

2020-21

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Clinton Christian School

Parent/Student Handbook



Distinctly Christian, Decidedly Excellent, Deeply Connected

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Introduction Section

Welcome to Clinton Christian School!

Welcome to the new school year! We are excited about a new year of opportunities. Whether you are new to our school or a returning student, we pray that this can be a year that you grow spiritually, mentally, emotionally and physically, so you are prepared to meet the challenges and blessings that God will bring throughout your life.

Our school welcomes any families from the community who are willing to support the policies of Clinton Christian School (CCS). CCS does not discriminate in enrollment on the basis of race or ethnic origin.

This handbook seeks to outline the major policies and practices that govern student life at Clinton Christian School. CCS expects students and families to conform to the guidelines listed. We pray that parents and students can participate with enthusiasm in school life and work to improve the experiences of all persons at CCS.

Identification Section

School Faculty and Staff Roster

Visit our website for a current list of our Faculty, Staff and School Board.

School Denominational Position and Affiliation

Clinton Christian School is an interdenominational, evangelical Christian school with Anabaptist roots that welcomes people from a variety of Christian beliefs and backgrounds. In order to

attend, each student and family must agree to follow the rules as stated in the Parent-Student Handbook regarding our Statement of Faith, Statements on Ethical Issues, and our Biblical philosophy and practice within our educational system. Clinton Christian School is supported by a group of area churches committed to ensuring spiritual and financial success for its students. Clinton Christian School is accredited by the State of Indiana. The school is a member of the Indiana Non-Public Education Association, (INPEA), and the Association of Christian Schools International (ACSI).

Clinton Christian School is accredited by the State of Indiana under the Freeway Status program. The school is a member of the Indiana Non-Public Education Association, (INPEA), and the Association of Christian Schools International (ACSI).

Statement of Faith

We believe the Bible to be the inspired and only infallible authoritative Word of God. The Bible is profitable for teaching, reproof, correction, and training in righteousness. Education at Clinton Christian School will integrate the Bible and a Christian worldview into all its subjects. *II Timothy 3:16*

We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit. *I John 5:4-6*

We believe Christ is the Creator and Sustainer of the universe.(Romans 11:33-36). Christ is the center of everything (Colossians 1: 16-17)

We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. *I Corinthians 15:3; I Peter 2:21-24; John 3:26*

We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone are we saved. *John 3:16-19, 5:24; Romans 3:23, 5:8-9; Ephesians 2:8-10; Titus 3:5*

We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life; and they that are lost unto the resurrection of damnation (condemnation). *John 5:24-29*

We believe in the spiritual unity of believers in our Lord Jesus Christ. *John 7:21-23*

We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life. *Romans 8:13-14; I Corinthians 3:16, 6:19-20 Galatians 5:22-25 Ephesians 4:30, 5:18*

Ethical Statements on Issues Pertaining to School Operations

Leadership: We believe that godly leaders are called by God to lead. Jesus set the example as one who served willingly, joyfully, faithfully and sacrificially, laying down His life for the sheep. He demonstrated that true leadership is carried out with the spirit of a servant. Therefore, the primary qualification for those in leadership at Clinton Christian School is the willingness to be under the authority of Jesus Christ. It is only as leaders follow Jesus that they are worthy to be followed. Christian character is the foundation upon which a leader's ministry is built.

Marriage, Gender, and Sexuality: We believe that God wonderfully and intentionally creates each person as male or female. These two distinct, complementary genders reflect the image and nature of God. (Gen 1:26-27.) Therefore, we believe that the rejection of one's biological sex is a rejection of the image of God within that person. We also believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (Gen 2:18-25, 1 Cor 6:18; 7:2-5; Heb 13:4.) Therefore, any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful. (Matt 15:18-20; 1 Cor 6:9-10.)

We believe that every person is worthy of compassion, love, kindness, respect, and dignity and all persons are welcomed at Maple City Chapel (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of our church. We believe that God offers redemption and restoration to all who confess their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11.)

Mission Statement

Clinton Christian School provides a Christ-centered education with academic excellence, moral integrity, and spiritual depth, preparing students to follow Christ in life.

Vision Statement

We strive to be Distinctly Christian, Decidedly Excellent and Deeply Connected.

