



PARENT & STUDENT HANDBOOK

2026-2027

Community Christian School of Willmar

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Spiritual Life & Formation

Mission Statement

Community Christian School exists to provide a firm foundation of truth, knowledge, and virtue for a lifetime of service to God and man.

Core Values: Truth, Knowledge, Virtue, Community

Statement of Faith

1. We believe in the Scripture of the Old and New Covenants as verbally inspired by God, and inerrant in the original writings, and that they are the supreme and final authority in faith and life. (II Timothy 3:16-17)
2. We believe in one God, eternally existing in three Persons: Father, Son, and Holy Spirit. (John 10:30)
3. We believe that Jesus Christ was begotten by the Holy Spirit, born of the Virgin Mary, and is true God and true man. (Luke 1:35; Isaiah 7:14)
4. We believe that man was created in the image of God, that he sinned, and thereby incurred not only physical death but also that spiritual death, which is separation from God; and that all human beings are born with a sinful nature, and become sinners in thought, word, and deed. (Romans 3:23-24; Romans 5:12)
5. We believe that the Lord Jesus died for our sins, according to the Scriptures, as a substitutionary sacrifice; and that all who believe in Him are justified on the grounds of His shed blood. (1 Corinthians 15:3; John 3:16-19)
6. We believe in the resurrection of the crucified body of our Lord, in His ascension into Heaven, and His present life there for us as High Priest and Advocate. (Hebrews 5:9-10; John 20:10-18)
7. We believe that our Lord and Savior Jesus Christ will personally return and set up His Kingdom wherein He will rule and reign in righteousness.
8. We believe that all who receive, by faith, the Lord Jesus Christ are born again of the Holy Spirit, and thereby become children of God. (I John 3:1)
9. We believe in the bodily resurrection of the just and the unjust, blessedness of the saved, and retribution of the lost. (John 5:28-29)

Discipleship School

The administration, teachers, and curriculum at CCS seek to build up students as disciples of Jesus Christ in every aspect of the school: in the classrooms, sports, the hallways, fine arts, through discipline, small group meetings, chapel, service days, mission trips, in our social events, and even through our admission process.

As disciples of Christ, all students, staff, and parents are to have high, God-centered expectations of themselves and others. Each disciple will hold themselves and others to these standards and see everything with a deep meaning and purpose.

Chapel

We are to worship God with all our heart, soul, mind, and strength, individually and corporately. Chapel is divided into K-5th grade and 6th-12th grade. It takes place every week (either whole group or small group) and is the time to gather as a school family and corporately worship the one true God. Parents are invited to attend chapel services and are encouraged to contact the school office for details.

As it is a major priority, students are asked to refrain from using the restroom or making other trips that would distract others in attendance during chapel. Talking, studying, and other such activities are not appropriate. Students are asked to participate respectfully during worship time and to listen attentively to any speaker, whether guest, staff, or student. Students are encouraged to be active listeners and respond to what God is teaching them. No food or drink is permitted in the chapel unless directed by a staff member for a particular activity.

Life Groups

All CCS 6th-12th grade students participate in life groups. These groups are single-gender, single-grade groups, each with a staff or off-campus leader. Students remain in the same group for a year. The purpose of these groups is to foster healthy relationships and to provide each student with a leader who knows him or her well and to whom the student can go with questions or concerns. Additionally, it is an environment where each student is personally and communally challenged and encouraged to grow in their relationship with the Lord.

Winterim

Winterim is for 6th-12th graders immediately following the second quarter, which initiates, builds, and deepens relationships while providing a wide variety of spiritual and educational enrichment and service-learning experiences outside the traditional classroom setting.

Goals for CCS Students

As with all Christians, the goal is to become more like Jesus each day. Here are some specific Scriptures for each student to pray through and live out this year:

- Mark 12:30 — And you shall love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength.
- John 15:12 — This is my commandment, that you love one another as I have loved you.
- Galatians 5:13 — For you were called to freedom, brothers. Only do not use your freedom as an opportunity for the flesh, but through love serve one another.
- Philippians 2:14-16 — Do everything without grumbling or arguing, so that you may become blameless and pure, children of God without fault in a warped and crooked generation. Then you will shine among them like stars in the sky as you hold firmly to the word of life.

- 1 Peter 3:15 — But in your hearts honor Christ the Lord as holy, always being prepared to make a defense to anyone who asks you for a reason for the hope that is in you; yet do it with gentleness and respect.

God's Word has much more to say and is useful in instructing us in all matters of living out our faith. CCS is committed to helping each student to live a life that honors God in every way.

General Information and Policies

Animals in School

In the interests of safety and health, family pets of any kind are not allowed. Service animals that have been specifically trained to perform tasks for an individual with a disability will be allowed in the school with the individual who requires assistance.

Accidents

Accidents in the school building, on school grounds, or at any school-sponsored event must be reported to the school office within 24 hours of the incident. The staff person responsible for supervision at the time of the incident, along with any witnesses, must submit a written report. Accident forms are available in the office.

Building Decorations

Decorations to any part of the buildings (for notices, Homecoming Week, etc.) must be pre-approved by the school administration. All decorations must be secured using approved wall mounting tabs, sticky tack, or blue tape that does not tear or mark up the wall finishes.

Copier Use

Students may not use CCS copiers at any time except under direct teacher request and supervision. Copiers are not for personal use. If a student needs copies for classwork (study sheets, lecture notes, etc.) or CCS activities, the student must ask the classroom teacher or activity advisor to make copies.

Driving and Parking

Driving: Students driving to and from school are asked to drive safely and appropriately. For school-sponsored activities (concert rehearsals, lunchtime for juniors on Fridays, and seniors with privileges or events during the school day), students may not ride with other students without signed permission from parents.

Parking Lot: Student parking is available in the West lot facing the soccer field in the last row of the parking lot. Other parking will be designated in the East lot. Any excessive speed or reckless driving on school grounds will result in parking privileges being taken away. There will be no parking on the grass or along the gravel drive during school hours. All CCS behavioral expectations are still enforced in the parking lot.

Electronic Devices

Headphones and AirPods are not permitted during the school day unless granted permission by a teacher or member of the administration team for academic purposes.

Playing games, texting, listening to music, watching movies, etc. (not related to classwork) on any electronic device is not permitted during school hours unless authorized by the classroom teacher or administration. Consequences for violating the rules will be the same as for improper use of cell phones. See the Cell Phone policy for more details.

Food and Beverage Consumption (outside of lunchtime)

Food: During class time, food may be consumed in classrooms when allowed by the teacher.

Beverages. Students are encouraged to bring a reusable water bottle to school and to refill it during the day at one of our five water stations. Ordinary coffee, tea, and soda are permitted but discouraged; water is always the best choice for staying focused and healthy.

Energy drinks and caffeine products. Energy drinks and similar caffeine or stimulant products, including but not limited to energy shots and caffeine pouches, are not allowed at CCS. Students may not possess, consume, or give these products to others at any time they are under the school's supervision, whether on or off campus. This includes the school day, all school-sponsored events including but not limited to: field trips, athletic events, mission trips, and Winterim.

An "energy drink", as defined by the American Academy of Pediatrics, is any beverage or product marketed to boost energy, alertness, or performance that contains added stimulants such as caffeine, guarana, taurine, or similar substances. This includes energy shots and caffeine pouches. It does not include water, milk, juice, or ordinary coffee, tea, or soda, and it does not include sports or electrolyte drinks (such as Gatorade or Powerade) that contain no added stimulants.

We set this standard out of care for our students' health and wellbeing. The American Academy of Pediatrics advises that children and teenagers avoid energy drinks, because their high caffeine and sugar levels can affect a developing heart and nervous system, disrupt sleep, heighten anxiety, and make it harder to concentrate in class.

Any energy drink or caffeine product found at school will be confiscated and discarded. Repeated violations will be addressed through the school's discipline process as described in the Responsibility Policy.

Graffiti

Graffiti is not allowed. Do not write on walls, desks, lockers (inside or out), doors, etc.

Gum

Chewing gum is permitted in the middle/high school (unless prohibited by any teacher or staff member). Abuse of this policy will result in the restriction of privileges.

Lockers

CCS provides lockers for all students. Students must respect the privacy of others by not going into another student's locker without that student's express permission. This includes going into another's locker to borrow textbooks, pens, pencils, calculators, or other items.

Students must ensure that all their property fits inside the locker and does not protrude or push out the locker, to damage it. Additionally, students must ensure that their lockers always remain closed and locked when not in use.

Students are welcome to decorate the inside of their lockers with appropriate materials such as pictures, signs, cards, etc. Students are reminded, however, that they will be required to remove all items including tape and sticker residue at the end of each school year. Students are not to write on the inside or outside of lockers (even with dry-erase markers). In addition, students may not post photos, posters, or other items that would be degrading or otherwise inappropriate inside or outside their lockers. Students may not post anything unapproved outside of the locker.

Students are responsible for any damage they do to the locker. CCS is not responsible for lost or stolen items kept in the school lockers. Keep them locked! Lockers remain on the property of CCS and are subject to search by school personnel at any time with or without cause.

