

# ***A. Welcome to Chisago Lakes Baptist School***

## **1. MESSAGE TO PARENTS/STUDENTS**

Dear Parents and Students,

We extend to you a hearty welcome to Chisago Lakes Baptist School. As we look forward to a new school year, we do so with both gratitude and expectancy. We are grateful to the Lord for all that He has done for us. As we look to the future, we are expecting even greater things and trusting the Lord for His continued guidance and leadership in the days ahead.

Please remember, however, that the Christian school is but an extension of the Christian home and that the primary responsibility of spiritual and academic training is yours. *“You shall teach them diligently to your children, and shall talk of them when you sit in your house, when you walk by the way, when you lie down, and when you rise up.”* (Deuteronomy 6:7)

The purpose of the Parent/Student Handbook is to help you better understand the working of the school, its philosophy and its requirements. Please read and know the handbook carefully. If there is any question about any statement in the handbook, please come to the administration for clarification.

We hope this will be a wonderful school year for you.

Sincerely,

Mr. Jerry A. Schwenke  
Administrator

## **2. MESSAGE FROM THE SCHOOL COMMITTEE**

Dear Friends,

God has richly blessed the ministry of Chisago Lakes Baptist Church through the years. It is our purpose...

- to provide young people with the opportunity to receive a Bible-centered education that is conducive to spiritual, mental, physical and emotional growth.
- to provide a curriculum and programs of high academic excellence within a Christ-centered learning environment.
- to build character by stressing the importance of a Godly life, love for our country, self-control and a desire for excellency in every pursuit.
- to teach respect for God, parents, others, the church and the government.
- to strive to produce mature Christians who will be examples of Christ to the world.

Believing that God’s desire is that we might *“walk worthy of the Lord, fully pleasing Him, being fruitful in every good work and increasing in the knowledge of God;”* (Colossians 1:10), we encourage our students and their parents to evaluate all areas of life from God’s viewpoint. Philippians 4:8 sets the

standard for our lives. *“Finally, brethren, whatever things are just, true, lovely, noble, pure, of good report, if there is any virtue and if there is anything praiseworthy—meditate on these things.”*

We look forward to working with you in the ministry of Christian Education.

Sincerely in Christ,

Chisago Lakes Baptist School Committee

### **3. STATEMENT OF FAITH**

We believe and teach these basic principles:

- A. That the Bible is the Word of God, inspired by the Holy Spirit, and our rule of faith and life.
- B. That there is one living and true God, eternally existing in three persons, Father, Son and Holy Spirit.
- C. 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 be personally and visibly returning to this earth at the end of this age.
- D. That all men are sinful by nature and practice. Thus they must receive Jesus Christ by faith to be delivered from sin and its penalty, to have eternal life, and to become a child of God.
- E. That every child of God should be growing in grace and knowledge of the Lord Jesus Christ, living a life of righteous works, and being a witness of His saving grace to others.
- F. As a vital ministry of CLBC, CLBS functions as an arm of the church. CLBC is a non-ecumenical non-charismatic ministry that seeks to honor all Truth God has revealed for this age. Our convictions are enumerated in greater detail in our doctrinal statement. If you would like a copy feel free to contact the school office.

### **4. MISSION & PURPOSE**

Our mission is to provide a quality education in a Christ-centered environment that allows us to train disciplined disciples for Jesus Christ.

The ultimate goal and purpose of Chisago Lakes Baptist School is to lead boys and girls to a personal relationship with Jesus Christ and then train them in the knowledge of God, the Christian way of life, and to offer them an excellent education. It is our desire to work with the parents in bringing the child up in the nurture and admonition of the Lord and thus equipping him/her to identify, evaluate and relate properly to life's problems. We exist to provide a Christ-based education for students in our church, as well as those in our community who see the need for Christian education.

### **5. OBJECTIVES**

We will strive to:

- 1) Assist each student to develop his total personality in the Biblical pattern: “in WISDOM (academically); in STATURE (physically); in FAVOR WITH GOD (spiritually) and WITH MAN (socially.)”
- 2) Assist each child in the discovery and development of his God-given talents and abilities.
- 3) Promote self-discipline by training the student to be consistent, respectful, appreciative, responsible and thorough.
- 4) Assist each child in seeking God’s purpose for his life.
- 5) Help each child learn to overcome failure and strive for success.
- 6) Motivate students to become heavily involved in a local church, either full or part time.

## **6. FACULTY STANDARDS**

Chisago Lakes Baptist School is a ministry of Chisago Lakes Baptist Church. The faculty of Chisago Lakes Baptist School is 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. All teachers at Chisago Lakes Baptist School are active members of Chisago Lakes Baptist Church. (Exceptions considered on an individual basis; e.g. a seminary student serving in another church of like faith and practice.)

## ***B. General Information***

Chisago Lakes Baptist School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. However, we are not able to provide for mentally or severely handicapped students.

Chisago Lakes Baptist School reserves the privilege of setting and maintaining standards of conduct, dress, cleanliness, and scholarship. The school reserves the privilege of refusing admittance to anyone it so chooses without defining reasons, and to suspend, or expel anyone who violates the standards or spirit of the school, or anyone uncooperative with the overall purpose and program of the school. The administrator shall determine when and how to discipline offenders of both written rules and the general spirit and/or direction of the institution.

School Office Hours: School Year 7:30 a.m. to 4:00 p.m. Summer 9:00 a.m. to 3:00 p.m.  
Mon. through Wed.

School Class Hours: Elementary 8:15 a.m. to 3:00 p.m. Secondary 8:15 a.m. to 3:00 p.m.  
If an early morning class is offered to the Secondary it will begin at 7:30 a.m.

### **1. ADMISSION**

*“Membership in the student body of Chisago Lakes Baptist 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.”*

### **2. ADMISSION STANDARDS**

For Kindergarten, prospective students should be pre-tested during the Kindergarten Roundup process. A Kindergarten student should be five years old by September 1. Admission is based on the final decision of the administration. Transferring students should not be allowed admission without at least a “C” average. 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.

### **3. ENROLLMENT STEPS**

The Administration will establish enrollment policy and procedures. Enrollment steps include:

- A. Call, write, or visit the school office for an application packet.
- B. Complete the application and return it to the school office along with the application fee.
- C. Take the entrance test.
- D. For Grades 4-12, references will be contacted.
- E. Students enrolling for the first time in grades 7 – 12 shall be required to submit a written testimony of their salvation in Christ.
- F. A family interview with parents, prospective student(s) and the Administrator is required.