Philosophy of Christian Education

Our goal at CCS is to provide each student with a high quality Christian education based on conservative Judeo-Christian principles. To accomplish this goal, we depend on three primary spheres of influence; the home, the Church, and the school.

The ultimate goal of is to point students to God through His Son, Jesus Christ. We are committed to integrating a Christian worldview into each subject.

By agreeing to enroll your child(ren) at Clinton Christian School, you acknowledge and understand the Parent Commitment to Christian Education outlined below and agree to uphold these standards and those within this current handbook.

Parent Commitment to Christian Education

- We(I) want our child to have a Christian education, and will support the school with our time, finances, and prayer.
- We(I) will uphold the school's standards, rules, and behavior expectations as outlined in the handbook and expect our child to do the same.
- We(I) will review all rules, policies, and playground/equipment behavior expectations with our child prior to their attendance at Clinton Christian School.
- We(I) will support the disciplinary procedures as outlined in the handbook and in specific classrooms/areas of the school.
- We(I) understand that Clinton abides by the Biblical command to make every effort to live at peace and resolve disputes with each other in private or within the Christian Church (Matthew 18:15-20, I Corinthians 6:1-8). Therefore, we(I) agree that any claim/dispute arising from or related to this relationship shall be settled by Biblically based mediation, or if necessary, legally binding arbitration. We expressly waive the right to file a lawsuit in any civil court against one another for such disputes.
- We(I) recognize that student violations of the standards, rules, and behavior expectations as outlined in the handbook and/or in any classroom or location on CCS property can lead to discipline, suspension, recommendation for withdrawal and/or expulsion from Clinton Christian School.

Procedures Section

Admission Philosophy and Policy

Clinton Christian School is open to anyone in preschool through twelfth grade who is interested in securing a Christian education, whom the school finds qualified for admission; and who, with their parents, agree that he or she shall abide by Clinton Christian School's rules. Admission status is determined on a year-to-year basis. It must always be understood that attendance at Clinton Christian School is a privilege, not a right. Any student or parent who does not conform to the school's standards of conduct and/or is unwilling to adjust to our environment must forfeit this privilege.

CCS seeks to provide an educational setting that best fulfills the prospective student's needs as well as the needs of all students. For this reason each prospective and re-enrolling student will be considered on an individual basis. Clinton will not discriminate against any prospective students based on race, color, disability, or national origin. However, Clinton Christian School reserves the right to select families on the basis of student academic performance, religious commitment, lifestyle choices, and personal qualifications, including a willingness to cooperate with the Clinton Christian School administration and to abide by its policies.

To aid in determination or appropriateness of enrollment or re-enrollment the following must be completed by the student and the student's parent(s)/guardians:

- Completed application packet, submitted with per family application fee
- Admissions Interview (if necessary) and Previous School Records Review
- Assessment testing or observation visit (if necessary)
- Signed parent and student commitment forms

The following are grounds for denial of admission or re-enrollment:

- Behavioral and disciplinary issues that are not reconcilable
- Academic, emotional, neurological or medical needs that cannot be met by CCS.
- Remaining in default status, as defined in our Terms for Payment of Tuition and Fees Policy listed below

Terms for Payment of Tuition and Fees Policy

Terms for Payment of Tuition and Fees

- Tuition and Learning Support Service Fees are the only costs eligible for payment plans ("Repayment Plan"). All other fees must be paid by their established deadlines.
- To remain in good standing, payment must be made in full according to your agreed upon tuition and LSSF Repayment Plan; or a personalized Repayment Plan agreed upon in writing. Those in good standing will have interest waived. Failure to adhere to the agreed upon plan(s) will result in default status, and interest charges (1.5% per month) will be applied. Remaining tuition will be due

immediately and student enrollment may be subject to cancellation for non-payment. Remaining in default status, without establishing a Repayment Plan will result in the termination of all services by CCS and records may be held until outstanding balances are paid in full.

- For those in default status, all outstanding tuition will be due immediately and re enrollment will not be available. All outstanding tuition will be due immediately and re enrollment will not be available until such time that any outstanding amounts, including but not limited to, tuition fees, service fees, or material fees provided by CCS are paid in full. To the extent legal proceedings become necessary to collect any unpaid fees, We (I) understand that CCS will have the right to recover all costs of collection, including but not limited to, reasonable attorney fees and court costs incurred by CCS. We (I) further understand that any legal proceeding for the collection of any unpaid fees, including but not limited to, tuition fees, service fees, or material fees provided by CCS, must be instituted only in the courts of Elkhart County, Indiana.
- Withdrawal: Tuition will be assessed for the exact number of school days until withdrawal date, plus a fee equivalent to 10% of total yearly tuition costs (“Withdrawal Fee”).