Locker Rooms

Men's and women's locker rooms are provided for the use of physical education classes and sports teams only. Students need to follow the instructions of the teachers and coaches regarding the use of the locker rooms and must remove all personal items from the floor. Items left on the floor or not in the lockers will be removed. Cell phones may not be used in the locker rooms or the restrooms.

Lunch

Students are to eat lunch in the small gym only. Seniors may go off campus for lunch any day of the week and juniors only on Fridays (or the last academic day of the week). Students **MUST** sign in and out of the office and return on time for class or will lose this privilege.

Posters and Fliers

If you wish to put up a flyer or poster, the administration must approve the design and placement of it.

School Hours

School hours are 8:00 a.m. to 3:00 p.m., with possible after-school help with teachers until 3:30 p.m.

School Closures (due to Inclement Weather, etc.)

In the event of inclement weather, the administration will communicate through the following venues regarding potential school delays and/or cancellations:

- School Messenger
- Local Radio KWLM Operation Snowdesk

Statement of Non-Discrimination

As an expression of the Christian faith, CCS admits students of any race, color, and national/ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available at the school. It does not discriminate based on race, color, and national/ethnic origin in admission policies, scholarship, and financial aid programs, as well as athletic or other school-administered programs.

Visitors

All visitors are required to check in with proper ID to the receptionist immediately upon entering the building. When visitors check in, they will present a photo ID to be scanned into our system, which will then provide them with a visitor's badge. All visitors must wear the badge throughout their time at school.

Only prospective students may visit classes for the day, with at least a two-day parental notice through the Administration. Some restrictions on visit days are in effect, and there is a maximum number of prospective students that may visit in each grade on any given day.

Alumni may visit after checking in with the receptionist, with the understanding that classes should not be disrupted, and students should not be delayed from class.

We encourage families to attend weekly chapel and school events. Prior approval is needed to volunteer in the classrooms, along with a background check for anyone working directly with students.

Student Health / Safety Procedures

In the event of a medical emergency, students should notify a staff member as quickly as possible. The nurse, if available, or other staff trained in first aid will respond, and if necessary, an emergency response team will be contacted. Parents will be contacted as soon as possible. Emergency information provided by parents for each student is kept secure but easily available for the best response to any individual situation.

Nurses

CCS office staff will be available for students during the school day. Students who need to see the nurse should obtain a pass from their classroom teacher (except in an emergency) before reporting to the nurse.

Building Emergencies

In the event of a building emergency, students will be evacuated to safe areas and parents will be contacted as quickly as possible. When appropriate, information will be provided through the same media as for weather emergencies.

Fire Drills

Fire drills are conducted throughout the school year so that students are familiar with emergency procedures. Instructions for procedures and directions to the nearest exit are posted in each room. All visitors to the building are also expected to evacuate in the event of a fire drill.

Lockdown Drills

Lockdown drills and training times are conducted throughout the school year so that students are familiar with emergency procedures. CCS works with local law enforcement as well as training materials from the Center for Personal Protection and Safety.

Tornado Drills

Tornado (shelter-in-place) drills will be conducted periodically to familiarize all students with safe areas and procedures.

Reporting of Child Maltreatment (Mandated Reporting)

CCS is committed to the safety and protection of every child. Under Minnesota Statutes, Chapter 260E, CCS staff are mandated reporters. Any staff member who knows or has reason to believe that a child is being maltreated, or has been maltreated within the preceding three years, is required to report that information immediately to law enforcement or county child protection.

Report suspected child abuse or neglect immediately.

- During business hours (Monday-Friday, 8:00 a.m.-4:30 p.m.): call Kandiyohi County Family Services at **320-231-7800** and ask for Intake or call **911** in an emergency.
- After business hours, on weekends, and on holidays: call the Kandiyohi County Sheriff's Office at **320-235-1260** or call **911** in an emergency.

Nothing in any CCS grievance, discipline, or reconciliation process applies to, delays, or substitutes for a mandated report of suspected child maltreatment. A staff member's duty to report is personal and may not be satisfied by reporting only to a supervisor or administrator.

Health Policy

Immunizations

Under Minnesota Statutes, section 121A.15, all children enrolled in a Minnesota school must be immunized or have a legal exemption on file before starting school. These requirements may be waived only in the following ways:

- **Medical exemption:** a statement signed by a licensed physician indicating that an immunization is contraindicated for medical reasons, or that laboratory confirmation of immunity exists.
- **Conscientious-belief exemption:** a notarized statement signed by the parent or guardian stating that the child has not been immunized because of conscientiously held beliefs.

CCS is required to forward this statement to the Commissioner of the Minnesota Department of Health.

For more information, contact the Minnesota Department of Health at health.state.mn.us/immunize.

Illness and Communicable Diseases

General guidelines are listed below; however, exceptions may occur when there are attendance concerns or special health conditions. A child should not come to school (and will be sent home from school) for the following reasons:

- If your child has a fever of 100 degrees Fahrenheit or more, the child should stay home for at least 24 hours after the temperature returns to normal, without fever-reducing medication.
- If your child has vomited or has diarrhea, the child should not return to school until at least 24 hours after the last episode.
- If your child has an undiagnosed rash, please contact your healthcare provider before sending the child to school.
- If your child feels ill enough that it interferes with their learning process and they would not benefit from being at school, consider keeping them home.
- If you have questions or concerns about sending your child to school due to illness, please contact the office staff at the school.

When your child is ill, please call the school daily to report the illness; please indicate the type of illness when calling.

What if my student becomes ill or is injured during the school day?

- If a student becomes ill or is injured during the school day, they will be sent to the nurse's office for assistance and further evaluation. If it becomes necessary for the student to leave school, the nurse and/or office staff will contact the parent/guardian to pick up the student or to obtain permission for the student to leave the building. Students who leave the building without parent/guardian permission will be considered unexcused.
- It is expected that you make arrangements to have your student picked up within one hour after being contacted by the school office.

Please make sure contact phone numbers are updated regularly, and that you have alternative plans in place if you are unable to pick up your child during the school day.

Administration of Medication in Schools

If it is necessary for prescription or over-the-counter medications to be given during the school day, please provide the following:

- A completed Medication Consent Form. This form must be completed and signed by your licensed health care provider and signed by the parent/guardian.
- A new form is required annually and for all changes in medication.
- All medication must be supplied by the family in the fully-labeled original container.

- All medication must be picked up at the end of the school year or it will be disposed of by the school; no medications are kept on-site over the summer break.

Health Screenings

The Minnesota Department of Health recommends health screenings for students. At CCS, the nurse's office makes reasonable efforts to screen:

- Vision: Grades K, 1, 3, 5, 7, 9
- Color Vision: Boys Grade 1
- Hearing: Grades K, 1, 2, 3, 5, 7, 9

If at any time during the school year you have concerns regarding your child's hearing or vision, feel free to contact the nurse at the school. If your child fails any part of the hearing and vision screening, the nurse's office will rescreen them to verify the results. If they fail the second screening, a referral letter will be sent to the parent/guardian with findings and recommendations. It is important to bring the referral letter to your child's appointment and ask the examiner to complete it and return it to school.

Field Trips or School Activities

The teacher providing the class field trip experience will fill out the School Activity form provided by the school office. When the office receives the completed form, the following notifications will be made (upon administration approval): Bussing, Nurse's Office, Business Office, and Parents. The Nurse's office will provide necessary first aid, medications, and other emergency needs in a backpack. The teacher on the field trip is responsible for picking up the backpack and distributing medications and/or first aid materials if necessary. The teacher will return the backpack and any unused items to the Nurse's office after the field trip is over.

Transportation

CCS does not operate its own district bus system. Under Minnesota Statutes, sections 123B.84 to 123B.92, transportation to and from school for resident students is arranged and provided by each student's resident public school district, generally for students who live the qualifying distance from school. Families with questions about bus eligibility, routes, stops, or schedules should contact their resident school district directly.

When a public school district transports CCS students, those students are subject to the bus conduct and discipline policies of the transporting district while riding. When CCS itself arranges transportation for a field trip, athletic event, or other school activity, all CCS behavioral expectations apply, and students follow the directions of the supervising staff and drivers.

Student Allergies

During the enrollment process, parents/guardians are asked to report any allergies. Forms will be completed by the parents/guardians of any food/lactose allergy. The forms will be given to the nurse's office.

Commonly Used Forms

- Medication Consent Form
- Special Diet Statement Form
- Lactose Intolerance Form
- MDH Immunization Form

Academic Life

Academics

CCS students are challenged to examine all learning and life with God's truth as the center point. The CCS faculty encourages a safe learning environment for students to explore the bigger questions of life: What is the truth? Where do I come from? Where am I going? What is my purpose in life? CCS students have opportunities every week in most classes to examine how God's truth intersects with what can often be a hostile world in which we live.

Academic Honors

Honor Roll. At the end of each quarter, students having a GPA of 3.5 or higher will have a spot on the "A" Honor Roll. Students with a GPA of 3.0 or higher will have a spot on the "B" Honor Roll.