Upon completing this procedure:

- 1) Parents will be asked to complete the following forms:
  - Request for Records (from previous school)
  - Emergency Cards and Sheets
  - Teacher Information Card
  - Photograph Authorization Card
  - Authorization to administer medication
  - Parent/Student Handbook Agreement
- 2) Parents will be informed of the following needed items before entrance can be authorized:
  - Photocopy of birth certificate (for those entering school for the first time)
  - Proof of immunizations
  - Payment of the application fee
- 3) Notification of acceptance or rejection will be given

Students are allowed to attend CLBS on a part-time status. However, the admissions process is slightly different than what is outlined above. Part-time students and homeschoolers attending Chisago Lakes Baptist School are allowed the opportunity to participate in our athletic program and other student life events. Please see the School Office for more details or find information online at [www.clbspatriots.org](http://www.clbspatriots.org).

#### **4. HEALTH REQUIREMENTS**

The Minnesota Department of Health has established requirements for health records which schools must maintain for all students.

Students entering school in Minnesota must be totally immunized according to the requirements of the Department of Health before they can begin classes. A statement from a physician or public clinic is necessary stating that the child has received immunization, consistent with medically acceptable standards, against rubella, mumps, and haemophilus influenza type b 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.

#### **5. PARTICIPATION**

Chisago Lakes Baptist School is a member of the Minnesota Association of Christian Schools (MACS) which is affiliated with the American Association of Christian Schools (AACCS.) As a member of AACCS, CLBS participates in various academic and fine arts competitions.

#### **6. INCOMING MESSAGES**

If it is necessary to contact a teacher by telephone, please leave a voice mail message. Teachers are not able to leave their classrooms to answer the telephone. Please do not make it a practice to call teachers at their home. They will return your call in a timely manner sometime after school. Email is the best way to contact our teachers. Never hesitate to contact them regarding any questions you might have.

<b>Teacher/Staff</b>	<b>Mailbox #</b>	<b>E-Mail Address</b>
Mr. K. Bennett	34	<a href="mailto:kenbennett@clbspatriots.org">kenbennett@clbspatriots.org</a>
Mrs. L. Vugteveen	11	<a href="mailto:schooloffice@clbspatriots.org">schooloffice@clbspatriots.org</a>
Mr. J. Schwenke	20	<a href="mailto:jerryschwenke@clbspatriots.org">jerryschwenke@clbspatriots.org</a>
Mrs. B. Hraba	26	<a href="mailto:bethhraba@clbspatriots.org">bethhraba@clbspatriots.org</a>
Mrs. S. Hraba	30	<a href="mailto:shelleyhraba@clbspatriots.org">shelleyhraba@clbspatriots.org</a>
Mr. A. Hraba	22	<a href="mailto:allenhraba@clbspatriots.org">allenhraba@clbspatriots.org</a>

Mrs. K. Nelson	27	<a href="mailto:kathynelson@clbspatriots.org">kathynelson@clbspatriots.org</a>
Miss C. Posey	29	<a href="mailto:cindyposey@clbspatriots.org">cindyposey@clbspatriots.org</a>
Mrs. D. Reed	33	<a href="mailto:daniellereed@clbspatriots.org">daniellereed@clbspatriots.org</a>
Mrs. E. Tomlinson	28	<a href="mailto:erintomlinson@clbspatriots.org">erintomlinson@clbspatriots.org</a>
Mrs. C. Young	35	<a href="mailto:chrisyoung@clbspatriots.org">chrisyoung@clbspatriots.org</a>

*Messages and deliveries from home 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. 11. In the event of an emergency, students may use the phone in the school office after receiving permission from the Administrator.

## 7. ILLNESS

If a student is other than temporarily ill, the parent will be called to pick up the child. You will be called to pick your child up from school if he has a fever of 100 degrees or more, or if he vomits during the school day. For the safety of your child and others in his class, please keep your child at home if he is ill.

**For the welfare of your child and the school population, all children who are sick must be kept at home. When the child is well enough to participate in a normal school day, please send coat, hat, etc., as an aid to prevention of future illness.**

## 8. LUNCH

Students must provide their own lunches. Hot lunch will be made available that students will have the option to purchase. Please see your routing envelope for lunch schedules. Students will be able to purchase milk and juice cards from the office.

## 9. MEDICATION

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

Any student needing special medication must bring the medication along with the times, dose, and type of medication and reason for the medication signed by the parent. This note will be attached to the form in the office.

## 10. PRIVATE MUSIC LESSONS

Private music lessons are available to students. The school does not necessarily provide instruments. Lessons are scheduled so the least amount of class time is missed. Students must make up work missed while they are in musical instrument class. Students may not leave school to take lessons during the normal school day from those not associated with CLBS. Such absences will be treated as "unexcused."

## 11. SCHOOL CLOSING

Chisago Lakes Baptist 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 posted on the website and broadcast over the following stations:

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

Announcement of school cancellations will usually be given to the radio stations by 6:00 AM. Parents are responsible for learning this information from one of the previously mentioned stations. **PLEASE DO NOT CALL THE SCHOOL OR SCHOOL PERSONNEL FOR THIS INFORMATION.**

If Chisago Lakes Baptist School cancels classes due to inclement weather, all school appointments, athletic events and functions may be canceled for that particular day.

## **12. SOLICITATIONS and FUNDRAISERS**

Solicitation is forbidden at CLBS without the permission of the Administrator. It 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.

## **13. SPECIAL PROGRAMS**

All students are expected to attend school programs and activities in which they are scheduled to participate. Failure to do so will result in disciplinary measures. **The school Administrator must approve release from participation.** Parents are encouraged to consult the school calendar and note the regularly scheduled school events. Any CLBS student attending a special program must be in appropriate school attire.

## **14. STUDENT DRIVERS**

Licensed high school students may drive their cars to school and are to park in areas designated for their use. **They are not to return to, move, or occupy their cars during the school day without approval from the School Office or the Administrator.** Automatic consequences will result. Please remember that our school 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.

## **15. TELEPHONE USAGE**

During school hours, students must obtain permission and a pass from their teacher to use the telephone in the hallway. Students must obtain permission from the School Office, or the Administrator to use the telephone in the school office. No other phones are available to the students at any time. **The school phone is not to be used to make after school plans, etc. Please limit the use of the school phone to school business only.**

## **16. TRANSPORTATION AND EXTENDED CARE**

Parents transporting elementary children are asked to deliver and pick them up at the front of the building. For reasons of safety, procedures for PM dismissal will be determined and implemented. These procedures may vary based upon the time of year and weather.

Chisago Lakes Baptist School does not provide day care, but does provide extended care. Students should not arrive at school more than 1/2 hour before school starts. Upon arrival elementary students are to report directly to the gymnasium and wait quietly in the prescribed area. Secondary students are to go to their lockers and remain in that area until the bell rings to go to homeroom. 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.