Prospective students requiring Learning Support Services shall be reviewed by an advisory team; with insight from a physician, counselor, public health representative or consultant chosen by the administrator and the student’s parent(s)/guardian. Students with special needs shall only be admitted with unanimous approval by the advisory team. If unanimous approval is unable to be reached, the matter will be referred to the Clinton Christian School Board of Directors for a decision.

Admissions Procedures

New Enrollments Preschool -12th Grades

To apply to Clinton Christian School please go online to ccsgoshen.org and fill out an application packet. **Applications will not be considered until all documents and the per family application fee are submitted.**

General Information for Prospective Students:

- All age requirements must be met for Preschool, Pre-K, and Kindergarten
- Achievement testing may be required to place a student at his/her ability level.
- All necessary documents must be obtained
- An admissions interview will be conducted.
- Official enrollment is not complete until parents are notified in writing that a student is accepted, and all necessary documents are signed and deposits paid.

Re-enrollments Preschool-12 Grades

To re-enroll at Clinton Christian School go to <https://factsmgt.com/> ParentsWeb and follow the links to re-enroll. **Applications will not be considered until all documents and the per family re-enrollment fee are submitted.**

General Information for Re-enrollments:

- All age requirements must be met for Preschool, Pre-K, and Kindergarten
- All necessary documents must be obtained
- In order to determine whether we can continue to provide the necessary educational services to your student, achievement testing may be required.
- School progress and discipline records from previous years will be reviewed
- Official enrollment is not complete until parents are notified in writing that a student is accepted, and all necessary documents are signed and deposits paid.

Withdrawal of Enrollment

Any parent wanting to withdraw a student from Clinton Christian School must notify the office in writing. An official withdrawal letter on school letterhead will need to be signed. Tuition will be assessed for the exact number of school days until the actual withdrawal date, plus an early termination fee equal to 10% of the total tuition cost.

Academic Information

As a state accredited school we offer a wide variety of learning opportunities in a small class size atmosphere.

Preschool - High School Overview

Preschool

At CCS we offer a AM Preschool program for 3 & 4 year olds, two days a week. The program introduces students to school by focusing on social interaction and the building blocks for knowledge. Children must be 3 years old by August 1 and potty trained.

Pre-Kindergarten

As part of our dynamic Pre-Kindergarten program, your 4 or 5 year old student will continue to learn and grow. Your child must be at least 4 years old by August 1 and potty-trained. Pre-K is offered M, W, F in the mornings. An Extended Care option is available until 3:08 PM on those days. Additional charges apply.

Kindergarten

Kindergarten opens the eyes of its young students to the joy of learning. Class meets daily from 8:00 AM to 11:30 AM with the ability to stay for a full day if you desire (additional charges apply). Children must be 5 by August 1.

Elementary

At Clinton, students 1st -6th grades get outstanding instruction from qualified teachers. We offer advanced placement math and cross-grade instruction for reading and spelling to allow for maximum individual growth. Special Education and remediation services are also available, fees may apply (see Learning Support Services Fee Sheet).

Junior High

Grades 7-8 are classified as junior high. Students move from class to class, but do not have all the elective choices of high school students.

High School

The high school curriculum at Clinton Christian is designed to meet or exceed standards set by the Indiana Department of Education. Our curriculum provides a solid foundation of basic knowledge as well as opportunities to pursue areas of special interest. We challenge students each day through core academic classes, music, art, technical and career-based learning, STEM courses, athletics, and spiritual emphasis. Advanced placement in Math and English as well as dual credit college courses are available.

One credit is earned for each class that meets five periods per week for one semester. Credits are assigned to courses as dictated by Indiana DOE.

Students must demonstrate an appropriate degree of success in the classroom in order to be given opportunities to participate in other aspects of school life. Academic issues will be regulated as indicated in each area below.