Valedictorian and Salutatorian

The top student(s) in the graduating class of CCS will be selected based on a cumulative GPA. To be eligible for Valedictorian and Salutatorian, students must:

- Complete a minimum of 4 consecutive semesters at CCS High School;
- Take no more than one off-campus PSEO class per semester junior year, and no more than two off-campus PSEO classes per semester senior year;
- Be eligible for the honors diploma; and
- Be involved in school clubs or activities.

In the event of a tie, the following criteria will be considered: the number of credits; the difficulty of the classes taken; other standardized test scores; and the discretion of the administration.

These criteria set clear expectations for the honor of Valedictorian and Salutatorian, given to a top CCS student who is a representative of the senior class. Students who choose to take full-time PSEO classes become disconnected from the CCS community, and full-time PSEO schedules often inhibit the student from attending CCS High School chapels and other spiritual emphasis opportunities that contribute to the overall school atmosphere. These criteria are in effect for the graduating class of 2026 and beyond unless the board decides differently.

Academic Probation

CCS is committed to assisting students throughout the semester by monitoring grades and student progress regularly. This process helps CCS staff identify students who need additional support. If a student continues to struggle academically, the student may be placed on probation. There are various levels of probation, and the following consequences will be

enforced. The Administration or the Director of Student Services reserves the right to move students up or down levels as needed, per the student's academic progress. (See also the section below regarding students in good standing.)

Level I Probation

- Definition: a student with no F's but who has 2 D's at quarter/semester end.
- Ineligibility for extracurricular activities will be determined by the standards laid out in the athletic/activities handbook.
- A letter will be sent home to parents.
- If the student is on the D/F list for 3 consecutive weeks in the next term, the Administration, Director of Student Services, or the School Counselor will meet with the student and parent(s).
- If the student (currently on Level I probation) does not finish the current quarter/semester in good standing, he/she will be moved to Level II Probation.

Level II Probation

- Definition: all requirements for those in Level I but may have 1 F or more than 2 D's at the end of the quarter/semester.
- Administration, Director of Student Services, and/or the student's School Counselor will meet with the student and parent(s).
- Students will be required to meet with the Director of Student Services at least one time per week in the following quarter/semester to discuss academic progress.
- If the student does not finish the next quarter/semester in good standing, he/she will be moved to Level III Probation.

Level III Probation

- Definition: all requirements for those in Level I and Level II but may have multiple F's and/or more than 2 D's at the end of the semester.
- This is a serious academic situation where the student's continued enrollment at CCS is in question. A meeting with the Administration and Director of Student Services, and/or the student's School Counselor, along with the student and his/her parent(s), will be held to determine whether the student will remain at CCS in the upcoming semester.
- A formal contract will be required, laying out the conditions for continued enrollment, which must be signed by the student and at least one parent or guardian, preferably two.
- Failure to adhere to the conditions of the contract will result in immediate expulsion.
- If the student does not finish the next quarter/semester in good standing, he/she will not be allowed to return the following semester/school year.

Add/Drop Policy

Students may add or drop elective classes in the first two weeks of the quarter/semester only and must maintain sufficient credits toward graduation. Students must receive permission from the Administration to add or drop classes.

College Coursework

CCS offers expanded opportunities through online coursework, including Post-Secondary-Onsite (PSOS) courses (through UNWSP, taught by CCS teachers, on our campus), Post-Secondary Enrollment Options (PSEO) at various Minnesota institutions, and Distance Education courses offered by other institutions. These courses can fulfill elective requirements for graduation and often expose students to other forms of learning. Students enrolled in any non-CCS course must submit a PSEO/DE/IS Enrollment form for each semester in which they take non-CCS courses. These forms are available from the Principal or the School Counselor.

Students may enroll in online PSEO courses through various institutions but must receive approval from CCS's Administration for the courses they would like to take. Students interested in pursuing PSEO courses for the first time should apply for admittance to the institution from which they wish to take classes during the fall/spring registration period, as some institutions have application deadlines as early as April 1. Upon acceptance, and for each new semester, students should submit the state PSEO form from the institution along with CCS's PSEO/DE/IS Enrollment form to their counselor or the principal.

When considering college courses, please use the following ratio:

PSEO Credits	CCS Credit
4 PSEO Credits	1.00 CCS Credit
3 PSEO Credits	0.75 CCS Credit
2 PSEO Credits	0.50 CCS Credit
1 PSEO Credit	0.25 CCS Credit

Beginning with the 2025-2026 school year, part-time students who wish to graduate from CCS must meet a minimum tuition requirement of \$3,000. For the 2026-2027 school year and beyond, the minimum tuition requirement for part-time students desiring to graduate from CCS will be 50% of the full tuition rate for the corresponding academic year. This policy ensures that all graduates represent the spiritual, academic, and community values of CCS, regardless of the number of courses taken on campus.

Students enrolled in less than half-time must provide a copy of their off-campus schedule to the school office at the start of each semester. Students who desire to be on campus while taking their online classes will be assigned to a study hall during the school day and will not be permitted to come and go from campus throughout the day, except for an approved off-campus class or when their school day has ended. Seniors may leave during the lunch period, and juniors may leave on Friday for the lunch period.

Conflicting Tests or Projects

The staff makes a concerted effort to schedule tests and projects so that students do not have more than two tests per day or more than one major project due per week. However, elective choices sometimes make this difficult to determine correctly for all students. Students who find themselves with a higher number of tests or projects should inform their teachers so that a reasonable solution can be established. Such a solution may include various alternatives

arranged on a class-wide or individual basis and is at the teacher's discretion within the spirit of this policy.

Course List and Recommended Plan

A complete description of courses and a recommended plan for class schedules are available in the Course Catalog and on the school's website, including prerequisites, grade level requirements, and sequences.

Good Standing / Satisfactory Progress

A student is making satisfactory academic progress and is considered "in good standing" by maintaining at least a 2.0 cumulative GPA, failing no classes, and earning no more than one D.

Grading and GPA Scales

CCS uses letter grades. Teachers are responsible for grading the assignments and tests within their class in a manner that challenges the students to do their best and to learn those things that are genuinely important. Errors in calculations should be directed to the teacher as soon as possible so that the correction is made within the term, or no later than two weeks after the end of the term.

Graduation Requirements

Department	Minimum Required Credits
English	4
Bible	4
Social Studies	3.5
Mathematics	3 (4 for honors)
Science	3
Foreign Language	1 (2 for honors)
Fine Arts	1
Physical Education	1
Health	0.5
Electives	4.5
Total Credits	25.5 (27.5 for honors diploma)

High Academic Standards

CCS maintains high academic standards in the challenges placed before students and in the expected achievement level on coursework. While it may be necessary to re-evaluate the level of the academic standard on occasion, it is essential that the standard is set and that it is consistently communicated and upheld. It is the firm conviction of the administration and faculty

that CCS cannot offer its high caliber of education without work outside of the normal school day. As such, CCS is committed to providing reasonable amounts of homework.

Progress Reports

Parents and students are strongly encouraged to track academic progress frequently, as course grades are updated at regular intervals during each quarter/semester in every class.

Late Work

All assignments should be completed on time. An immediate 10% grade reduction will occur for any work not turned in at the start of class on the day it is due. Students may turn in late work up until the end of the current unit of study and still receive a 50% grade reduction. After the end of the current unit, any missing work that is still not turned in will be changed to a zero.

Makeup Work

Absent students must take the initiative to contact each of their teachers regarding makeup work.

- Students who are absent due to an extended illness should make individual arrangements with each of their teachers regarding makeup work.
- Students who are going to miss class because of a vacation or other family event are encouraged to turn in all upcoming assignments before their absence or make arrangements with their teacher. Please pick up a Pre-Arranged Absence Form from the school receptionist to assist in this process.

Students and their families need to be aware that completing missed assignments will not necessarily make up for all of the class content missed due to absence. Students who miss lectures, explanations, and discussions may experience a negative impact on their grades for future tests and assignments. CCS teachers are not expected to revise tests to account for information or skills taught during a student's absence.

Report Cards

Report cards are available after each quarter ends.

Course Offerings

Subject	Class Title	Credit
Bible	Old Testament; New Testament; Understanding the Culture; Understanding the Times	1 each
Fine Art	Band, Choir, Drama, 21st Century Media Arts, Worship Band, or Visual Arts	1
Foreign Language	Spanish I, II	1 (2 required for Honors Diploma)

Subject	Class Title	Credit
Language Arts	English 09, English 10, English 11, English 12	1 each
Math	Algebra II; Geometry; Math Electives: Consumer Math, Fundamentals of Math, Pre-Calculus, Statistics, Trigonometry	3 credits required (4 for Honors)
Physical Education / Health	Physical Education 9; Health	1 / 0.5
Science	Physical Science; Biology; Chemistry or Physics	1 each
Social Studies	US History; World History; Government; Economics; Geography	1 / 1 / 0.5 / 0.5 / 0.5
Electives	See current elective offerings in the high school course catalog	4.5

Honors Requirements: 3.75 GPA, 2 Foreign Language credits, and a minimum of 4 math credits (27.5 credits for Honors).