Organized after school activities, with proper CLBS supervision, are an exception to these directions.

## 17. WITHDRAWALS

All students withdrawing from Chisago Lakes Baptist 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 at least one week in advance. When a student is withdrawn, the payment of tuition will be determined by the schedule of payments printed in the payment coupon book.

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

## 18. VALUABLES

Students are cautioned not to bring large amounts of money, cameras, or valuables to school; and if they wear glasses or watches, to keep track of them at all times. 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 are cautioned not to bring toys to school.

## 19. VISITING SCHOOL

All parents are welcome in the school at nearly any time. A call requesting a visit is appropriate. ***When coming to CLBS, please report to the school office first and sign in. NO ONE IS TO GO DIRECTLY TO ANY OTHER DESTINATION IN THE SCHOOL.***

Classroom visits by parents and students are welcome. Student visitors should either be a visiting relative of a student, a student from another Christian school, one who is potentially interested in enrollment at Chisago Lakes Baptist School, or alumni. All visitors should come by the school office to secure permission from the principal. Advance arrangements are desired.

We do request that any parent visit to a classroom be made by definite appointment with the office, and that any parent-teacher conference be scheduled at a convenient time after-school hours.

Visitors must abide by school rules in 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.

## 20. TEXTBOOKS AND LIBRARY BOOKS

Students are loaned textbooks and are supplied with workbooks for most of their classes. **Hardback textbooks must always be covered**, and the student is responsible for the care and maintenance of his/her books. Books are not to be left outside at any time. A damage fee is assessed for excessive wear or damage to any book. This fee is usually between \$10.00 and \$25.00 per book. Replacement costs are assessed to any student who loses a book or turns in a book other than the one that was assigned to him. Book replacements cost about \$40.00 to \$60.00. If books are written in or are considered irreparable, the full price of the book will be charged. A book with broken binding (mostly from being bent backwards or closed with it stuffed full of papers) is considered damaged beyond repair, and the full price of the book will be charged. Book replacement and damage fees must be paid prior to the release of the final grades or school records. Classroom teachers may give an infraction each

time a book is found uncovered. In the case of lost, not returned or damaged library books, all fees must be paid prior to the release of the final grades or school records.

## **21. YEARBOOKS**

Annual yearbooks are produced through a private company. Patrons and local businesses through advertising largely support the yearbook. 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.

## **22. PARTY INVITATIONS AND TREATS**

Children hosting a party may bring invitations to school if there is an invitation for every child in the classroom, or if all the same gender is invited to the party. Invitations that do not include every class member should be mailed out.

Birthday treats are appropriate if approved by the teacher. They will usually be served at lunchtime or the end of the school day with permission by the teacher.

## **23. FIELD TRIPS**

Field trips are periodically taken students. They are intended to be educational and beneficial to the student. A permission slip is required each time a field trip is taken. On occasion the school bus will be used for transportation. On other occasions parents will be asked to drive and chaperone. The teacher will then give a form to the parent to fill out concerning license and insurance information. The form will be kept on file in the school office for use during the year. The form is filled out each year. Families will pay for field trips through their routing envelopes

## **24. DISCIPLESHIP WEEK and CAMP DAY**

Near the beginning of the school year our school will have a week-long discipleship week. The purpose of this week is twofold:

- 1) To provide an intense spiritual challenge to all students early in the school year.
- 2) To develop unity in the student body.

JH and HS students will take one day of this week to attend a local camp for more intense activities fitting the purpose of this week. This day 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.

## **25. COLLEGE VISITATIONS**

Juniors and senior students may have two (2) excused absences each year to visit a prospective college. The number of days missed is to be kept to a minimum. 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.

## **26. SENIOR SKIP DAY**

A senior skip day will be allowed. However this event must follow the following regulations.

- 1) Senior skip day **MUST** be planned with the school administrator.
- 2) Only seniors that attended the Senior Trip will be allowed to participate in the skip day.

## **27. 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 intimated) that anyone must have a date.

- 1) Students may invite a non-student guest (tenth 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 the ends after the noon time) 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.

## **28. SENIOR TRIP**

The Senior Class trip is considered a very valuable part of our students' education; because of this, it is required. Students will be excused for serious medical reasons only. Not going on the Senior Trip for any other reason will be considered unexcused and will receive the following penalties:

- 1) Student will not be allowed to participate in Senior Skip Day.
- 2) Student will not be allowed to attend the Junior/Senior Banquet

Students will plan their trip with the help of their homeroom teacher, 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 School Administrator.

## **29. CLASS OFFICERS**

Each high school class will elect a President, Secretary, and Vice President (in that order) during the final month of school. A date will be given for nominations and actual elections. Each class will be assigned a Sponsor who will act as homeroom teacher and advisor during their high school years. The Sponsor can make nominations during the election process.

- 1) Officers should have a proven commitment toward raising school spirit and should encapsulate qualities of Christlikeness both at school and at home.
- 2) Officers must have a 2.0 GPA to qualify and must maintain a 2.0 GPA during the year of their service.
- 3) Officers will not be eligible if they have had more than 4 afterschool detentions in the election year.
- 4) Officers must receive administrative approval for good reputation and character.

Officers will be responsible for organizing class fundraisers for the purpose of funding the JR/SR Banquet and Senior Trip. They will be responsible for organizing monthly class meetings where a devotional is given and class-related planning can take place. Sponsors, Officers, and students should all take special ownership over planning the JR/SR Banquet and the Senior Trip.

Officers will all be part of monthly Student Council meetings, which will include planning and organizing student life events such as the fall retreat, fall sports pep rally, Spirit Week, highway cleanup, and other events. Officers do not legislate school policy.

## **30. ROUTING ENVELOPES**

The office will primarily communicate through a routing envelope sent home every Friday (or on the last day of the week) with the oldest student in the family. It is to be returned on Monday or the first school day of the week. Contents may include our weekly newsletter, lunch menus, billing statements, and extracurricular information. If the envelope is not returned by Wednesday, a \$5 replacement fee may be assessed.

## ***C. Academic Requirements***

Because God is the source of all knowledge, all academic material is taught with the Bible as the final authority of truth. Every attempt is made to integrate all learning in each subject with the Bible. In addition, the Bible is taught as a regular subject throughout the school. Each student is required to have his/her own Bible, the New King James Version, in school daily. One version is required so all memorization will be uniform.

Each school day begins with devotions and prayer. Chapel services are scheduled on a regular basis throughout the week.

### **1. HOME WORK/ASSIGNMENTS**

Homework is an integral part of Chisago Lakes Baptist School's academic and character training. The purposes of homework are:

- A. To teach habits of independent study.
- B. To provide practice in the application of acquired skills.
- C. To acquaint parents with the child's work.
- D. To teach wise use of leisure time.
- E. To promote participation in activities that further challenge the abilities of the pupil.

