students should contact their teachers for clarification.

Late work not completed by the end of the quarter will be entered as a zero.

## **HIGH SCHOOL GRADUATION REQUIREMENTS**

Each student is required to earn a minimum of 44 semester units of credit for graduation. A full description of our graduation requirements, course descriptions, grading system, as well as other additional education opportunities can be found in our Student Academic Pathway Booklet.

## **SERVICE UNITS**

A student in grades 9-12 may earn up to two distinct Service Units to be recorded on his/her transcript. Service Unit requirements can be found in our Student Academic Pathway Booklet. The deadline for the service unit paper is May 1 of the graduate's senior year, and a 3.3 GPA must be achieved to graduate with honors.

## **GUIDANCE COUNSELING**

Christian counseling involves the discovery of the talents and spiritual gifts Christ has invested in the student and the use to which those talents and gifts are put. The School Counselor's goal is to assist the student in making intelligent decisions pertaining to personal development and self-fulfillment in the Kingdom of God.

The School Counselor will help keep the students informed of testing dates, scholarship opportunities, and PSEO classes. He/she will also help keep the parents up to date on various scholarship opportunities

### **PSEO (Post-Secondary Educational Opportunities)**

Central will be working closely with the PSEO program at the University of Northwestern - St. Paul. This is a distance-learning program which allows juniors and seniors with a 3.0 GPA or better to earn college credits in high school while remaining at Central. See the Academic Pathway document for more information.

### **HOME SCHOOL STUDENT ENROLLMENT**

Home-schooled students being enrolled at Central will be credited on their transcript for the courses completed at home. They will receive a pass/fail grade, and these grades may not be included in the cumulative GPA. They will not have a GPA until their first quarter is finished at Central unless they have previously attended another (traditional) high school.

Students receiving more than five homeschool credits will not be included in the class rank. This also excludes them from becoming valedictorian or salutatorian.

In order to receive a Central Minnesota Christian School diploma, no more than half of the total number of credits required for graduation will be granted from home school education. This should include full-time attendance for the student's junior and senior years when possible.

Home-schooled students will be able to graduate with honors if they have 52 credits, complete a service project by the end of the third quarter, and have a cumulative high school GPA of 3.30 or higher.

### **BEHAVIOR EXPECTATIONS, CONDUCT, AND DISCIPLINE**

#### **Elementary Student Behavior and Accountability**

Central values the spiritual growth and discipleship of our students. Should an elementary student display behavior that does not align with our values, the following disciplinary steps will be taken with the goal of discipleship:

- The teacher or administrator will first address the student.
- If the activity persists, the student will be sent to have a conference with the school counselor or superintendent.
- If the above actions fail to bring the desired change, the student's parents will be asked to come in for a conference with the classroom teacher and the school counselor/superintendent.
- Disciplinary action may be assigned at the discretion of the teacher and school counselor/superintendent.

## Middle School and High School Student Behavior and Accountability

Central values the spiritual growth and discipleship of our students. Should a middle or high school student display behavior that does not align with our values, the following disciplinary actions may be taken:

### Demerits

Misbehavior will earn a demerit. The teacher will counsel the student on correct behavior and record demerits in FACTS. Examples of misbehavior include talking out of turn, not doing as instructed by the teacher, or other types of misbehavior in the classroom or hallways. Two demerits will result in a detention and reset each semester.

### Detention

- Students and parents will receive an electronic notice that includes the date/time/location, reason for detention, and severity level. The administration will communicate directly with parents in any discipline level greater than 2.
- Middle/High school students are responsible to notify an affected teacher of an assigned detention if it interferes with an activity.
- Coaches will be notified after a detention notice is served if they will miss a practice, bus ride, or game due to detention or suspension.

The detention level will be assigned based on the frequency and/or severity of offenses.