Year-End Class Failure

- If a student fails a class for the year, they may not be able to return to CCS the following year. Though a student's desire to remain at CCS may be based on the importance of caring teachers or friends, the mere desire to attend CCS is an insufficient reason to retain a student who is not making satisfactory academic progress.
- If the student is permitted to return, the student will be placed on academic probation for the following semester. The student may also be ineligible for extracurricular activities for the following semester.
- If a student is allowed to return to CCS, and the failure is in English, Bible, or Social Studies, the student must retake the course as well as take all other required English, Bible, and Social Studies courses before graduation.
- If a student fails in Science or Math, the student must retake the course before advancing to another course in that subject area. Please see the graduation requirements in the Curriculum Guide.

Attendance, Commitment, and Consequences

As followers of Jesus Christ, every student, faculty, and staff member is indwelt by the Holy Spirit and is urged to “walk in step with the Holy Spirit” (Galatians 5:25) for the glory of God. CCS holds students to a high standard of behavior and has instituted the following guidelines for direction and loving correction on a case-by-case basis.

Discipline expresses love because it is one of God's prescribed means of attaining holiness, maturity, and fruitfulness in the life of the believer. The goal of discipline is a changed heart, and the evidence of a changed heart is changed behavior (Proverbs 4:23; Luke 6:45). CCS tries to be clear, but not rigidly specific, in discipline policies, so that students develop self-control

(Galatians 5:23) as a result of the work of the Holy Spirit. CCS seeks, whenever possible, to use guidelines that encourage a student to change internally. This usually results in a student choosing to hold themselves to a higher standard out of love for and fear of God.

If a student ignores the guidelines, teachers or members of the administration team will lovingly administer grace-based consequences. Repentance and reconciliation are the primary goals of all disciplinary consequences administered by the school. The goal is for discipline to enable a student's heart to be restored to God and reconciled to the authority and their peers.

Attendance

Students are expected and required to be in attendance and on time every school day, regardless of homework load, extracurricular activities, or other events that may lead to a late night.

The "Maximum Absence Rule" states that students will not receive credit for a class in which absences reach **15** in one semester, including those accumulated through tardies (3 tardies = 1 absence) and excluding school-authorized absences. An exception to the Maximum Absence Rule may be made for chronic/long-term illness (verified by a doctor) or for an unusual circumstance authorized by a school administrator.

Absence

Notification to CCS by Parents

Parents/guardians are required to notify the school office (320-235-0592; frontdesk@willmarccs.org) as soon as they know that their son or daughter will be absent. If the parent/guardian cannot be contacted and does not report an absence, it will be counted as an unexcused absence. Notification of absence does not necessarily make the absence excused.

It is strongly recommended that medical and dental appointments be made outside of school time. If a medical/dental appointment, driving test, or college visit must be scheduled during school hours, parents should contact the school no later than one day before the date of the impending absence. If a student is missing classes due to a family vacation or another planned event, the parents are requested to notify the school one week in advance of the absence. Students should notify their teachers of any upcoming absences so that they can acquire any assignments they will be missing.

Parents should also be aware that absence from class may have a detrimental impact on a student's learning (and consequently his or her grade) because it is not possible to fully recreate the classroom situation, nor is it reasonable to ask a teacher to do so on most occasions. Students are responsible for schoolwork missed and should initiate attempts to obtain information from teachers and classmates.

Excused Absences

Excused absences are those resulting from illness, injury, family emergencies, funerals, medical and dental appointments, drivers tests, and other school-related events. Excused absences require notification by a parent/guardian, and the administration reserves the right to determine whether an absence is excused. Any behind-the-wheel training should be scheduled outside of

school hours. Parents are also asked to do their very best to schedule vacations around the school calendar. When possible, teachers will provide advance notice of work or activities that a student will miss when a planned absence is necessary. An excused absence allows the student to make up work that has been missed during the absence.

Unexcused Absences

Unexcused absences, counted in the Maximum Absence Rule, are absences not school-authorized or verified and are those due to reasons not mentioned in the section on excused absences. Such absences include, but are not limited to:

- Suspensions;
- Any absence that occurs without parental permission;
- The following are unexcused even with a parent note: finishing homework or studying for tests, sleeping after completing a paper, a failed alarm clock, traffic, missed ride, birthday, work, entertaining visiting friends or relatives, skipping school, or a mental health day;
- Car trouble;
- Vacations with family without prior notice to the school and/or vacations exceeding 5 days;
- Absences resulting from accumulated unexcused tardies (3 tardies equal one unexcused absence).

Excessive Absences

If any student misses five class periods of the same class in a semester due to excused or unexcused absences, a letter of caution from the Administration will be sent home to the parents. If, after the letter of warning, the student is absent twice more from the same class (10 absences total), a conference will be held with the student, parent(s), teacher(s), administration, and the Director of Student Services to determine the student's future standing in the specific course(s).

Students will earn the following grade reductions based on the number of excused or unexcused absences each semester. (This policy does not apply to absences that are required because of school events.)

Number of Excused or Unexcused Absences	Class Grade Reduction
1-10 absences	No reduction in grade
11-14 absences	5% reduction in overall grade
15 or more absences	No credit will be given to the student for this class

Attendance and Eligibility for Participation in Extracurriculars

Please refer to the Extracurricular Activities section for more details.

Punctuality and Tardiness

Students are expected to be in their assigned classrooms at the beginning of each school day and the beginning of each class period. Being consistently tardy is a hindrance to academic

progress, both for the student and the others in the classroom. A note explaining tardiness does not necessarily excuse the tardiness.

The following reasons will be deemed an “unexcused tardy,” including but not limited to: oversleeping or a failed alarm clock; carpool, traffic, car trouble, or a missed ride; and bad weather (tardies due to bad weather will be determined on a case-by-case basis). Tardies due to doctor/dental/orthodontic appointments will be excused only if accompanied by a note from a parent/guardian or the doctor.

Number of Tardies	Consequence
1-4	No consequence (grace)
5	Detention
6	No consequence (grace)
7	Detention
8	Family meeting

A “tardy” will be given to students when they are late to any class (at the beginning of the day or any class period) throughout the day. Individual classroom teachers will enforce what is tardy in their classes, talk to an individual student who is tardy, make a change plan, and inform the administration. Any consequences assigned by the administration are in addition to consequences given by individual teachers. The administration reserves the right to determine whether or not tardiness is excused. After 8 tardies in a semester, a meeting with the administration and parent(s)/guardian(s) will take place to determine a plan going forward.

Truancy

Students will receive a clean slate for tardies at mid-term and at the end of each semester for detention purposes only. Tardies will accumulate and count toward the Maximum Absence Rule throughout the entire semester.

A student is truant if they are absent without parental or school permission, leave school grounds, or miss more than 30 minutes from any class without permission and notification to the teacher. The administration will assign the following consequences for truant behavior:

1st offense: Parent(s)/guardian(s) may be notified, and the student will receive a detention. Students will not be allowed to participate in extracurricular activities for that day.

2nd offense: Student and parent in-person meeting with the Principal/Spiritual Life Director; the student will receive a detention; no extracurricular participation for that day (includes practice).

3rd offense: Minimum of a one-day suspension; student/parent conference with the Head of School and Principal to determine the student's future standing at CCS.

Any truancy will also be considered and counted as a “tardy” for consequences.

School Detention

Detentions can be assigned to students by a teacher or administrator for issues related to tardiness, truancy, and improper behavior. Parents will be informed via email or phone call if their son or daughter receives or has served a detention. Typically, school detentions are 45 minutes long and are served before or after school at a designated time. If detention is missed, there will be an automatic second detention assigned, which will be served in addition to the original detention. Extracurricular activities and personal employment are not valid reasons for missing detention. If a student misses two detentions, a conference with the parents may be arranged, and the student may be suspended as a result.

Suspension

Suspension requires that a student remain off campus under his or her parent(s)/guardian(s) supervision for one or more days as a disciplinary consequence. Reentry into the student body after a suspension will require a conference between the Principal, student, and parents to discuss the reason for discipline and conditions for reentry. Suspensions will be reported on the student's official record.

Expulsion / Dismissal

On rare occasions, it may become necessary for a student to be expelled (or dismissed) from CCS. These are rare situations and are taken on a case-by-case basis. Details about grades, transfer credit, and follow-up plans will be discussed with the families.

Behavioral Expectations

Boundaries - Physical

Students are to treat one another with respect in the way they interact physically. This means maintaining a reasonable distance, not fighting or hitting, and not hanging on to one another, whether boys or girls. CCS students in dating relationships should refrain from public displays of affection. Such actions can put other students in uncomfortable and awkward situations. Respectful and appropriate interaction within reason is encouraged: comforting, appropriate hugging, praying for one another, etc.

Boundaries - Verbal

It is a violation of our values for students and staff to use foul language, curse, or take the Lord's name in vain. This type of language is a sign of disrespect for the person being addressed and for those who are subjected to hearing it.