General Academic Guidelines (listed alphabetically)

Academic Review

Student grades are checked weekly. **Academic Review** plans are put in place to help students with three consecutive weeks of failing grades to improve. Parents and students will be informed and a formal plan will be developed for any student with one (1) or more F's after three (3) weeks in a row of failing grades. Three additional weeks will be provided to help students improve their grades. Learning support services, tutoring, athletic/extracurricular probation, and/or academic detention may be considered to help students improve. Failure to follow the agreed upon academic review plan will result in a formal status of **Academic Probation**.

Academic Probation

Failure to follow the agreed upon academic review plan (see above paragraph) will result in a formal status of **Academic Probation**. Parents and students will be informed and participate in a face-to-face meeting to discuss the Academic probation status and time frame. Additional learning support services or tutoring will be required as well as possible academic detentions and athletic/extracurricular restrictions. The continued status of Academic Probation may result in recommendation for student withdrawal or prevent future enrollment.

Athletic/Extracurricular Eligibility

To participate in athletic or extracurricular activities (i.e. sports teams, sports managers, drama, clubs, and choir tour, etc.) students must be academically eligible. Eligibility is determined by a student's grades. Every Monday students grades are checked on our online grading system, if a student's grades fall below 60% an immediate probationary period will begin. Athletes may practice but not take part in contests during the probationary period. After three probationary periods the student will no longer be eligible to participate. Complete eligibility guidelines are available in the athletic handbook.

Bible Version

Bibles are required for all students in 1st-12th grade. CCS produces all of its scripture memory packets in NIV, however. students may use a Bible version of their choice for Bible study or Bible Memory.

When choosing a Bible for your child in elementary school, you may want to consider a Children's Bible, or one with large print. The Bible translation you choose needs to contain standard text; storybook or comic style Bibles are not beneficial in the school context.

Class Ranking

In the calculation of Class Rank, we consider both overall GPA number of credits and the rigor and number of classes students elect to take. This encourages excellence in academic work and the further encourages students to enroll in more challenging courses. The Director of Student Services oversees class ranking.

All High School credits will be assigned a standard 4.00 weight.
All Dual Credit courses will be assigned a weighted grade on a 5.00 scale

Class Scheduling

All class scheduling is coordinated by our Guidance office.

Course Drop/Add Procedure

Course Drop/Add window is open the first two weeks at the start of school and the first week at the beginning of second semester. A course withdrawal/add form must be completed. Any other withdrawal after the allotted window is recorded as W/F, unless deemed otherwise by Administration.

Devotions

A school-wide devotional time happens for thing each morning. All teachers and staff participate in this time in order to model the importance of daily time spent with God.

E-Learning

Elementary E-learning packets will be focused on sharpening and rehearsing academic skills that students have already learned in class. Packet activities will be designed to allow students to choose from a list of activities which are simple to incorporate into the day at home. Students will have 2 days (elearning day counts as the first day) to complete any assigned work. Work is due the morning of the 3rd school day or at the beginning of the class period on the 3rd school day.

Junior high and high school students will have specific content for each of their subjects delivered through Google Classroom or FACTS no later than 10 am the morning of the e-learning day. JH/HS students will have 2 school days to complete any assigned work for the e-learning day. Work is due the morning of the 3rd school day or at the beginning of the class period on the 3rd school day. All teachers will be available on e-learning days via email for questions and coaching from 10 am to 2 pm. The email response should come within 30 minutes, unless the teacher's home has lost internet or power.

Field Trips

Field trips are designed to enhance the educational experience and provide students with opportunities they may not otherwise experience. If you chaperone, other siblings are not permitted to attend field trips. Chaperones must complete the school background check and be approved before attending an event. Chaperones must adhere to all school policies and procedures.

Grading Scale

Student grades are assigned according to the following percentages.

| | | |
|--------|------|------|
| 100% | (A+) | 4.00 |
| 94-99% | (A) | 4.00 |
| 90-93% | (A-) | 3.67 |
| 87-89% | (B+) | 3.33 |
| 84-86% | (B) | 3.00 |
| 80-83% | (B-) | 2.67 |
| 77-79% | (C+) | 2.33 |

| | | |
|--------|------|------|
| 74-76% | (C) | 2.00 |
| 70-73% | (C-) | 1.67 |
| 67-69% | (D+) | 1.33 |
| 64-66% | (D) | 1.00 |
| 60-63% | (D-) | 0.67 |
| 0-59% | (F) | 0.00 |

Graduation Requirements

To meet the academic expectations of CCS and the IDOE graduation requirements, a student must complete a yearly minimum of 12 credits. This includes one mandatory Bible credit for each year in attendance.