- **Level 1** (first offense) detentions will be served at a lunch hour with the Superintendent or School Counselor on Thursdays in the boardroom. This may be a group approach where they will discuss what happened and investigate what is going on in the students' lives, promote character development, go over school values, and define what living in a community means. The objective of this meeting is to build a relationship and help the students to see a perspective "outside of themselves."
- **Level 2** detentions will be served after school (generally on Thursdays\*\*) under the supervision of the administration for 45, 60, or 90 minutes according to the frequency of offenses in a given semester.
- **Level 3** detentions will be served after school (generally on Thursdays\*\*) and may initiate an assigned mentorship relationship with a teacher or member of the community. Parental involvement will be included in the considerations of this assignment.
- **Level 4** discipline requires a meeting with the school board executive committee (board officers & superintendent) to determine the procedure with the expectation of suspension or expulsion.

*\*Leadership reserves the right to expedite levels in cases involving bullying, safety concerns or unreasonable offenses.*

*\*\*Level 2 & 3 Detentions (after-school requirements) will not be served within 48 hours of the disciplinary decision. Disciplinary events occurring after 3:15 on Tuesdays and that result in level 2 or 3 detentions will be served the following week.*

## Suspension / Expulsion

- Suspension may be assigned for up to three days.
  - Expulsion from school can only result from School Board action.
  - Late or missed assignments resulting from detention, suspension, or expulsion are subject to teachers' late work grading policies except cheating, which will constitute a zero.
  - Suspensions and expulsion may affect students' extracurricular eligibility.
- a. Out-of-School Suspension:
    - i. Serious Offenses: Out-of-school suspensions are often reserved for more serious offenses that pose a threat to the safety of others or significantly disrupt the learning environment.
    - ii. Limited Supervision: Students are removed from the school premises during out-of-school suspensions, reducing the immediate impact on the school's daily operations.
    - iii. Parental Involvement: Parents may be more involved in addressing the behavioral issues during out-of-school suspensions, as they are responsible for the student's supervision during the suspension period.
  - b. In-School Suspension:
    - i. Less Severe Offenses: In-school suspensions are typically used for less severe offenses where removing the student from the regular classroom environment may still address the behavioral concerns.
    - ii. Supervised Environment: The student remains on the school premises but is often isolated from regular classes, allowing them to complete assigned work and reflect on their behavior.
    - iii. Educational Continuity: In-school suspensions may allow for continued academic engagement, ensuring that students do not fall behind in their studies.
  - c. Expulsion
    - i. the most severe offense student is deemed unfit to be with peers.

Ultimately, the decision on whether to implement out-of-school or in-school suspension is influenced by the specific circumstances of the disciplinary situation and the judgment of the administration. We will consider the safety and health of the student body along with the impact on the student's education and well-being while addressing behavioral issues effectively.

## CARE OF FACILITIES

It is a school-wide responsibility to maintain a clean and safe environment for learning and a neat and attractive building for public promotion.

**Hallways.** Students should not disturb other classes that are in session. Running in the hallways is disruptive & dangerous and is not permitted.

**Gum.** Gum chewing is not permitted in the elementary building. Gum is permitted in the middle and high school buildings.

**Textbooks.** Normal wear is expected for textbooks and class materials. However, excessive wear/damage of a textbook may incur a fine relative to the replacement cost of the book.

**Off-limit spaces.** The balcony, stage, kitchen, teacher's lounges, offices, storage rooms and janitor's closets are considered off-limits to students unless invited or given permission.

**Vandalism.** Students must understand that much has been given to the school through sacrificial giving and materials have been paid with tuition funds, and all these items must be maintained. Student vandalism will result in:

- An automatic fine of \$100, which must be paid before the student is allowed to return to the classroom.
- Financial restitution for the damages incurred beyond the \$100 fine.
- These considerations apply to the school building & grounds, school vehicles, and staff homes and property.

### **Fitness Center**

The Community Fitness Center can be accessed by all current members of the community and school. Anyone under the age of 16 is not allowed in the fitness center at any time without a guardian or coach. If you would like to obtain a pass for the Fitness Center, please see the high school front desk.

## **LIBRARY**

The library is meant to be a resource for study and an area of study. The guidelines listed below must be observed by all students:

- The library is available for student use under the direction of a librarian, teacher, or study hall supervisor.
- All books must be checked out at the counter if they are to be taken out of the library. If the librarian is not present, students must leave their name and book information.
- Books are due two weeks after the checkout date and can be renewed for an additional two-week period.
- All damage to books beyond reasonable wear and tear shall be rectified to the satisfaction of the librarian. Each student is responsible for all books borrowed on his/her card and for all fines. Lost or damaged books will incur a replacement fee of \$5 for softcover books or \$10 for hardcover books.