Ridicule, sarcasm, or unkind joking is offensive and unloving. When students make fun of others, they are often partnering with Satan in tearing down the image of God in others. Students are encouraged to build one another up, rather than tear one another down (Ephesians 4:29). It is our prayer that all students would step into being an imitator of God when it comes to speech (Ephesians 5:1-2).

Bullying and Harassment

We affirm that all humans are created in the image of God, and each individual is of eternal value. As a result, God calls all of us to show respect and honor to each other no matter what our differences are. Bullying is the repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. Bullying can be physical, verbal, or psychological. It can happen face-to-face or online. Not only are Christians called not to bully, but they are called to an even higher standard. Scripture directs all Christians to love, bless, serve, grant grace and mercy, and encourage one another as we strive for unity (Mk. 12:29-31; I Jn. 4:19-20; Eph. 4:1-3). All bullying, whether physical, verbal, cyber, written, or relational, is a sin and violates the character of God.

Bullying. The policy of CCS is that all employees, volunteers, parents, and students will treat all persons in ways that convey respect and consideration for individuals regardless of race, color, marital status, national origin, creed, religion, gender, age, or disability. The school also prohibits cyberbullying: creating websites, instant/direct messaging, emails, using camera phones, posting messages on social networking sites or through apps, or using other forms of technology to engage in harassment or bullying.

Sexual Harassment. Any unwanted sexual behavior that makes someone feel upset, scared, offended, or humiliated, or is meant to make them feel that way. All persons in the CCS community are obliged to take instances of sexual harassment seriously and inform the Principal or the Administrator.

Reporting. All students share the responsibility for keeping the CCS environment free from the negative influences listed above. When the CCS administration becomes aware that harassment or bullying may be occurring on campus, it will promptly investigate the situation. No adverse action will be taken against any person who makes a good-faith report of alleged harassment or bullying. Any member of the CCS community who falsely accuses another member of harassment is subject to disciplinary action.

Drugs, Alcohol, and Tobacco

Use or Possession. CCS students are not to possess or use drugs of any kind (including alcohol) or any tobacco, vaping, or recreational marijuana at any time (including the school year and summer months) on or off campus. If a student is present at an event where there is illegal underage consumption of drugs (including alcohol), they must immediately leave the scene upon becoming aware of what has occurred or is occurring. Failure to leave the scene will result in the student receiving the same consequence given to a student who is guilty of use and possession. The administration will apply consequences where collaborative evidence is strong enough to indicate use or possession, with or without a student's admission of involvement.

First Offense.

- The student may be suspended from school and all school activities (minimum of 1 day).
- Parent/student conferences will be held with the Principal and/or the Administrator to explore the nature and degree of substance use/abuse and the future course of action.
- The student will automatically be ineligible for participation in extracurricular activities (excluding practices) in the current or next season of their participation for the next two

interscholastic contests or two weeks (14 calendar days), whichever is greater. (This is in line with MSHSL rules and regulations.)

- Police may be informed.
- Violation will be documented in the student's file.

Second Offense.

- The student will be suspended from school and all school activities (minimum of 3 days) and potentially expelled.
- If the student is allowed to remain at CCS, they will be automatically ineligible for participation in extracurricular activities (excluding practices) in the current or next season of their participation for the next six interscholastic contests or four weeks (28 calendar days), whichever is greater.
- Police may be informed.
- Violation will be documented in the student's file.

Distribution or Provision. The distribution or provision of any drugs (including alcohol) or tobacco by a CCS student to another person on or off campus will result in the following consequences.

First Offense.

- The student will be suspended from school and all school activities (minimum of 3 days).
- Parent/student conferences will be held with the Principal and/or the Administrator to determine if the student will remain at CCS.
- If the student is allowed to remain at CCS, he/she will be automatically ineligible for participation in extracurricular activities (excluding practices) in the current or next season of their participation for the next six interscholastic contests or four weeks (28 calendar days), whichever is greater.
- Police will be informed.

Second Offense.

- Immediate expulsion from CCS.
- Police will be informed.

Violations of the CCS substance abuse policy are cumulative throughout a student's academic career at the school.

Reasonable-Suspicion Substance Testing

CCS cares deeply about the health, safety, and spiritual growth of every student. Our standard on drugs, alcohol, tobacco, vaping, and marijuana is set out above. To uphold that standard, to protect the school community, and to help students who may be struggling, CCS reserves the right to require a student to submit to substance testing when the school has reasonable suspicion that the student has used, possesses, or is under the influence of alcohol or another prohibited substance. Enrollment at CCS constitutes the agreement of both the student and the parent/guardian to this policy.

Reasonable suspicion. Reasonable suspicion means specific, observable facts or credible information that would lead a reasonable staff member to believe a student has used or is under the influence of a prohibited substance. This may include, but is not limited to:

- Physical signs such as the odor of alcohol or marijuana, slurred speech, an unsteady gait, bloodshot or glassy eyes, or unusual or impaired behavior;
- Possession of a prohibited substance or related paraphernalia;
- The student's own admission;
- A credible report from a staff member, student, parent, or other reliable source; or
- Other behavior or evidence that reasonably indicates use.

The staff member or administrator involved will document the observations that gave rise to the suspicion before testing proceeds.

Authorization and parent notification. A decision to require testing will be authorized by the Head of School or Principal. The school will contact the student's parent/guardian, explain the basis for the suspicion, and coordinate the testing described below. Where a student's immediate safety is a concern, the school will act without delay to protect the student.

How testing is completed. CCS will direct the family to have the student tested at one of the approved local providers listed below and to authorize the provider to release the results to the school. Because the student is a minor, testing requires parental consent and is subject to each provider's own intake requirements, which is why CCS coordinates the request with the family rather than testing a student independently. The provider determines the appropriate collection method (for example, urinalysis, saliva, or hair testing) and follows its own procedures to protect the student's privacy and dignity. To preserve the reliability of the results, the test should be completed as soon as possible, generally within 72 hours of the school's request.

Cost. The cost of testing is the responsibility of the family.

Refusal or tampering. A student's refusal to submit to testing, or any attempt to tamper with, alter, delay, or substitute a sample, will be treated as a violation of this policy and addressed under the Drugs, Alcohol, and Tobacco consequences above, generally on the same footing as a confirmed positive result.

Results and confidentiality. Results will be kept as confidential as the situation permits and shared only with those who need to know, such as the student, the parent/guardian, and the administrators handling the matter. A positive result may be confirmed by a second or laboratory-based test before consequences are applied. Results are used to guide care and discipline within CCS and are maintained in the student's file.

Care and restoration. Consistent with our approach to all discipline, the purpose of testing is not merely to identify wrongdoing but to protect the student and the community and to open a path toward help. Where use is confirmed, CCS may require the family to obtain a substance-use assessment or counseling from a licensed provider as a condition of continued enrollment, in addition to the disciplinary consequences described in the Drugs, Alcohol, and Tobacco policy. Our desire is to walk with students and families toward health, freedom, and a changed heart (Galatians 6:1).

Local Testing Resources (Willmar Area)

Please confirm current hours, services, and each provider's requirements for testing a minor before relying on the information below and call ahead. Listing a provider here is a convenience for families and is not an endorsement.

Provider	Address & Phone	Hours	Services / Notes
CentraCare - Willmar Clinic, Occupational Health	101 Willmar Ave SW Willmar, MN 56201 320-231-5000	Mon-Fri 8:00 a.m.-5:00 p.m.	Occupational drug and alcohol screening. Call ahead to confirm collection for a minor and any paperwork needed.
Minnesota Monitoring, Inc.	1210 Lakeland Dr SE Willmar, MN 56201 320-222-5401	Mon-Fri 11:00 a.m.-7:00 p.m. Sat-Sun 11:00 a.m.-5:00 p.m.	Dedicated drug and alcohol testing: urinalysis, hair, and sweat-patch; instant and lab-confirmed. Call ahead for an appointment.
CentraCare - Rice Memorial Hospital (Laboratory)	301 Becker Ave SW Willmar, MN 56201 320-235-4543	Laboratory open 24 hours	Physician-ordered laboratory testing.
Family's primary care provider / pediatrician	e.g., CentraCare - Willmar Clinic, 320-231-5000 or Willmar Lakeland Clinic, 320-235-7232	Clinic hours vary	Your child's own provider can order or perform testing and coordinate any follow-up care.

Mental Health Support and Counseling

CCS is committed to the wellbeing of the whole student, including emotional and mental health. Our staff are educators and disciples of Christ, not licensed mental health professionals, and CCS does not diagnose or treat mental health conditions. When we have concerns about a student, our goal is to come alongside the student and family with care and to connect them with appropriate professional support.

Recommending counseling. When a teacher, counselor, or administrator observes signs that a student may be struggling, such as ongoing sadness, anxiety, withdrawal, marked changes in mood, behavior, or functioning, or expressions of hopelessness, the school may speak with the student and parents and recommend that the family seek an evaluation or counseling from a licensed mental health professional. A recommendation is an act of care and support, not discipline.