Commencement exercises will include those students who are eligible for a diploma, or certificate of course completion as certified by the administration and the state of Indiana. A student may be denied participation in the ceremony of graduation when personal conduct so warrants.

Indiana Core 40/Core 40 with Academic Honors Diploma

- <https://www.doe.in.gov/ccr/indianas-diploma-requirements>

Homework Policy

Philosophy

The purpose for assigning homework is to provide students additional opportunities to practice skills, engage in critical thinking and develop responsibility and accountability. Homework can also serve as an additional form of communication between the teacher and the family. Homework is an important part of each student's academic learning.

Students' Responsibilities:

- Listen to/read all directions and ask questions when something is unclear.
- Gather all materials needed to complete assignments before leaving the school
- Complete all assignments independently to the best of your ability
- Ask questions if clarification is needed
- Return materials and assignments on time
- Initiate communication when you have been absent
- Make up any missed homework
- Complete all assignments with utmost integrity, avoiding any cheating/plagiarism

Family's Responsibilities:

- Provide a routine and environment that is conducive to doing homework (i.e. a quiet and consistent place and time, necessary materials, etc.)
- Offer assistance to the student, but not do the actual homework

- Notify the teacher when homework presents a problem
- Do regular backpack “clean-outs” to help students keep materials organized.

Teacher’s Responsibilities:

- Provide purposeful homework
- Provide clear directions and instructions
- Implement a system for routinely checking and returning homework
- Communicate to the student and family homework expectations
- Enter grades regularly in FACTS
- Communicate with families when students are not completing assignments

Recommended Time Allotments for Homework

We know the amount of time it takes each student to complete homework assignments will vary. The following chart indicates the approximate appropriate amount of time per evening for children. These times represent average learners. If your child diligently does his/her homework for the maximum allotted time and does not complete it, you may email the teacher explaining the situation.

| | Times Per Day |
|---------------------|--|
| Kindergarten | 10 min |
| First | 10 min |
| Second | 10 min |
| Third | 20 min |
| Fourth | 30 min |
| Fifth | 40 min |
| Sixth | 50 min |
| | Times Per Subject (Approx.) |
| 7-12 | Will have homework every day in most subjects Our high school team of teachers are mindful to keep out-of-class assignments meaningful and concise. |
| Dual Credit | Collegiate guidelines are 2 hours of homework for each hour in class |

Honesty

Honesty is the cornerstone of academic integrity. Any form of academic dishonesty is considered to be a serious offense. Academic dishonesty includes, but is not limited to:

- intentionally incorrectly grading an assignment (either by changing or adding an answer or not marking an error incorrect),
- cheating on assignments and exams,
- copying someone else’s work on homework or a test,
- sharing information about exam questions,
- plagiarism, and
- altering or misusing documents,

If a student willingly and knowingly shares their coursework with another student they are guilty of cheating. Students should not share work unless the teacher has given permission for this to happen (such as assignments with partners).

Staff, faculty or students that believe that a student has violated the academic honesty policy will bring their concerns to an administrator. The administrator will then investigate to determine what action is necessary. The administrator will meet with the student and their parents and determine consequences.

Students will be accountable for acts of academic dishonesty and may be:

- assigned a failing grade for an assignment or examination
- suspended or dismissed from CCS

Honor Roll

High Honor Roll Students in grades seven through twelve, receiving all A's and B's to equal a 4.0-3.70 grade average will be honored at the end of each quarter and semester by being named to the High Honor Roll.

Honor Roll Students in grades seven through twelve receiving A's, B's and C's to equal a 3.69-3.0 average will be named to the Honor Roll.

Honor Roll and High Honor Roll Perks

Objective

To encourage high school students in academic excellence and Bible Memory.

Eligibility

High school students on the Honor Roll or High Honor Roll will receive special perks providing they have met all Bible Memory passage deadlines in the preceding quarter.

Designated Perks and Procedures:

Determined annually and rolled out at Back to School Chapel

Suspension of Perks

Students may lose perks for one week or more after receiving a coaching card for any behavioral issues, including but not limited to repetitive tardiness and failing grades.