## **APPEARANCE CODE**

### **Elementary Appearance Code**

Elementary students are expected to practice good hygiene and wear neat and appropriate attire at all times. The dress and physical appearance of our elementary students is expected to be age-appropriate. Students who are dressed inappropriately will be asked to change or be

given something appropriate to wear for the day. Administration reserves the right to interpret the “spirit of the law” in instances where judgment calls need to be made.

- **Clothing:** should be clean and in good repair. It should not draw undue attention and should provide adequate coverage of the person so as not to be disruptive or distracting. No undergarments should be visible. Short skirts/shorts must not be shorter than mid-thigh (approximately fingertip length). Tank tops should have straps that are three-fingers or 2 inches wide. Clothing that displays non-Christian values or other messages interpreted as being inappropriate or offensive should not be worn for school.
- **Footwear:** We ask each student to have two pairs of footwear, one for indoors and one for outdoors. Indoor footwear is also used in our gym, so the indoor footwear should be a non-streaking soft-soled shoe so that it does not mar our hardwood gym floor. Many students take their indoor shoes home at night or on weekends. This is allowed, but we ask that they be returned in a book bag, free of dirt. They should not be worn to school.
- **Labels:** We ask that jackets, gloves, scarves, snow pants, shoes, and as many other clothes as possible be labeled with the student’s name. Our lost and found box quickly fills to overflowing. When there is a name tag attached, we have no difficulty finding the rightful owner. Unclaimed clothing will be disposed of or donated to the New to You Thrift Store quarterly.

### **Middle School and High School Appearance Code**

Central strives to maintain a positive and professional learning environment that reflects God’s call to modesty and purity. Consequently, our appearance should encourage concentrated study and should in no way distract from the learning process. Therefore, our appearance code is defined by two specific standards: professionalism and modesty. Administration reserves the right to interpret the “spirit of the law” in instances where judgment calls need to be made.

### **Professionalism**

We want students to be comfortable, but we also expect that a student’s appearance should meet basic standards. As a learning community committed to excellence, we desire to wear clothes that are appropriate and create this type of learning environment. It is important to note that these standards do not involve morality; rather, they are preferences that Central seeks to uphold in our school community. This is also in place to prepare our students for their future when they may have various appearance codes at their places of employment or other venues.

### **Professionalism Guidelines**

- All clothing should be clean and free from smell or grime.
- Shoes must be worn at all times.
- Hats, hoods, bandanas, sunglasses, etc., are not to be worn inside during the school day, unless special permission is granted.
- Designs or slogans which do not meet the professional standards of Central Minnesota Christian School are inappropriate regardless of whether they are on clothing or personal belongings. These include items that advertise alcohol or tobacco products, promote obscene or vulgar sayings, or slander groups or individuals.



If a student or parent has a question of whether a specific garment or style is appropriate, the time to check is before wearing it. Appearance standards related to modesty always apply when students are on campus or at any school activity unless otherwise specified. Standards related to professionalism should be applied as they are appropriate for the activity. Since students purchase their clothing and personal belongings as a part of the family unit and prepare for school at home, it is our desire to partner with parents to give proper guidance on clothing choices. We would much prefer appropriate clothing and appearance decisions be handled at home to ensure compliance with Central standards.

### **Accountability**

Each student will be held responsible for his/her appearance. Instances of deviation from established standards will be handled on an individual basis. Parents' support for the natural process of consequential decisions by students is greatly appreciated and helpful in the maturation process. We realize appearance and dress code may feel subjective, but Central faculty, staff, and administration work to apply these standards consistently. When a student is asked to modify dress, we expect a respectful response even if a student or parent is not in agreement.

### **Accountability Guidelines**

- If a student is found to be out of dress code, he/she will be required to correct the situation by changing clothes.
- The use of duct tape, band-aids, or other efforts to cover a dress code violation are not acceptable.
- If a student is not able to correct the violation quickly so that they can return to class, alternative clothing will be provided.
- Students will be allowed one warning for a dress code violation. Additional instances will be seen as a sign of disrespect and will result in consequences.