Requiring counseling or assessment. In more serious situations, CCS may require, as a condition of continued enrollment or of a student's return to school, that the family obtain a professional assessment and/or ongoing counseling from a licensed provider. This step is authorized by the Head of School or the Head of Education and is reserved for circumstances

such as concerns for the student's safety or the safety of others, threats of harm, significant distress whose needs exceed the support the school can appropriately provide, or a care plan following a serious incident. The requirement is to engage qualified help; the family chooses the licensed provider.

Safety situations and return to school. If a student experiences a mental health crisis, is hospitalized, or there is a serious concern for the student's safety, CCS may require written clearance from a licensed mental health provider stating that the student is able to return and participate, along with any recommendations for supporting the student, before the student returns to the classroom. CCS will work with the family to develop a reasonable support plan.

Working with providers. With written parental consent, CCS staff may communicate with the student's provider to coordinate support at school. CCS may ask the family to confirm that the student is engaged in the recommended care, such as confirmation of attendance, but does not require families to disclose the private clinical content of counseling.

Cost. The cost of any outside evaluation or counseling is the responsibility of the family.

Confidentiality. Information about a student's mental health is treated with sensitivity and shared only with those who have a need to know in order to support and protect the student.

Partnership and consent. Parents are partners throughout this process, and enrollment at CCS constitutes agreement to this policy. In an emergency involving imminent risk to a student or others, CCS will act to protect safety, including contacting parents and, when necessary, emergency services or a crisis line.

Care and restoration. Scripture calls us to bear one another's burdens (Galatians 6:2). Our heart is not to set a student aside but to surround them with support and point them toward help, healing, and hope.

If you or your child are in crisis: call or text **988**, the Suicide and Crisis Lifeline, available 24 hours a day, seven days a week, for free and confidential support. In a life-threatening emergency, call 911.

Honesty

CCS students are expected to tell the truth all the time. They are expected to communicate the full truth and not to withhold information on a technicality because they are not asked exactly the right question. This demonstrates integrity in the fullest sense and demonstrates a value for the truth even at personal cost.

Interpersonal Relationships

In a school where discipleship is a significant component of the vision and mission of the school, relationships are very important. CCS expects its students to act toward one another out of selfless love, putting the concerns and needs of others above their own. This sometimes means sacrificing one's personal preferences. In the case of dating relationships, the school expects parental guidelines to be established in each family, and that students will honor their parents' expectations. Such relationships can be difficult for those in them or their friends. Therefore,

though the school does not prohibit dating, students are encouraged to invest their energies into interpersonal relationships of a less exclusive nature.

Keeping Commitments

CCS expects its students to keep the commitments they make. This is particularly important when a student has made a commitment to a group such as an academic project team, an athletic team, or any other group that is counting on the student's active participation for the duration of the project or activity season. In light of this expectation, students and their families should make careful, thoughtful decisions before joining such activities. In addition to asking other participants, activity directors or coaches will be able to help a student or parent understand what an activity involves. Activity fees at CCS become non-refundable two weeks into the season.

Sexual Behavior

In keeping with God's Word and His plan for us as His followers, CCS desires that students walk in a manner worthy of our calling (Ephesians 4:1). God created us as sexual beings and desires us to experience His best for us in that. God's plan in Scripture is that we would experience that within the context of marriage. We hold everyone at CCS to a high standard of sexual purity. Any step outside of what is clearly defined in the Bible is a violation of our standards. We realize that many of these steps will happen outside of our view or scope, but when they happen within our school day or extracurricular activities, student disciplinary actions will take place on a case-by-case basis.

CCS retains the right to refuse enrollment or expel any student who engages in sexual immorality, but the administration team longs to walk through situations like this with students in a discipleship-driven way that leads our students to choose Christlikeness in their personal lives.

Biblical Identity

CCS believes that every student is made in the image of God. We believe that God knits us together in our mother's womb and that we are fearfully and wonderfully made (Psalm 139). As Christians, our identity flows out of who He is and who He has made us to be. In today's ever-changing culture, it could be easy for any of us to lose sight of our God-given identity due to all the anti-Christian noise through the technological landscape and cultural changes that happen year after year. At CCS, we stand on the truth of God's never-changing Word and look to that for all the answers to all the questions that our world throws at us day in and day out. In recent years, the topics of gender and sexuality have become front and center in our culture, creating confusion among many young people concerning the way they view themselves. We realize that we live in a world where the Bible is in opposition to what the world is telling us is true about the nature of gender and sex.

As a school, we have taken the position that God has created us male or female and that designation happens at conception (Genesis 1:27). We want to honor God's beautiful creation in every student and staff member at CCS. God's design for romantic and marital relationships is

heterosexual and plays out in an exclusive marriage relationship between a man and a woman (Genesis 2:18-25).

We realize that for some, they cannot come to a place of agreement on this issue. We respect everyone's right to believe what they want to believe about this, but as an interdenominational Christian school, we will not waver on these Biblical foundations, and all of our educators will teach from this perspective. If any student professes to have a sexual orientation or gender identity outside of God's design at birth, the administration will gracefully walk through conversations with that student and their parents to help them understand God's design for sexuality, gender, and identity. If, at the end of those conversations, it becomes evident that a school change is necessary due to a misalignment of values, the CCS administration team is committed to providing resources to help the family enroll in a new location.

Cheating

If cheating is discovered, an automatic zero will be given on the assignment or test/quiz. A report will be submitted to the Principal, parents will be notified, and the school will follow the established school discipline plan and consequences.

AI Policy

This policy sets out the guidelines and rules for students at CCS to use Artificial Intelligence (AI) responsibly and appropriately. As a school focused on educating the whole person and upholding truth, knowledge, virtue, and service, the use of AI should be in line with the school's mission and values. AI can provide many educational benefits and opportunities for personal growth, but it must be used ethically and in line with our faith-based principles.

AI cannot be used as a replacement for schoolwork that involves original thinking. Students are not allowed to pass off AI-generated content as their own. It is against policy to use AI to cheat on tests, finish assignments, make multimedia projects, write papers, or complete schoolwork without getting permission from a teacher or administrator. Using AI in these ways is considered cheating or plagiarism.

In some cases, AI can be used as a tool for learning or studying. Students who want to use AI for educational reasons must get permission from a teacher or administrator. Students may not use AI, such as AI image or voice generators, to break school rules or policies. To maintain academic honesty, schoolwork such as tests, assignments, projects, and papers may be checked by AI detectors and plagiarism recognition software.

Plagiarism and Collaboration

Plagiarism is the act of stealing another person's literary work or introducing passages from another's writing and putting them off as one's own. Plagiarism is stealing and will not be tolerated at CCS. Students are expected to submit original work and properly cite information, data, and ideas that they use from other sources. If plagiarism is discovered, an automatic zero will be given on the assignment or test/quiz. A report will be submitted to the Principal, parents will be notified, and the school will follow the established school discipline plan and consequences.

In many classes at CCS, teachers will encourage collaboration within the curriculum. There may be specific projects that are group-oriented and require the different skills and perspectives of various students. However, students are expected to ensure that their submitted work is still original unless the instructor has specifically stated otherwise.

Senior Privileges

Seniors who are in good standing at CCS may sign out with the receptionist and leave school during their open hour or lunch hour if a signed parent permission note is on file. All seniors are expected to participate in Life Groups, Chapels, and Winterim Week. Seniors may not sign their own permission slips, even if they are 18. Seniors must maintain academic eligibility status to retain senior privileges. Seniors may work independently in the back hallway area or another approved study area.

Seniors will also be permitted to use their cell phones in non-academic settings during the school day, provided they are not a distraction to other students or classes. Please see the Cell Phone policy for further information.

Seniors, or underclassmen, may not check out during the day for any reason other than an appointment or lunch. Students who break this will be considered AWOL and be subject to the school discipline policy. Senior privileges will be revoked (temporarily or longer term) if the student is on academic or disciplinary probation. Seniors who earn detention due to excessive tardiness may also lose privileges.

Threats

Students are not to threaten others verbally, physically, or digitally. Any violation of this policy will lead to a mandatory conference with the student, his/her parents, and the Administration. The student may be suspended or expelled as a result of such a violation.

Weapons

Students are not permitted to have weapons on school grounds or at school activities. CCS strives to provide its students with a safe environment that is free from violence. The possession or use of handguns and knives of any kind is strictly prohibited. Under Minnesota Statutes, section 609.66, subdivision 1d, possessing, storing, or keeping a dangerous weapon while knowingly on school property is a felony. If you become aware that any student or guest possesses any type of weapon while on CCS premises, please contact the Administration or any staff member immediately.

Trap shooting season. As a school-sponsored marksmanship activity, a student participating on the trap shooting team may bring an unloaded rifle or shotgun to campus only with advance written permission from the Head of School. The firearm must be unloaded and enclosed in a case, and it must be delivered immediately to the office upon arrival, where it will be securely held until trap shooting practice or competition. Failure to follow these rules will result in consequences outlined in the discipline policy.