Homework is an essential part of independent learning and the formation of study skills. It is advisable for students to form the habit of having an assignment book in which to list their work and due dates. Homework should be minimized on Wednesdays and other nights with special church or school events. *The purpose of homework is to reinforce the instruction given in the classroom.*

In kindergarten through grade 3, homework will take the average student about 45 minutes to complete. In grades 4 – 6, homework will not normally exceed one hour. A study time is given to students during school that permits them to start on homework or to receive help from the teacher. In grades 7 – 12, homework may range from one to three hours. This will vary with the day and the class load. It is the responsibility of students to see that homework is done. Each student is expected to complete assigned homework neatly, accurately and on time. Parents can help their child by providing a time and place with an atmosphere conducive to concentration upon the work assigned. Parents should supervise the work and help with the reviewing of material learned. In some cases, it may be necessary for us to ask parents to spend extra time helping their students with some areas of their homework.

When students fail to turn in their homework at the assigned time (except with an excused absence) the final average for the marking period will be affected. In junior/senior high a late assignment will be decreased by a minimum of 20% for each day it is late, until it is 5 days late, in which it would receive a 0%. Seniors who receive a 0% will still be required to turn in the assignment and may have no uncompleted assignments their senior year. Consistently failing to do homework may place a student on Academic Probation.

### **2. TESTS**

Semester exams are required for grades 7-12. The exam will cover only material from that semester and will be at least 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 Lakes Baptist School annually administers the following tests: PSAT/NMSQT (grades 10 and 11), Stanford Achievement (K-5 - 11) and the Otis Lennon School Ability Test

(odd number grades). Other tests and information are made available to students, though not administered through the school.

### **3. ABSENCE MAKE-UP WORK/INCOMPLETES**

Students who miss school are given a period of time in which to make up work. The rule of thumb is that a student has the same number of days to make up work as they were absent plus one, (**excused absences only**). It is the **responsibility of the student** to check with the classroom teacher to schedule make-up work. Teachers will extend the make-up period for students who have had an extended illness. A day's absence does not excuse a student from responsibilities for all assignments on the day of return. Long term assignments will be due on time. When a student in 9<sup>th</sup> – 12<sup>th</sup> grades 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. The make-up time only applies to work assigned while the student was absent.

Tests and quizzes not made up within 10 school days after the allotted absence time will automatically receive an "F"(59%). When work is not completed for a quarter grade, a quarter grade of incomplete is recorded on the report card. If the student does not complete the work (10 day maximum), the quarter grade is changed to an "F". Any student that has an incomplete on the semester grade and does not make the work up in 10 school days after report cards are issued will receive an "F" (59%) for the course. An exception may be granted in the case of extenuating circumstances.

### **4. ANNUAL COMPETITIONS (Bible, Academic, and Fine Arts)**

CLBS will actively participate in area competitions sponsored by the American Association of Christian Schools and the Minnesota Association of Christian Schools (AACCS & MACS). The areas of competition include academic, fine arts, Bible, home economics and science projects.

If any student participating in competition advances beyond the local level, a registration fee may be required. This registration fee would cover involvement in regional and state events.

### **5. HONOR ROLLS**

#### **A. Principal's List**

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

#### **B. Honor Rolls**

##### **1) "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.

##### **2) "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.

##### **3) "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.

## 6. GRADING SYSTEM

### A. Grade Reporting

**Report cards** will be distributed quarterly for those in Kindergarten Readiness - Grade 12.

**Progress Reports** are given to all students mid-quarter. The 4 ½ week Progress Reports for grades 1 through 12 will list the percent made for each class during the **current** 4 ½ week period. These reports serve to keep the parent informed of the student’s progress and allow for quick correction for weak areas before reaching the end of a reporting period.

### B. Grading Scale

Grades 3 - 12

A+	97-100	B+	87-89	C+	77-79	D+	67-69
A	93-96	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 Failure — Work may be incomplete and performance is substantially below standard level.

GPA for 9-12<sup>th</sup> grades will be reported on transcripts according to the following.

A, A+	4.00	B-	2.67	D+	1.33
A-	3.67	C+	2.33	D	1.00
B+	3.33	C	2.00	D-	.67
B	3.00	C-	1.67	F	0

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 CLBS does not offer summer classes, parents would need to make arrangements through the public school system or use an approved home study course.

Kindergarten grade reports are somewhat different. The grading system in the Kindergarten is based upon mastery of skill or concept, rather than the traditional system of letter equivalents for a grade.

5 – Mastery of the concept taught

4 – Progressing proficiently

3 – Working with the concepts but has not yet mastered it

2 – Struggling to grasp the concept

1 – Needs help in the area of study

## 7. PROMOTION POLICIES (Grades K – 8)

A student will be promoted to the next grade if he/she passes all of his/her academic subjects (Bible, English, History, Math, Science/Health). If a student fails **one (1) academic subject**, he/she will be promoted on probation unless he/she takes and passes the subject with a passing or higher grade during summer school. If a student fails **two (2) academic subjects**, he/she will not be promoted to the next grade unless he/she takes and passes at least one of the two subjects with a passing or higher grade. He/she would then be promoted on probation. If the student takes and passes both subjects with a passing or higher grade during summer school, he/she would then be promoted without probation. If a student fails **three (3) academic subjects**, he/she will not be promoted unless special arrangements are made for him/her to take and pass all three subjects with a passing or higher grade. After passing all three subjects with a passing or higher grade, he/she would be promoted on probation and may be moved back prior to the end of the first nine-week grading period. If the student who fails three subjects makes less than passing on one of the subjects during summer school, he/she cannot be promoted even on probation.

**All students on probation are admitted conditionally on a nine weeks trial period.** If during this time the child 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.

## 8. 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.

## 9. GRADUATION REQUIREMENTS

Bible	1-4 Credits	English	4 Credits
Mathematics <sup>1</sup>	3 Credits	Science <sup>2</sup>	3 Credits
Social Studies <sup>3</sup>	2.5 Credits	Government/Economics	1 Credit
Foreign Language	2 Credits	Speech	1 Credit
Health	.5 Credit	Physical Education <sup>4</sup>	
Keyboarding/Computer	1 Credit	Electives	3 Credits
Total Credits:	25 Minimum for Graduation		

<sup>1</sup>For college bound students four years are recommended by taking Calculus during the senior year.

<sup>2</sup>Must be laboratory sciences (Physical, Biology, Physics or Chemistry)

<sup>3</sup>World History, U.S. History, and one semester of Geography is required for graduation. The Government/Economics requirement is not included in these 2.5 credits.