### **Modesty**

First and foremost, a student's appearance should reflect his/her identity as a follower of Christ. Everything we do is an expression of our relationship with God; and in His Word, God makes it clear that we are to be modest and treat our bodies with the utmost respect. Students' appearance should also reflect the Christian value of encouraging the focus on the inner self, not the outer. It is also important to note that what is "in style" is not always in accordance with the standards we seek to reflect. As Christians, we are called to be "different from the world." Therefore, we have some basic guidelines that we expect students will meet in accordance with these biblical standards. The standards of modesty, neatness and cleanliness (good hygiene) should be reflected in a student's appearance at all times.

#### **1. Modesty Guidelines**

- Shorts (including biker shorts), skirts and dresses require at least fingertip length when arms are placed naturally at one's side.
- Leggings may be worn if the length of the top covers the buttock and groin area.

- Jeans may not have holes that show skin above mid thigh (dress/skirt length).
- All pants should not be constructed in an overall style that is too tight or body-shape revealing.
- Clothing should completely cover undergarments, including straps, at all times (including while sitting or bending over). Girls should take care to ensure tops are not plunging or revealing at the neckline.
- Tank tops with a strap less than 3-fingers or 2 inches wide are not acceptable school attire.
- Students should take care to wear modest clothing styles that consistently cover their midsections at all times.

## **2. Physical Education/Weight Room Dress Standards**

- Boys: Shirts must be worn at all times. Shirts may not be altered, cut, twisted, or manipulated to expose unnecessary skin on the torso, back, or chest area. Athletic shorts may be worn.
- Girls: Shirts must be worn at all times. Shirts must not be altered, cut, twisted, or manipulated to expose unnecessary skin on the torso, back, or chest area. Athletic shorts may be worn. Full-length or Capri spandex are acceptable to wear provided they are accompanied by a shirt that completely covers the hips and backside.
- Students must change back into their regular clothes at the end of P.E class.

## **3. Junior/Senior Formal Event Dress Standards**

The principle for modesty remains the guiding standard for dress at these events. This includes selecting a dress that is appropriate in length as well as providing appropriate coverage that is not low-cut or plunging at the neckline. Strapless dresses, as well as dresses with minimal midsection showing will be permitted. The expectation for compliance with these standards is for Central students as well as their guests.

## **CHEATING AND PLAGIARISM**

Central students are expected to be honest before their God, before authorities, and before their peers. They are also expected to use their God-given talents and to put forth their best efforts. Cheating, which includes plagiarism, is not acceptable. Cheating or plagiarism on an assignment, paper, project, quiz, or test for students in grades 6-12 will incur the following consequences. This policy also applies to any student who enables another student to cheat or plagiarize.

- First offense will result in a zero on that assignment, paper, project, quiz, or test. A detention will be assigned, and the teacher involved will contact the parents of the students and inform them of the situation.
- Second offense within an academic year will result in a 2-day in-school suspension, a zero on the assignment, paper, project, quiz, or test, and a 2-week co-curricular ineligibility. If the cheating takes place between co-curricular seasons or one-time events, the ineligibility will begin at the beginning of the student's next season or event. If there are less than two weeks remaining in a season, the balance of ineligibility will apply to the next sports season.

- Third offense within an academic year will result in a zero as above and an out-of-school suspension of indefinite length, but of at least 3 days. The student will appear before the Executive Committee of the School Board before reinstatement to school. The Executive Committee may recommend expulsion to the School Board. The student will be ineligible for co-curricular activities for the remainder of the academic year.

Students must be aware that if a zero given as a result of cheating or plagiarism results in them becoming ineligible or in them failing a course, that they have brought the consequences on themselves. This may even result in a student failing to graduate from Central if a required course is involved or if sufficient graduation credits are not attained.

## **SEXUAL HARASSMENT AND SEXUAL CONDUCT POLICY**

Central will not tolerate any form of behavior that could be reasonably interpreted as sexual harassment, sexual discrimination, or sexual violence against or by any Central students, faculty, staff or visitors.