Dress Guidelines

Purity extends to the way a person dresses as well as to his or her behavior. The CCS Board has adopted a guideline for a dress standard that embraces principles of cleanliness, modesty, neatness, and appropriateness. Students are encouraged to wear clothing that does not draw inappropriate attention to themselves. CCS encourages parents and students to accept the responsibility of following these guidelines by discussing attitudes toward fashion trends. The administration and staff will make all final decisions regarding these issues. If you are in doubt as to a particular fashion, we suggest you ask before wearing an item to school. The scriptural principle of modesty and moderation should always be applied regarding makeup, hairstyle, and all manners of dress.

- Clothing should be neat and clean, free of excessive holes and tears. Holes may not be any higher than the pockets.
- Shorts and skirts should be longer than the length of the longest fingertip when arms are hanging at one's side. (Tip: if the pocket liner is showing, the shorts are not long enough.)
- Students may not expose their midriff by wearing short shirts, even when reaching up in the air with their arms (front side and back side).
- Sleeveless shirts must have a width equal to or greater than the width of 3 fingers. (Tip: bra straps must be fully covered.)
- Shirts may not be low cut, revealing cleavage.
- Shirts must not be longer than the student's shorts.
- Shirts with inappropriate pictures, symbols, or letters are not acceptable.
- No pajama pants.

If a student's clothing does not meet these guidelines, the Administration may talk to him or her. The student may be required to change (or put on an additional item of clothing, such as a sweatshirt) before returning to class.

Headgear

Students are not permitted to wear hats or hoods during the school day, except on days determined by the administration. The Student Council and the administration may consider special hat days.

Technology Policy and Consent Agreement

The following is the general technology use policy at CCS. The purpose of this agreement is to authorize and acknowledge the rules and requirements that must be met by all students and staff who use any devices, both personal and school-owned, that are connected to the CCS network.

CCS complies with the Children's Internet Protection Act (CIPA) as a participant in the federal E-Rate program. Student records maintained by CCS are governed by CCS policy and the enrollment agreement.

"Device" in this document is defined as any device that a student or staff member has that electronically communicates, sends, receives, stores, reproduces, or displays voice and/or text

communication or data. These include, but are not limited to, cell phones, smart watches, media players, gaming devices, tablets, computers, and the like.

Device Policy

For personally owned devices used at CCS: I understand that CCS is not responsible for supporting any personal device and will be held harmless in the event of damage, loss, or theft.

For school-owned devices used at CCS: I understand that school-owned devices, such as a laptop, are CCS property and that CCS will assume responsibility for supporting the device(s) owned by the school. However, in the event of damage or loss, the user will be responsible for repair or replacement as described below.

I understand that the use of devices connected to the CCS network is contingent upon the following:

- Use of devices must comply with all school policies as stated here and in other policy documents (personal and CCS devices).
- In the event of an illegal situation or general safety on the campus, I understand and consent to allowing CCS access to any information on the device (personal and CCS devices).
- I consent to allow CCS to monitor the device activity (personal and CCS devices).
- I consent to allow CCS to wipe the device in the event privileges are revoked (CCS devices only).
- I consent to immediately notify the school in the event of loss or damage of the device (CCS devices only).
- I understand that occasional use of devices is permitted if and when given specific permission from the faculty. However, for the sake of the community, excessive bandwidth use should be limited, and CCS reserves the right to restrict as necessary (personal and CCS devices).
- Individual teachers reserve the right to prohibit the use of any devices used in their class (personal and CCS devices).
- Personal use of devices while off campus is the responsibility of the student's guardians, and CCS is not held responsible for any content accessed.
- Any attempt to change, modify, circumvent, or reconfigure school-owned equipment or technology-related settings is not permitted. This includes any configuration changes not normally allowed in the software or hardware.

As a user of the CCS network, I agree to comply with the above-stated requirements and to use the device primarily for academic purposes. I am prepared to be held accountable for my actions and understand that any violations of this agreement may result in one or more of the following consequences:

- Loss of rights to access the school network and potential loss of the CCS device;
- Potential prohibition of bringing personal devices to school;
- Potential administrative fees and/or suspension from school;

- Disciplinary action and/or civil or criminal liability under other applicable laws.

Network & Internet Use Policy

Use of any information or materials on websites you access through the CCS network (by entering a URL or selecting a link) is entirely at your own risk, for which CCS shall not be liable. You agree that, through this network and on CCS premises, you will not perform any of the following activities:

- Engage in any form of cheating;
- Attempt to access devices, networks, or resources to which you have no explicit, legitimate rights;
- Copy, reproduce, or transmit any copyrighted files or information other than by the requirements and allowances of the copyright holder;
- Launch network attacks of any kind, including but not limited to port scans, DoS/DDoS, packet floods, replays or injections, session hijacking or interception, or other such activity with malicious intent, or transmit malicious software, including viruses, Trojan horses, and worms;
- Post any personal opinions, images, or expressions on any internet or social media sites that may be misrepresented as opinions of CCS;
- Maliciously provoke a reaction or offense to others;
- Intentionally access pornographic, graphically violent, hateful, harmful, or mature content.

You understand that CCS reserves the right to log or monitor your traffic if it deems it necessary. Unauthorized use of resources through this portal may give rise to a claim for damages and/or be a criminal offense under state and/or federal laws.

Internet Safety (CIPA). Consistent with CIPA, CCS uses a technology protection measure (content filter) on its network to block access to material that is obscene, constitutes child pornography, or is harmful to minors. CCS monitors the online activity of minors and provides instruction to students on appropriate online behavior, including interacting on social networking sites and cyberbullying awareness and response.

Email Policy

Students are expected to check and use their CCS email daily and respond as necessary to faculty, administrators, or others who have corresponded via email. CCS expects both students and staff to abide by professional email etiquette as it relates to response times and content.

Student Cell Phone / Smart Watch / Ear Bud Policy & Guidelines

Our campus is a phone/smart watch/ear bud-free community. Each student will be assigned a personal Yondr Pouch. While the pouch remains school property, students are responsible for bringing it to school daily and keeping it in working condition. Phones/smart watches/ear buds must be secured in the pouch upon arrival and remain there until dismissal.

Daily Process

Upon arrival, students will:

- Turn their phone/smart watch off or switch it to airplane mode;
- Place their phone/smart watch/ear buds inside their Yondr pouch and lock it in the presence of school staff;
- Keep the pouched phone/smart watch/ear buds with them throughout the school day and store it in a backpack or locker.

At dismissal, students will unlock their pouch, retrieve their phone/smart watch/ear buds, and re-close the pouch to protect it from damage. Pouches must be brought to and from school each day. Students arriving late or leaving early will pouch/unpouch their devices in the Front Office.

Violations

If a student is found using their phone/smart watch/ear buds or has damaged their pouch, administration will collect the device(s) and contact home. Consequences include:

- 1st offense: Student retrieves phone/smart watch/ear buds from the office at end of day.
- 2nd offense: Parent retrieves phone/smart watch/ear buds from the office at end of day.
- 3rd offense: Parent retrieves phone/smart watch/ear buds from the office at end of day, plus \$10 fee.
- 4th and subsequent offense(s): 1 week in phone jail (device powered off, placed in the pouch, and kept in the office).

Pouch damage replacement fee: \$50 for a new pouch. Damage includes, but is not limited to, a bent locking pin, ripped fabric, deep scratches or visible damage to the lock surface, pen marks inside the pouch, or a lock mechanism not fully functioning due to pin damage.

Use of Unauthorized Magnet. Only Yondr-issued magnets may be used to unlock pouches. Unauthorized magnets will be confiscated and not returned. CCS may also apply disciplinary action consistent with other honor code violations.

Forgotten Pouches. If a student forgets their pouch, their devices will be collected by school staff. Parents will be notified, and the devices will be returned at the end of the day. Repeatedly forgetting a pouch will be treated as a lost pouch.

Overnight Trips. Students may not take pictures in hotel rooms during school activities. Consequences refer to the school discipline policy.

Extracurricular Activities

Eligibility for Extracurricular Activities

The following are guidelines for students to be eligible for all extracurricular activities. Students must be in good academic standing to be eligible to participate in CCS extracurricular activities. From an academic standpoint, a student is eligible if they have no F's, or no more than 1 D.

- If a student arrives late to school but is present for at least one-half of the school day (excluding pre-arranged medical or dental appointments, senior open hours at the beginning and end of the day, scheduled and approved college visits, school events, and PSEO classes), they may be allowed to participate in extracurricular events. However, if a

student is present for a half day but then leaves due to illness or any other unexcused reason, they will not be allowed to participate.

- If a student earns an F or more than one D at the end of a semester, they are automatically ineligible for extracurricular activities (excluding practices) for three weeks for the current or next sports season in which they participate. If, at the end of the three-week ineligibility period, the student does not have an F or more than one D, the student may be reinstated to eligibility. Additional consequences may be applied by the coach.
- If a student earns an F or more than one D at the Mid-Semester Grade Update, that student will receive a warning from the Athletic Director or extracurricular supervisor. The student will be required to attend a Mandatory Study Hall after receiving notice to improve his or her class grade(s). If a student chooses not to attend the Study Hall or does not get in academic good standing, then they will be ineligible for extracurricular activities (excluding practices) for the next three weeks or until the student has all grades at or above C- level.