<sup>4</sup>Students would be given 1/4 credit per athletic team participation

Fine arts credit of 1/4 credit is given with participation in the MACS Fine Arts Competition each year.

Upon graduation, seniors could vary between 25-30 credits depending on the number of years at CLBS. 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, and 3 years each of math, and science.

When possible, a graduating senior will be chosen to be honored 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:

- A. The student must attend CLBS 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
- B. The student must have an overall G.P.A. of 3.67 (A- 90%) or above.
- C. The student must have a good attitude and testimony.
- D. 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.

- A. All students while enrolled at Chisago Lakes Baptist School are required to take Bible classes.
- B. 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.
- C. 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.
- D. 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 Lakes Baptist School cannot be held responsible for any student who is deficient in credits at the end of his/her senior year.**
- E. 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 Lakes Baptist School **cannot** be held responsible for the inconvenience caused by a **senior's failing courses during the last semester of school.**

## 10. DROP/ADD REGULATIONS

Secondary students may not withdraw from required courses in which they are enrolled. **In elective classes, a student may request to withdraw during the first week of class only.** Parental and teacher permission is 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 is also required for this. **There are no refunds for class fees if the course is dropped. This includes sport activities.**

## 11. DUAL ENROLLMENT

Juniors and Seniors may take PSEO classes on campus. Students must be enrolled in a minimum of 4 classes at CLBS with 2 college courses or 5 CLBS classes and one college course. They must have a cumulative 3.0 GPA. Students earn both high school elective and college credit. Six dual-enrollment credit hours is equivalent to one

high school credit. Three dual-enrollment credit hours is equivalent to ½ high school credit. No college course may be taken in lieu of a course which is offered at CLBS. College courses will not be weighted on the high school academic records. Final approval for participation must be obtained from the school administrator prior to August 1 for the upcoming school year. All dual enrollment courses must be taken at CLBS.

## **12. VOCATIONAL WORK STUDY**

Senior students, with prior approval from the school administrator by August 1 for the upcoming school 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.) Senior students may qualify, but required courses must be satisfied and the student must be on track to graduate according to CLBS requirements. Students must take five courses at CLBS 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. Senior students interested in work study are asked to make an early request in the spring so that details can be worked out well in advance of the following school year.

## **13. ACADEMIC PROBATION**

Students are placed on academic probation when in a grading period they have two (2) or more failing grades or three (3) or more grades of "D", or have an excessive amount of incomplete homework assignments. Parents are notified of probationary status and are given a full explanation of its impact. Academic probation will last for a period of six weeks.

If at the end of the six (6) 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 (2) "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 are 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 reveals.

## ***D. Attendance Requirements***

Students returning to school after an absence must provide a note signed by a parent including date of absence, specific reason and phone number where the parent can be reached during the day. The absence will be considered unexcused until the note is provided. Students must bring the note to the office at the beginning of the day. **A parent note does not mean an automatic excused absence.** The school administrator makes the final excused/unexcused determination. The student will have two days to make up work for a one-day absence. For every consecutive day absent an additional day will be given.

### **1. EXCUSED ABSENCES AND EXCUSED TARDINESS**

Excused absences and excused tardiness include:

- A. Illness of student
- B. Death in the immediate family
- C. Medical appointment which cannot be scheduled for non-school hours
- D. Impassable roads
- E. Inclement weather conditions
- F. Exceptionally urgent reasons\*

\*These urgent “extraordinary absence” reasons may include special family occasions, such as weddings, college graduations, or a situation of extenuating circumstance **approved by the Administrator**. (See Planned Absences)

- Note — If a junior/senior high student is absent from any class for more than ten (10) times per semester (excused or unexcused), he/she will have their semester grade reduced by 5% for each additional day absent. Exceptions may be granted by the Administrator.

*Students arriving at school after 9:15 a.m. but before 12:30 p.m. will be given a half day absence. Students arriving at school after 12:30 p.m. will receive a full day’s absence. Students must be in attendance at least 3 hours during the day to receive credit for a half day absence. These absences may affect a student’s grades per the 10 absence rule and would also be factored into consideration for perfect attendance.*

**Any student absent from school on the day of an activity is NOT permitted to take part in that activity on that day or 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.**

**It is recommended that the office be notified before 9:00 AM about a student’s absence. This helps the teacher plan for the student’s absence and also pray accordingly for the situation. An attempt will be made to have make-up work ready for after school pick-up if it is requested. However, notification after 11:00 AM, in most cases, will not allow adequate time for the teacher to have work by the end of the day.**

### **TARDIES**

#### *Tardy to School*

Students are expected to be at school on time. A maximum of four tardies are issued during a semester without penalty. (Late bus students are not considered tardy, and 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 tardy, students will be given a lunch detention. The student is given a lunch detention for each successive tardy in a semester. If the problem persists,

student driving privileges may be revoked for a period of time designated by the Administrator with consultation with the parents. Five tardies will equal one absence, which may affect a student's grade per the ten absence rule, and which would disqualify a student from receiving any perfect attendance awards.

#### *Tardy 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.

## **2. PLANNED ABSENCES**

Under extraordinary circumstances, the parents may believe it highly advantageous to take their child out of town because of business, church camp, or similar reasons. Special prearranged permission must be granted by the principal to classify the absence as an "extraordinary absence." Each request for a planned absence must be made at least five (5) days before the absence is to occur. Students taking planned absences must make up the work as prescribed by the individual teacher. A Pre-arranged absence form should be filled out and given to the teachers, so that work can be done prior to the absences. Pre-arranged 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 pre-arranged absences. Absences that are not approved will be considered unexcused and will result in the academic penalty. Pre-arranged absences count against the total number of absences for the year.

## **3. UNEXCUSED ABSENCES AND UNEXCUSED TARDINESS**

Absence from school with or without the knowledge of the parent, but without having made arrangements with the school **in advance** of the absence, and for reasons unacceptable to the school will be classified as unexcused. No make up work will be accepted.

Promptness is expected. Tardiness to homeroom requires a note from the parents indicating sufficient reason for the student's late arrival.

## **4. MAKE-UP WORK — See Make Up Work under Academic Requirements**

## **5. MEDICAL APPOINTMENTS**

Medical and dental appointments are acceptable reasons for a late arrival or early dismissal. Non-school days should be used for such appointments, however, if this is not possible, appointments should be scheduled for as close to the end of the school day as possible.

When it becomes necessary for the parent to take a child out of class for doctor appointments or other reasons during the day, release of the student must be made through the office. A note from the parent or guardian is required. It is to be given to the office before the morning homeroom period so those 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; they must also sign in/out. In the elementary, the note is to be given to the teacher the first thing in the morning. Before the student leaves the school property, the parent must sign-out the child in the office.