Central is committed to maintaining a Christ-centered learning environment that is free of sexual harassment, sexual discrimination, or sexual violence. Central recognizes the importance of fostering a learning environment in which all individuals can thrive and are motivated to do their best, strengthened by their different backgrounds, perspectives, and life experiences.

Central holds to the unchanging truth of Scripture that sexual activity is a gift reserved for the marriage of one man and one woman. The Bible condemns as sin premarital sex and the trivializing of God's gift of sex in pornography, sexually suggestive behavior, or sexual harassment, as well as in homosexual acts. Advocating for or celebrating lifestyles and activities that condone or celebrate sexually destructive behavior is considered contrary to our mission, vision, and values and may result in dismissal or expulsion.

If a student is involved in sexual misconduct, homosexual behavior, or becomes pregnant, school personnel will provide an atmosphere of support, love, and concern. Every effort will be made to include the parents early on in the discussions with the student.

Each student involved in a pregnancy (both father and mother) will meet with members of the school administration and his or her parents to make plans for the student's continued educational and co-curricular program. The Executive Committee will provide final approval of the recommended plan.

The student will be encouraged to continue his or her education at Central, provided that the student exhibits a commitment to a Christian lifestyle.

It is the policy of Central to provide an educational, employment, and business environment free of all forms of sexual discrimination, including but not limited to unwelcome sexual advances, requests for sexual favors, and other verbal, written, or physical conduct or communications constituting sexual harassment, as defined in this policy and as otherwise prohibited by state and federal statutes. Sexual harassment, including acts of sexual assault and sexual

misconduct, is a form of sex discrimination and is prohibited at Central. The sexual harassment of Central students, faculty, and staff by non-Central employees and guests doing business or providing services on campus (e.g., contractors and vendors) is also prohibited by this policy.

Please reference the full Sexual Misconduct and Title IX Policy in the Governance Manual.

## **NO BULLYING POLICY**

It is the policy of Central to maintain a safe learning and work environment that is free from bullying. Students, staff, and the school community are expected to conduct themselves in a respectful, Christian manner, and demonstrate a level of respect and dignity towards others. Central prohibits all forms of bullying.

**Definition:** Intentional harmful behavior initiated by one or more students and directed toward another student. For our purposes, it takes place in the school, on school property, on school field trips, or during school sponsored activities or trips. Examples of bullying are as follows:

- **Verbal:** name calling, put downs, racist remarks, repeated teasing, threats, spreading rumors, sending inappropriate (violent, sexual, malicious, etc.) notes or pictures in any medium (magazine, over phone or internet, etc.).
- **Physical:** pushing, hitting, shoving, biting, hair pulling, scratching, spitting, tripping, damaging or stealing the victim's property, locking a person in a room, making rude faces or gestures, initiating or forcing inappropriate touching, etc.
- **Social:** ostracism or exclusion, being blatantly unfriendly, alienating, etc.
- **Psychological:** acts that instill a sense of fear or anxiety, acts that insult or demean an individual in such a way as to cause distress, fear, or reluctance to attend school, a decline in work standards or problem behaviors.

**Awareness:** All Central teaching staff may receive training in Bullying Awareness and Response Training. Because adults must take the initiative in combating bullying, they must be watchful for bullying warning signs, closely supervising children on the playground, in the classrooms, hallways, rest rooms, gym, etc.

- Teachers will, as needed, conduct class discussions, role-playing, and activities to educate the students in seeking help from an adult, reporting incidents, speaking up and supporting the victim, expressing disapproval of bullying behavior, responding assertively to the bully, walking away from bullying behavior, etc.

**Reporting:** Students and staff are prohibited from knowingly falsely accusing another of bullying. False reporting can result in disciplinary action determined by the administration or school board.

- Any member of the school staff who receives a suspected bullying report (verbal or written) should address the matter as soon as possible. The staff member should assess the situation to determine if the behavior meets the criteria for bullying or if the behavior is an isolated incident that can be resolved within the classroom. (Not all conflict constitutes bullying.)