Honor students are not exempt from other school rules.

Independent Study/APEX

Guidelines for taking APEX/Independent study must be met (see APEX/Independent Study Information Sheet). Each student will have a course schedule, outlining due dates and progress checkpoints, which are developed with the student and guidance counselor and signed by student, teacher, and parents to be kept in the student's cumulative file. All assignments are due a week before the end of the quarter, semester and/or term in order to give the teacher five school days to grade the work.

A one semester APEX course will need to be completed in one CCS semester. Failure to pace with checkpoints will affect student's academic eligibility for extracurricular activities and school sponsored events.

Additional fees may apply. See current APEX/Independent Study Information Sheet.

Learning Support Services

Learning Support Services are available for students that need extra support for their learning.

Support fees may be required if the following scenarios are present:

- If a student was receiving Title I or other learning remediation services in the past year and will need to continue receiving services in order to support learning
- Failed a math and/or reading portion of the ISTEP, ILEARN or IREAD-3
- Failed a class or needs learning support in a subject in order to prevent failing
- Is more than a year behind in achievement (determined by achievement testing)
- Receiving special education services – IEP/CSEP/504 (time needed determined in case conference)
- Specialized instruction for advancement

If your child needs small group or support with general/regular curriculum the following charges apply:

\$360 a year for 3-30 min sessions/week

\$600 a year for 5-30 min sessions/week

\$900 a year for 5-45 min sessions/week

Remediation Class (5 or more students)

\$500 a year for 5 sessions/week

If your child needs one-to-one remediation or individualized instruction the following charges will apply:

\$1,200 a year for 3-30 min sessions/week

\$2,000 a year for 5-30 min sessions/week

\$3,000 a year for 5-45 min sessions/week

Full voucher families that are able to allow Clinton to capture special education monies from the state and federal government will have that portion of the learning support services fee waived.

No employee discounts apply to the fees associated with Learning Support Services.

If learning support is deemed necessary by administration it will be discussed with families during the child study team meeting, new family interview and/or IEP meetings. Families will clearly know the cost involved with learning support services. *When the need arises during the year a conference with parents will be scheduled to discuss needs and possible fees.*

Plagiarism

Plagiarism is a form of academic dishonesty that occurs when a person passes off or attempts to pass off someone else's work as his or her own. This can range from failing to cite an author for ideas incorporated into a student's paper to cutting and pasting paragraphs from different websites to handing in a paper downloaded from the internet. All of the above are examples of plagiarism. Coursework must cite all sources of both ideas and of any words and graphics that may be copied from another source. The correct procedures for citing sources will be taught. Plagiarizing will result in earning a zero for the assignment.

Promotion, Placement, and Retention Policy

A student will be promoted to the succeeding grade level when s/he has:

- A. Completed the course requirements at the presently assigned grade;
- B. Demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade;
- C. Demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

Retention

A student enrolled in special education shall be promoted or retained based on the decision of the Case Conference and the student's I.E.P.

It is the policy of CCS that a student shall not be retained or held back in a grade level for the sole purpose of improving the student's ability to participate in extracurricular athletic programs.

CCS will comply with the requirements of the Indiana Department of Education regarding the consequences for students in grade three who fail to pass the Indiana Reading Evaluation and Determination Assessment (IREAD-3). Accordingly, a student who does not pass the IREAD-3 assessment either during the assessment period in the school year or during the summer assessment window, in the following school year, will continue to receive instruction in grade three reading at an additional cost to the parent, will be officially reported as a third grader, and will fully participate in the grade three ISTEP+ assessment.

Accelerated Learning

If a student shows excellent achievement levels they may be considered for accelerated learning. Accelerated learning allows a child to receive instruction on a level that meets their ability level. We typically find it in the best interest of a child to accelerate their learning within subject areas rather than skipping a full grade. The responsibility of accelerating a child through current curriculum will mostly rest on the parents in conjunction with guidance from the current classroom teacher and may include Learning Support Service fees.

The following areas will be considered when determining a plan to provide accelerated learning.