## **6. LEAVING SCHOOL DURING THE DAY**

Upon arrival at school, students are not permitted to leave campus without parental permission. A student who leaves without permission is considered truant. Parents who request their child leave school during the day must provide a note signed by a parent, stating the time, specific reason for departure and phone number where the parent can be reached during the day. This note must be brought to the office at the beginning of the school day. A note does not guarantee that the absence will be excused. The school administrator makes the final determination in those cases. Students must sign out in the office when leaving campus. If a situation arises during the day that requires a student to leave the campus, the office must have verbal permission from a parent.

## ***E. Extracurricular Information***

### **1. ATHLETIC/STUDENT OFFICE ELIGIBILITY**

Students gain the privilege of participating in extracurricular activities by maintaining academic and conduct eligibility.

**Academic** - Students must maintain an overall average of 70% (C-) or greater without having more than two D's and no 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, but will still be 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 are up, 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, this time without being eligible for practices. If after this period grades still have not improved, the athlete will forfeit their position on the team.

**Conduct** - Students will be ineligible for all extracurricular events (sports, student offices) when they have been assigned their 5<sup>th</sup> 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.

Each office holder must be a Christian, and must regularly attend the services of his/her church. A student leader or athlete will jeopardize his/her position as a leader in Chisago Lakes Baptist School who exhibits behavior unbecoming a Christian.

### **2. EXTRACURRICULAR ACTIVITIES**

Chisago Lakes Baptist School sponsors a wide range of out-of-class activities to augment the excellent in-class learning program. The purpose of these activities is to provide opportunities to apply knowledge, leadership and service skills, and especially to further direct and develop the training of the student. We encourage participation in extracurricular activities only for those students who are fully capable of taking on additional responsibilities.

### **3. ATHLETIC ACTIVITIES, PHYSICALS, AND HEALTH QUESTIONNAIRE FORMS**

Chisago Lakes Baptist School maintains an active interscholastic sports program. We are members of the Minnesota Association of Christian Schools. (MACS) We are proud of the testimony and reputation our athletic teams have built over the years and endeavor to set the standard for others. Our athletes are afforded a place of honor and thus we expect them to always conduct themselves in an exemplary manner.

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

We do require any of our students who attend an athletic event in which Chisago Lakes Baptist School is a participant, whether at home or away, to abide by the school conducts 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.**

## ***F. Conduct Information***

Christian conduct must be the goal for all CLBS students. An orderly and disciplined environment, with opportunity for self-development, is fundamental to learning and enables the student to be happy and content. Teachers will seek to deal with students in a Christ-like manner. The individual teacher will handle the need for correction of any student. While discipline is basically positive training in the right direction (Proverbs 22:6), there is the need for correction and adherence to rules. Corrective measures will be taken as each need warrants. If these measures do not result in changed behavior, the parents will be asked to deal with the student. Suspension or expulsion may be necessary in extreme situations. (Refer to discipline section.)

It would be impossible to make rules to cover every type of need. Good behavior must eventually come from within, a change of heart and not from mere conformity to man-made regulations.

Chisago Lakes Baptist School is distinctly a **Christian** school. Its purpose is to assist the home in training up a child in Christlikeness. Toward that end, certain expectations have been established regarding student behavior and deportment. Thus, discipline is positive training that equips children to meet the demands, challenges and responsibilities of life. **It is of paramount importance that the home and school cooperate fully with one another.** If questions arise, the parent should first contact the teacher. A parent should never undermine any aspect of the program and should, therefore, never make derogatory remarks about a teacher or the school in the presence of your child, to other students, or to other parents. To do so not only violates Scripture and ethics, but tears down the credibility and authority of the teacher. Even further, it diminishes the submission of the child to all types of authority and weakens their confidence in Christian education. There are proper channels through which problems or disagreements may be discussed, and it is only through these channels that anything constructive can be done.

### **1. GENERAL BEHAVIOR**

Students at CLBS are expected to refrain from cheating, swearing, smoking or other tobacco use, gambling, rock music/CCM, dancing, drinking alcoholic beverages and using or talking about drugs in any form.

They are to act in an orderly and respectful manner, maintaining Christian standards in courtesy, kindness, language, morality and honesty. Students must agree to strive toward unquestionable character in dress, conduct and attitude.

Students are expected to respect the property of the school and of others. Marked-on or defaced property is to be replaced at the offending student's expense. Students should avoid making school their "playground" and should refrain from running and horseplay within the school's facilities.

Some items have no place at school – water guns, matches, lighters, comic books, pocket knives, electronic games and gum are not permitted. However, media players may be allowed on certain trips and extra-curricular activities; however, by default, they will not be allowed at school.

Cell phones should be **turned off and kept in lockers**. They may not be used while school is in session. Should students not follow this requirement, their cell phone will be taken away and the parent will need to pick it up from the administrator in the school office. Cameras and camera phones should never be used in restrooms or locker rooms. Again, students may be allowed to use cell phones during extra-curricular activities, but by default their use will not be permitted.

## **2. BOY-GIRL RELATIONSHIPS**

Chisago Lakes Baptist School is co-educational, operating on the premise that it is wholesome for boys and girls to develop friendships during their school years. There should not be any public displays of affection between students during school hours or at any school activity, function, or program. This includes hand holding, hugging, and kissing or other public displays of affection.

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 CLBS and is a basis for dismissal.

## **3. CARE OF PROPERTY**

Chisago Lakes Baptist School is God's property. Care and respect for the appearance of the school are both important parts of maintaining the Christian testimony presented by Chisago Lakes Baptist School.

Sitting on desks, carving and defacing desks, eating in restricted areas, throwing things, littering, etc. are not permitted. Willful damage to, or destruction of, school property will not be tolerated. All damage must, of course, be paid for, whether willful or accidental. Mandatory suspension and possible expulsion accompany willful damage by any student. All students are expected to report any damaged furniture or other school property to their teacher immediately.

## ***G. Disciplinary Procedures***

**Discipline is a necessary part of a successful school system.** Discipline quite often has a negative connotation, but it should also be thought of in a positive sense. The Bible says in Prov. 22:6 *“Train up a child in the way he should go, And when he is old, he will not depart from it.”* Disciplined individuals are more often successful in life. Good discipline techniques should be a part of our everyday life. For instance, good study habits reflect discipline.

Students are expected to maintain a good attitude. Respect for those in authority, namely the administrator, faculty, staff, and all church personnel, is essential. Back talk, disrespect, and gossip will not be tolerated. Vulgarity, profanity, cheating, stealing, fighting and lying are examples of behavior serious enough to be a cause for suspension. A Christian student functions scripturally when his/her heart attitude is right with the Lord, producing actions that honor and glorify the Lord.