- If the behavior meets the criteria for bullying, the staff member should report this to the superintendent or principal immediately in order to protect the alleged victim.
- The superintendent or principal will address suspected reports of bullying by individually meeting with the victim/witness and bully privately. If he/she determines that bullying has occurred, they will take reasonable action to bring an end to the bullying. An intervention plan will be developed in cooperation with the parents of the bully. Parental notification and the intervention plan will be documented on the Bullying Incident Report. If necessary and appropriate, the police will be contacted.

## **VIOLENCE AND WEAPONS**

It is the policy of Central to maintain a learning and working environment that is free from threats or harmful influences of any person(s) or group(s) which exhibit and promote violence or disruptive behaviors. We are committed to promoting healthy human relationships and a learning environment that is physically, psychologically, and spiritually safe. We further believe that no physical or emotional harm should come to students or staff during school activities or field trips, on school grounds, or on buses.

It is a violation of this policy for any student to possess a firearm (handgun, rifle, or shotgun) or a dangerous weapon (explosive device, switchblade knife, fixed blade knife, or pocket knife) on school grounds, on the school bus, or during any school-related activity.

- A student who brings a firearm to school will be immediately suspended and local law enforcement will be notified.
- Any dangerous weapon that is brought to school will be confiscated by the administration and will not be returned.

It is a violation of this policy for any student to bring a firearm replica on school grounds, on the school bus, or to any school-related activity or to use a firearm replica in such a way that it terrorizes or intimidates another person.

- Minnesota statute 609.66 subd. 1.d (b) states “possession on school property of a replica firearm is a gross misdemeanor and makes the person subject to arrest and prosecution.”
- A deputy sheriff who observes a person with a replica weapon will assume it is a weapon, and the sheriff’s deputy will draw his/her gun to prepare to confront the person.

## **BUS RIDING EXPECTATIONS**

Students may ride the bus for transportation to and from school or school-sponsored events. Students must realize bus riding is a privilege, not a right. Bus riding rules are distributed by each driver to students on the bus route. Students who violate the bus riding rules or who are disruptive while riding the bus may be assigned warnings or a reprimand.

- The 1st warning will be a verbal warning from the bus driver and notification will be sent to the parents.
- The 2nd warning will involve the bus driver, the principal, and the parents.
- The 3rd warning will result in no bus riding for a week.

- The 4th warning will result in no bus riding for a period of time to be determined by the administration.

## **PHONES / ELECTRONICS**

Phone usage during school hours is not allowed for any age. If a student must connect with a parent, they should use the school phone located at either front office desk. Students' personal phones must be turned off and be in their locker (for HS or MS students) or backpack (for elementary students). If the phone policy is violated, the device will be confiscated by a teacher or staff member and the phone will be kept by administration. The student may get their phone back at the end of the school day after paying a \$30 fine. If no fine is collected, the phone will be returned to the student after 5 days.

Smart watches will be allowed so long as they are not being used for anything other than a time-keeping device (e.g. scrolling, speaking into, or tapping). Clocks are present throughout the school and students have the ability to communicate with parents through the office phone or email.

Phone use is not permitted in restrooms or locker rooms. Violations are subject to criminal investigation.

### **Exceptions:**

- Coaches and directors reserve the right to have separate phone usage policies for their teams during school-related functions (practice, performances, or games).
- Phone use is allowed by high school students during exam week. However, they are not allowed in exams.

## **TELEPHONE USE**

The school telephone should be used for calls dealing with emergencies and school activities.

Telephone calls by students should only be made between class periods or during break times; use of the telephone during class periods should be kept to a minimum.

## **TOBACCO PRODUCTS, ALCOHOL, AND OTHER DRUGS**

The use of tobacco products, tobacco-related devices, and/or electronic delivery devices (including but not limited to smoking, chewing tobacco, and vaping) is prohibited at school. No student is allowed to smoke or have tobacco products or related devices in his/her possession during the normal school day or at any school-sponsored activity, on or off school property.

Students possessing tobacco products, smoking, aiding someone who is smoking, or being with someone who is smoking on school property will all be considered in violation of the no-smoking rule and will be subject to immediate suspension. Suspensions may also affect a students' extracurricular eligibility. See Extracurricular Activities Handbook for Chemical Use Eligibility Policy.