Athletics

The CCS athletic program reflects the overall educational and spiritual philosophy of CCS without compromise. Our goal is to bring glory to God in all that we do. This means that coaches, athletes, and all those who are involved in the athletic programs at CCS will pursue their best in academics, athletics, and in their personal lives in a way that glorifies God. Athletes must remember that it is a privilege to participate in extracurricular activities and that academics come first.

Lettering

Students may participate in athletics and other extracurricular activities by completing the requirements set forth by the coach, advisor, or director of each activity. To be eligible for lettering, the student must complete the entire season for the activity and must maintain eligibility throughout the season, both academic and behavioral.

Student Council

The Student Council is a group of select student leaders who are role models and represent the student body with a positive attitude, enthusiasm for the school, and Christlike character. The advisors for the CCS Student Council may appoint members at large to help fulfill the mission of the student council.

Grievances and Dispute Resolution

In any school family, misunderstandings and disagreements happen from time to time. When they do, our desire is always the same: to work toward restoration and reconciliation in a way that honors Christ and keeps relationships whole. CCS follows the pattern Jesus gives in Matthew 18:15-17: go first to the person directly, involve others only as needed, and bring the matter to those in authority as a last step. Our hope is that concerns are handled with humility,

honesty, and grace, and without the gossip or complaining that tends to wound rather than heal (Ephesians 4:29-32).

If you have a concern or disagreement, we ask that you walk through the following steps in order, moving to the next only if the matter has not been resolved. Please always feel welcome to bring a concern forward; doing so in the right spirit is a healthy and encouraged part of life together.

1. Start with the person involved. Whenever possible, speak directly and privately with the person your concern is about, such as your child's teacher (Matthew 18:15). Most concerns are best resolved right here, in an honest and gracious conversation between those closest to the situation. You are always welcome to reach out to that person to set up a time to talk.

2. The Principal. If speaking with the person directly did not resolve the concern, please bring it to the Principal, who oversees the day-to-day life of the school and can help work toward a resolution.

3. The Head of Education. If the concern still is not resolved, the Head of Education can step in, particularly on matters touching the academic program and the broader educational experience.

4. The Head of School. The Head of School provides overall leadership for CCS and serves as the final step within the school's administration.

Inviting a trusted person to come alongside as a concern moves forward reflects the second step Jesus describes (Matthew 18:16), and our staff are glad to help you find the right person to talk with at each stage. If your concern has been carried through each of these steps and still feels unresolved, and you have reason to believe a School or Board policy has been violated, you are welcome to bring the matter to the Board. Consistent with Matthew 18:17, the Board is the final step, reserved for concerns that could not be resolved through the school's administration and that involve a suspected policy violation. Concerns brought to the Board should be submitted in writing.

Throughout the process, we simply ask that you involve only those who can be part of the solution. When someone brings a concern to a staff member, administrator, or Board member, a gentle first question will often be, "Have you been able to talk with the person directly?" This is never meant to turn anyone away. It is meant to keep our focus on reconciliation rather than gossip, and to give every relationship the best chance to be restored (Ephesians 4).

On rare occasions, a public offense may call for a public response (1 Timothy 5:20), or the safety of students may require that more be shared with parents. In every case, CCS will keep its response as private and confidential as the situation reasonably allows.

This grievance and reconciliation process does not apply to, delay, or replace the reporting of suspected child maltreatment. Any suspected maltreatment of a child is reported immediately to the appropriate authorities as described in the Mandated Reporting section, regardless of any internal reconciliation process.

Responsibility Policy

Each child is created individually and uniquely by God. Every student who attends Community Christian School is guided through the daily challenges of the middle and high school age by gifted, godly teachers and administrators in partnership with parents/guardians. As God's Word instructs us, all discipline is to train up a child using instruction, discipleship, and negative consequences with the intent to change behavior from self-centered to Christ-centered (Hebrews 12:11). To provide such an environment, CCS has adopted a system that clearly defines unacceptable behaviors and creates an opportunity for students to take ownership of their actions. Our merit system provides parents, teachers, and administrators the opportunity to communicate about our students' behavior promptly.

Merit System: Hot Shots (Middle School Only)

The Hot Shots system rewards students for their appropriate grade-level behavior, choices, and academic achievement. Some possible criteria for issuing individual Hot Shots (this list is not exhaustive):

- When extra effort has been made on an assignment
- Showing good character traits
- 100% test/quizzes/work
- Following procedures
- Enthusiastic participation in class
- Displaying a positive and respectful attitude
- Kindness toward others
- Care for the environment around you, such as picking up trash in the hallway or classroom
- Cooperative behavior
- Personal growth in either an academic or behavioral area

As students accumulate personal Hot Shots, they are exchanged for incentives and Fun Days. Each student will have a sheet in their planner that they will be responsible for maintaining. It is the sole responsibility of the students to keep track of their Hot Shot sheet. Hot Shots are non-transferable to other students.

Demerit System

The demerit system is a series of points that lead to specific consequences for inappropriate behavior. All demerits will be accumulated and recorded in the school management system to keep better track of any behavioral issues. If a student earns a demerit (or more than one), parents will be notified through the school management system email daily. This allows parents to address any concerns promptly with the student or school.

Level One (1 demerit per occurrence after the first warning)

- Disruption of Class: any behavior causing interruption of class activities.

- Failure to Follow Classroom/School Procedures: includes not being prepared for class, intentional running in the hall, gum chewing, throwing things, excessive noise in the hallway, leaving class for any reason without permission.
- Disorder in the Lunchroom: creating a disturbance, excessive loudness, throwing any lunch items, disrespect to those in authority, or being out of the seat without permission.
- Dress Code / Spirit Wear Dress Code Violation: any violation of the school-appointed dress code or the Spirit Wear dress code, including the standards of appearance outlined in this handbook.
- Horseplay: one or more students making non-malicious physical contact with another student that risks the safety of others, including unnecessary playing, pushing, tapping, or tripping.
- Tardiness: a student arrives to class without a note from a staff member (2 tardies = 1 demerit).
- Inappropriate Language (spoken or written): includes swearing or taking the Lord's name in vain.

Level Two (2 demerits per occurrence)

- Unauthorized Use of Electronic Devices: the use of AirPods, cell phones, headphones, iPads, smart watches, or any other electronic device that is not school-approved between the hours of 8:00 a.m. and 3:00 p.m.
- Public Display of Affection (PDA): inappropriate behavior between two or more individuals, including holding hands, hugging, kissing, or touching.
- Property Misuse / Vandalism: willful abuse of school property or property belonging to others (breaking classroom supplies, marking on items, kicking, throwing, or pounding on items).

Level Three (3 demerits per occurrence)

- Disrespect: an occurrence where a student fails to obey a written or verbal command from an authority figure, or chooses to do so in a disrespectful manner.
- Insubordination: arguing with the teacher or adult on duty.
- Personal Dishonesty: lying to a staff member or intentionally withholding facts; stealing or borrowing another person's property without permission.
- Academic Dishonesty (cheating or plagiarism): using unauthorized materials, information technology, or assistance on assignments, projects, tests, or any other academic exercise, or using another's words or ideas and passing them off as one's own.
- Misuse of Technology: the use of any school technology that is not being used for direct educational purposes as outlined by the teacher.
- Physical Aggression: one or more students making malicious physical contact with another student that risks the safety of others.

Level Four (4 demerits per occurrence)

- Gross Profanity, Obscene Gestures: use of vulgar or indecent language and gestures.

- Transmission or Possession of Pornography: bringing to school (possession), showing other students, or giving away any profane or sexual item (written, visual, audio, or video).
- Bullying: the repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power.
- Fighting: physical conflict or inflicting physical pain on an individual; displaying or engaging in violence, combat, or aggression.

Level Five (5 demerits, first occurrence, plus parent conference and administrative referral with disciplinary probation; subsequent occurrences recommended for suspension or expulsion)

- Drugs: possession or distribution of any controlled substance such as alcohol, illegal drugs, prescription drugs (unless administered by the school nurse), or tobacco.
- Possession of Dangerous Items or Threat to Harm with a Weapon: any item intended to create possible harm to self or another person, including knives, sharp objects, guns, or firecrackers.

Accumulated Demerit Totals	Consequence(s)
3 Demerits	One (1) 30-minute after-school detention
4-7 Demerits	One (1) 45-minute after-school detention
8-11 Demerits	One (1) 60-minute after-school detention
12-15 Demerits	One (1) 90-minute after-school detention; parent conference with the teacher and Principal to set behavior goal
16-19 Demerits	One (1) in-school suspension (ISS)
20-23 Demerits	Two (2) consecutive days of in-school suspension (ISS)
24-27 Demerits	One (1) out-of-school suspension (OSS) and parent conference with Principal and/or Administrator to establish conditions of disciplinary probation
28-31 Demerits	Two (2) consecutive days of out-of-school suspension (OSS)
32-35 Demerits	Three (3) consecutive days of out-of-school suspension (OSS)
36 Demerits	Five (5) consecutive days of out-of-school suspension
37+ Demerits	To be determined by the Administration and the School Board