Wrong attitudes will be dealt with through prescribed disciplinary actions as well as biblical counseling with the administrator or someone designated to them. The CLBS goal is not just external conformity to the expected standard, but a transformation of heart that will result in a positive change of attitude and activity. Every reasonable attempt should be made to come along side students and help bring them up in the strength and admonition of the Lord. Negative or apathetic responses may result in suspension or dismissal, depending on the severity of the problem. CLBS should seek to maintain students who strive to live in a manner that pleases the Lord in all that they do both in and out of the classroom.

### **ELEMENTARY**

External discipline, in both positive and negative aspects, is the means used at Chisago Lakes Baptist School to instill within the elementary students' patterns and attitudes that will produce self-disciplined children. It is administered in love as a preventive and corrective measure. (Prayer, counseling, encouragement, awards, recognition and disciplinary measures are all means to achieve disciplined, educated students.)

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

It is the goal of Chisago Lakes Baptist School to be fair and discerning in its discipline code. Therefore the school must distinguish between conduct and responsibility. Irresponsibility is exemplified by forgetting one's pencil and paper or other actions 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, classroom misconduct, inappropriate behavior, discourtesy, gum chewing, intentional violation of dress code, repeated tardiness to school and disobedience are examples of conduct 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 disciplinary probation, in-school suspension, withdrawal, or expulsion. Depending upon the nature of the offence, 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.

## **SECONDARY**

In order to carry out these objectives in our Junior High and Senior High, CLBS will use an infraction system which gives both teacher and student clear accountability along with immediate and certain outcomes for wrong behavior. Warnings should be given, followed by appropriate action. Three infractions per semester will result in a lunch detention, while six will result in an after-school detention. If more than six are accumulated, the consequences will repeat, with three more resulting in a lunch detention and six more in an after-school detention. An in-school suspension will be given in place of a third after-school detention.

Infractionable offenses include:

- A. Classroom disruptions
- B. Dress Code Violations
- C. Eating/drinking during non-designated times
- D. Chewing gum
- E. Being late to class
- F. Being unprepared for class
- G. Use of media players

Offenses that warrant an automatic after-school detention:

- A. Disrespect to teachers
- B. Horseplay
- C. Destruction of property
- D. Bullying
- E. Inappropriate language or behavior
- F. Lying and cheating (may result in automatic suspension)

Offenses that warrant an automatic suspension or expulsion:

- A. Major disrespect
- B. Fighting with the intent to harm
- C. Vandalism
- D. Possession of dangerous items including alcohol, drugs, and tobacco
- E. Stealing
- F. Swearing or cursing
- G. Skipping class
- H. Public displays of affection
- I. Possession or use of pornography including reading material, music, personal writings, and drawings.
- J. Sexual immorality of any kind including verbal innuendos, writing, and texting

All other violations will be handled at the discretion of the Administrator after consultation with the teacher involved and the parent.

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 disciplinary probation or suspension.

In-school suspensions will be served in school at the student's expense per cost of a substitute to sit with the student. It must be understood that when a student receives a suspension he/she will receive a "69" in each class for the class work missed, and quizzes or tests taken that day. Homework due that day must be turned in to the suspension substitute. Homework assignments for the next day will also receive a "69".

Beginning with the first suspension, a student will be placed on BEHAVIORAL PROBATION. A student on probation...

1. Will have regular conferences with a faculty member or administrator.
2. May not hold any position of leadership in the school or classroom.
3. May not participate in school activities as a representative of the school; included are music and sports. Students may be permitted to practice, depending on their attitudes.
4. Does not receive any special privileges (field trips, special events.)
5. Is restricted to the classroom and may not be given passes to leave class, or leave study hall. (Secondary)

If a student on behavioral probation is involved in any suspendable offense, he/she will be suspended for no more than five days, pending a board review of his/her continued enrollment at CLBS.

**LENGTH OF BEHAVIORAL PROBATION:**

1. Probation will be for four weeks.
2. All students on probation will be reviewed after four weeks. Students who demonstrate appropriate positive progress in attitude and action will be removed from probation. Students whose behavior does not merit removal from probation will either have their probation renewed or be reviewed for dismissal from school.
3. Probation may be renewed only once.

**NOTICE OF BEHAVIORAL PROBATION:**

1. Parents will be notified by mail.
2. A conference will be held with the student, the parents and the administrator.

Expulsion (withdrawal) may be a consequence of continued behavior problems. The final decision for expulsion will be up to the Administration. The decision to ask a student to withdraw is made by the administration, which discusses the various pros and cons of a student who is subject to withdrawal and the problems the student has had in our school. *A student may be dismissed if the parents will not cooperate with the school, 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.

**1. PARENTAL COMPLAINTS AND 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.

**2. DETENTION GUIDELINES**

After school detention will be held from 3:15 until 4:00 for junior/senior high students. At the discretion of the Administrator, detentions may be served on that day. Lunch detentions will last the twenty minutes and will be served in the school office or other 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 work or to sit quietly. The person assigning the detention may also assign students work.

## ***H. Dress Code***

Dress code is frequently a point of contention, frustration and distraction in Christian schools for students, parents and faculty. This ought not to be, yet it is. Rather than ignore the reality, perhaps a few pertinent remarks would be helpful.

The Scriptures only touch the issue of dress through principles. A Christian school dress code can be dealt with on a “spiritual” basis, only as it relates to biblical principles. The underlying principles are not usually the source of contention. They are more frequently related to institutional preferences, which the school chooses. Two different Christian schools that are equally committed to the Scriptures may have different dress guidelines for their faculty and students. As well, churches and families also have varying perspectives. Each school necessarily establishes boundaries to conform to its mission and how it may best be accomplished.

The principles found in I Timothy 2:9 - 10; 4:12 and Titus 2:6 - 8 teach: Appropriateness - “in harmony with the situation”, Modesty - “moral sensibility within the bounds of propriety”, Sanity - “well balanced with habitual self-control”, Humility - “nor proud or self-assertive”. As well, neatness, respect and gender distinction are basic to the code. Note that gender distinction does not necessarily require that girls wear a dress, especially in sub-freezing temperature. No aspect of a Christian’s testimony is as readily obvious as the matter of appearance. We hold that Christians should present themselves so that Christ is honored and pleased.