Student possession or consumption of alcoholic beverages or use of illegal drugs at school or at school-sponsored activities for any purpose is prohibited. Students violating this restriction will be suspended from school and will be prevented from participation in all extracurricular activities. See Extracurricular Activities Handbook for Eligibility policy.

Furthermore, students are not permitted to store these illegal substances in their cars, on school buses, in lockers, in clothing, or anywhere else on school property or within 300 feet of the property. Violation of this policy will result in suspension.

## **TECHNOLOGY POLICY AND CONSENT**

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### **TECHNOLOGY USE GUIDELINES**

Students are expected to use Central technology resources in a God-honoring, responsible, ethical, and legal manner, and in accordance with our values.

Students are expected to avoid inappropriate use of the internet and social media. Violations include, but are not limited to, cyberbullying, harassment, defamation, threatening or discriminatory behavior, and accessing obscene material. Such behavior should be reported to Central staff.

Students are expected to take reasonable precautions to protect and maintain Central technology resources and to follow all care instructions, written or verbal, provided by technology staff.

Students are expected to manage their individual use of technology resources in ways that do not detrimentally affect other users (e.g. streaming or downloading that slows the network, playing audio that disturbs others, etc.).

Students are expected to promptly report any damage to or malfunction of technology resources to technology staff.

The Central Internet Use policy and practice includes the following:

- The use of SonicWall for protection of internet access on Central computers.
- Student access to YouTube, Facebook, or other social networking sites will be blocked with GoGuardian software protection services on the Central internet site.
- Student use of a “proxy server” to get around the Go Guardian protection software is an example of knowingly circumventing safety measures and will result in discipline for the student in that he/she will be denied Chromebook and technology use for a determined period of time.
- A Central Internet Use policy must be signed by the student and his/her parents prior to permitting a Central student to use the internet.

School-issued Chromebooks and iPads are the only electronic devices allowed for student use in school and should be used for school purposes only.

Damages to Chromebooks will be assessed and charged to the student.

## **COMPUTER LAB**

The computers in the computer lab are available for student use under the direction of a teacher or study hall supervisor. Food and beverages are not allowed in the lab.

## **ELEMENTARY SCHOOL POLICIES AND GUIDELINES**

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### **DAILY SCHEDULE**

8:00-8:25	Breakfast
8:10	School patrollers arrive
8:15-8:25	Students arrive; recess supervision begins
8:30	School begins
9:55-10:10	Morning Break
11:15	Lunch (staggered by grade level)
12:05	K-2 Recess Ends
12:15	3-5 Recess Ends
1:45-2:00	Afternoon Break
3:15	Dismissal
3:20	Buses and patrollers leave

### **RECESS**

Recess provides an opportunity for students to exercise and get fresh air. Therefore, they should plan to be outdoors whenever the weather is suitable. Students will typically have access to the gym during indoor recesses. If a student has a question or a problem during recess, they are encouraged to talk to a teacher on duty.

### **LUNCH BREAK**

Noon lunches are to be eaten in the Event Center (not carried into the gym or recess areas). Students may bring lunch from home. A microwave and toaster are available for use in the Event Center.



## MIDDLE AND HIGH SCHOOL POLICIES AND GUIDELINES

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### DAILY SCHEDULES

#### Middle School

8:00-8:25	Breakfast
8:10-8:25	Students arrive
8:30-8:45	Squads
8:48-9:28	1st Hour
9:31-10:12	2nd Hour
10:12-10:22	Break
10:25-11:06	3rd Hour
11:09-11:50	4th Hour
11:50-12:20	Lunch
12:23-1:02	5th Hour
1:05-1:44	6th Hour
1:44-1:50	Break
1:53-2:33	7th Hour
2:36-3:15	8th Hour
3:20	Buses & patrollers leave
4:00	Teachers leave
4:30	Office closes

#### High School

8:00-8:25	Breakfast
8:10-8:25	Students arrive
8:30-8:45	Squads
8:48-9:28	1st Hour
9:31-10:12	2nd Hour
10:12-10:22	Break
10:25-11:06	3rd Hour
11:09-11:50	4th Hour
11:50-12:32	5th Hour
12:32-1:02	Lunch
1:05-1:44	6th Hour
1:44-1:50	Break
1:53-2:33	7th Hour
2:36-3:15	8th Hour
3:20	Buses & patrollers leave
4:00	Teachers leave
4:30	Office closes

### STUDENT PARKING

Students should only park in the south lot. Students will not be permitted to be in the parking lot throughout the day unless direct permission has been received from the administration.

### STUDY HALL

The time in study hall should be used for assignment completion and personal study. Permission to work with a classmate during a study hall may be sought from the study hall supervisor. Study Hall teachers reserve the right to assign additional rules or exemptions at their discretion.

### STUDENTS IN HALLWAYS DURING CLASS

Students should not be in the hallways during class time unless they are granted permission by their teacher. Students visiting their lockers during class periods should not be disruptive and occurrences should be kept to a minimum.

### LOCKERS AND VALUABLES

Lockers will be assigned to all students in grades 6-12. Students are responsible for keeping their lockers neat and clean. Students may decorate the inside of their lockers in a tasteful manner. The outside of the locker should not be decorated without permission from

administration. It is the responsibility of each student to remove the decorations and clean his or her locker at the end of the year.

Students are to respect the privacy of other students and stay out of their lockers. Keeping valuable items or large amounts of cash in lockers is discouraged. If a student wishes to rent a combination lock for a locker, he or she may contact the office for details. The cost to the student will be \$5 for rental of the combination lock. A refund of \$2 will be given to the student when the combination lock is returned at the end of the year.

### **ATHLETIC BAGS / BACKPACKS**

Athletic bags should be stored in the locker room or in a student's car. Backpacks should be kept in the locker during the school day and not brought to class.

### **BREAK TIME POLICIES**

Students should wait for a teacher to supervise them before entering the gym.

Items used during break must be returned to the ball racks or back in storage at the end of break times.

Students who misuse this time or are disruptive will lose their break time.

### **LUNCH BREAK**

Central does not have an open campus for lunch. Guests should request permission from a teacher or the administration before joining a student for lunch.

Students who do not participate in the hot lunch program and who do not go home to eat lunch must eat in the Event Center. Students will not be allowed to go downtown or to another town to buy lunch.

Noon lunches are to be eaten in the Event Center (not carried into the gym or break areas).

### **CLASS MEETINGS**

Each class must receive permission from a class advisor to hold a class meeting. Parliamentary procedures should be followed. Class service projects and fundraisers for the year should be selected in the fall and must be approved by the Administration.

### **CLASS ADVISORS**

Each incoming Freshmen class is assigned two teachers that will serve as class advisors for the four years of high school. The class advisors will regularly meet with the class for course scheduling, fundraising efforts, and other class meetings. The advisors will also assist with Prom planning and typically attend the Government trip and Senior Class Trip.

## **JUNIOR/SENIOR PROM**

Attendance at the Junior-Senior Banquet will be restricted to Central Minnesota Christian School juniors and seniors and approved outside dates. Outside dates require approval of the Superintendent (please get form at the high school office) and will be charged a fee to attend. See the Appearance Code for dress guidelines.

## **LETTERING**

A student may receive a junior varsity letter if he/she participates in practices regularly for the season of a sport or if she/he participates in an Instrumental or Vocal Sub-Sectional Contest as a performer or an accompanist. A student may receive a varsity letter, activity emblem/pin, or experience bar if he/she fulfills the junior varsity requirements and accomplishes the following in each sport or event:

- Soccer - plays in more than half of the varsity games
- Cross Country - TBD
- Volleyball - plays in more than half of the varsity games
- Basketball - plays in a minimum of four halves of varsity games
- Music - earns a starred rating at a Sub-Sectional or Sectional contest
- Drama - performs a major role in the drama or musical production
- One Act Play - earns a starred rating at the Sub-Sectional contest
- Knowledge Bowl - earns a position on the varsity team
- Baseball - plays in more than half of the varsity games
- Track – serves as a track team member for the season and participates in Sub-Section
- Golf - TBD