### ***Note to Parents***

*Parents are encouraged to teach their children to live happily and submissively within the code’s guidelines. Nitpicking criticism, to which any set of rules is susceptible, begets a spirit of unrest in children. We want to prevent the dress code from becoming a major issue at CLBS. Even though we acknowledge that much of the dress code is mere institutional preference, it is not optional. 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. We are not here to be “clothes police.” It is inappropriate that complying students, teachers or principals be distracted from the educational process due to someone’s failing his/her commitment to follow the code. Final authority regarding code interpretation rests with the administrator.*

*Appropriate clothing encourages responsible behavior. One’s personal appearance is a manifestation of self-esteem and reinforces responsible behavior. We make no apology for the fact that we seek to use every means at our disposal, including clothing regulations, to encourage students to think and act like ladies and gentlemen. Students shall meet the grooming standards when traveling to and from school as well as when they are on the grounds. We expect all students to cheerfully adhere to our standards even though their parents’, churches or personal standards may be different from that of the school’s.*

*Although looking good on the outside does not equate to looking good on the inside, the key philosophy that drives all dress code policy is based on Biblical principles of modesty, gender distinction, appropriateness and association. The root cause of wrong behavior is generally tied to a spirit of rebellion. Some dress promotes rebellion through association with rebellious elements of society. We should do whatever we can to promote a spirit of conformity and obedience while at school. This will help inappropriate behavior, thus making the teacher’s job that much easier.*

### **1. 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.

Styles, fad 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.

Students also need to be careful of what they advertise on the clothes they wear. Imprints or logos may not be offensive or anti-Christian in nature.

Swimming activities may take place during certain, special field trips or extended athletic or music tours. Boys and girls swimming will take place separately on all occasions.

If parents come to school for an extended visit during school hours, they should follow the dress code.

Our uniform shirts may be purchased through *Dennis Uniform*, or used ones may be purchased in the school office. Information is enclosed in the application packet. You may also order on-line at *dennisuniform.com*. Elementary and secondary colors are wine, navy blue, royal blue and white. Uniform sweatshirts may be ordered and worn over the polo tops and are available in navy and royal blue. Shirts kept in the office are for purchase only and are not to be loaned out.

### **REQUIREMENTS FOR BOYS:**

**Pants:** For elementary students, modest casual, dress slacks or jeans are permitted. Denim jeans are not permitted for boys in grades 7-12. Pants made of material that has a tattered or worn-out appearance are not allowed. Extreme styles such as very tight or very loose fitting clothing are not permitted. Pants should be loose enough to be able to gather one inch of material at the outside seam of each leg. Pants and jeans must be worn at the waist.

**Shoes:** Shoes and socks must be worn at all times. Boys may wear casual shoes or tennis shoes to class. Outdoor boots may be worn to school, but not to any classes.

**Shirts:** Short or long sleeve uniform polo shirts are required. Both polo tops and sweatshirts must have the school logo on them. Jackets (including CLBS sports jackets) may not be worn to class. Shirts should be tucked in at all times.

**Belts:** Properly fitting belts must be worn if the pants are made for a belt.

**Jewelry:** Boys may wear a watch and/or ring. No other jewelry is permitted (e.g. earring(s), necklace, chains of any type, etc. This is in effect at all school functions.)

**Hair:** Neat, trim haircuts are required. Sideburns may not be below the ear. Hair is to be cut so that it does not cover the ears, the collar of the shirt, or the brow. It should not be longer than the natural hairline of the head. Excessive thickness, shaved layers or other extreme styles will not be tolerated (bleached, dyed or spiked hair fits into this category.) Hair must be neatly combed. No beards or mustaches – young men must be clean-shaven. We reserve the right to pass judgment on any hairstyles that may appear during the year.

**Athletic Events:** Boys attending athletic events may wear non-tattered denim jeans and non-school shirts. Clothing should not be offensive in any way and should avoid all references to pop culture icons (TV, movies, and music.) Shorts are not permitted at athletic events, including those worn by spectating athletes. Athletes are encouraged to wear warm-up pants.

### **REQUIREMENTS FOR GIRLS:**

**Skirts and Dresses:** Girls are required to wear skirts or non-denim pants to school. Skirts must cover the knee. Skirts with slits may be worn to school, but the slit must extend below the bend in the knee and the hemline must cover the knee. Blue denim clothing that is not tattered or worn out is acceptable for girl's skirts. Extreme styles such as **very tight** or very loose fitting clothing are not permitted. Pants and skirts should be loose enough to be able to gather one inch of material at the outside seam of each leg. Styles such as "skinny jeans" do not fit these criteria. Clothing made of stretchy material should be loose fitting and should not be tight in any way.

**Elementary Girls** Girls may wear casual dress pants or blue jeans that are not tattered or worn out. Certain exceptions will be announced when appropriate.

**Shirts:** Short or long sleeve uniform polo shirts are required. Shirts do not need to be tucked in. Both polo tops and sweatshirts must have the school logo on them. Jackets (including CLBS sports jackets) may not be worn to class.

**Shoes:** Shoes must be worn at all times. Outdoor boots may be worn to school, but not to any classes. Shoes must have heels less than 2½ inches high. Casual shoes or tennis shoes are most appropriate for school. Girls in grades 7 – 12 may wear open-toe shoe styles if desired. Flip flops are not allowed.

**Cosmetics:** Cosmetics that create an unnatural appearance are not allowed. Fingernails must be neat and trimmed to a sanitary length. Nail polish, if used, must be worn in good taste. Gaudy or distracting jewelry, such as large dangling earrings, is not allowed. A maximum of 2 earrings may be worn on the lower part of the ear lobe.

**Hair:** Girl's hair should be clean and neatly styled. Gaudy or inappropriate hairstyles or colors are not allowed.

**Athletic Events:** Girls attending athletic events may wear non-tattered denim jeans and non-school shirts. Clothing should not be offensive in any way and should avoid all references to pop culture icons (TV, movies, and music.) Shorts are not permitted at athletic events, including those worn by spectating athletes. Athletes are encouraged to wear warm-up pants.

**Swimming:** Swimwear requirements may change depending on the setting, but girls will always be required to wear modest one-piece suits; two-piece suits are never acceptable.

### **Proper Shoes for Elementary Boys and Girls**

In consideration of the safety of our students, gym appropriate shoes must be worn at all times. These would include any tennis shoes and sneakers that do not have black soles. Exceptions to this rule are wearing boots to school because of the weather. The appropriate shoes should be brought with the child to change into immediately in the classroom.

**High School Banquet:** Banquet dresses may not be strapless or have spaghetti straps, and must cover the shoulders. They must cover the knee and there should be no slits above the knee, plunging necklines, or excessively scooped backs.

All banquet dresses must be brought in and modeled for approval at least one week before a banquet ticket will be provided. (CLBS students and visitors)

**DRESS CODE ENFORCEMENT:**

Students whose clothing violates the dress code must correct the violation BEFORE going on to the next class, if possible. In the case of boys needing haircuts, they will be given three (3) days (including the day of the violation) to get it cut properly. Time missed from class to correct dress code violation is an unexcused absence. Students who violate the dress code will be given an infraction slip.