- Excellent work habits
- ISTEP/IREAD must receive a pass + score
- Achievement testing that shows achievement one year above current grade level
- Social maturity
- Teacher, parent and administrative agreement

Advanced HS English/Math

- Excellent work habits
- ILEARN/IREAD must receive a pass+ score
- PSAT must meet minimum requirement of dual credit guidelines
- Cumulative GPA of no less than 3.67
- No less than a 3.33 in subject area
- Teacher, parent and Admin agreement

A persuasive essay may be required if student does not meet the above criteria and desires to pursue Advanced HS English or Math

Final Decisions on student promotion, placement, or retention rest with the Head Administrator.

A. Timeline for Grade Placement Changes

1. Before Parent/Teacher Conference: Administration will review grade placement procedures with teachers.
2. October-January: Teacher should inform parents of student progress.
3. Early March: Teacher will notify Administration if an alternative grade placement is being considered. The Child Study Team may be convened.
4. Early April: If placement or retention is still being considered, parents will be notified and learning support services discussed as an option.
5. May-August: Decision on placement or retention is made.

B. Criteria for Consideration

When the Child Study Team is convened, the following criteria shall be considered:

1. Current level of achievement
2. Potential for success at the next level
3. Necessary interventions
4. Emotional, physical and social maturity

Report Cards

Report cards are issued following the end of each nine-week grading period. It is the responsibility of parents and students to regularly check progress reports on FACTS, our online grading system.

School Supplies

Parents are responsible to supply their students with supplies. School supply lists and teacher welcome letters are posted on our website each summer.

Standardized Testing

Students will participate in standardized testing each year. Testing will be conducted as required by the Department of Education of the State of Indiana.

Attendance Policies

According to Indiana Department of Education, students are required to attend 180 days of school. Regular attendance is expected and is a critical component for success in school. Parents will receive notification after 4, 8 and 10 absences alerting them to the number of absences. Any student who is absent (excused and unexcused, defined below) for more than 10 days or partial days may be denied credit or grade-level advancement for the classes missed.

If students need to be absent from school, it is critical that proper arrangements (see procedures below) are made for the absence and that responsibility is taken for appropriate re-entry into school. Students must sign out at the school office prior to leaving campus. **Failure to follow proper procedure will result in the absence being unexcused or the student marked as truant.**

Truancy

Students who are absent from school, or leave campus, without the permission of parent or school officials will be recorded as truant. Students who are truant will be subject to disciplinary action and receive no credit for missed schoolwork. Teachers and parents will be notified of the truancy and the disciplinary action taken against the student by the Head Administrator.

The following guidelines are in place to ensure we provide excellence in education for all students.

Absence Procedures:

Missing School

Parents of students seeking permission to miss school must contact the school office (procedures listed below). Students may use up to 3 excused days per year. The student must take the initiative in communicating with the teacher and completing missed work in the timeline given by the teacher. The student has **two days for each excused day missed** to make up work.

The following procedures will be enforced.

Excused Absences

1. Absence due to illness: A parent or guardian must call the school by 8:15 am if their student is absent due to illness. Failing to notify the school the morning of the absence will result in an unexcused absence. In order for a student to participate in extracurricular activities that day they have to be in attendance by 10:30 am. Doctor notes may be required if absences exceed 10 days.
2. Tardy: A parent or guardian must call the school by 8:15 am if their student is tardy. Failing to notify the school the morning of the tardy will result in an unexcused absence.
3. College Visits:
 - a. Parents, not students, must notify the office and gain approval from Administration in advance.
 - b. Student is responsible for completing missed work.
4. Vacation:
 - a. Parents, not students, must notify the office and gain approval from Administration no less than **five school days** in advance.
 - b. Any days beyond the three per year will be counted as unexcused absences and will result in the consequences outlined in the unexcused absence section below.
 - c. Additional fees may be assessed. We reserve the right to assess fees to compensate for the additional time required to accommodate a planned vacation.
5. Other good cause circumstances properly communicated will be considered by Administration such as:
 - a. Professional appointments, court attendance, observance of a religious holiday, mission trips, bereavement, medical issues, family issues, academic/leadership opportunities

Unexcused Absences

CCS may choose to not grant permission to miss school, particularly when the student is not going to be accompanied by a parent or if a student is struggling academically.

Absences for hunting, shopping, haircut appointments, "sleeping in," or anytime proper arrangements have not been made in advance will be considered unexcused.

Each unexcused absence will cause an automatic 2% deduction to the quarter grade for each class. The 2% deduction may be waived if the student takes initiative prior to the absence to obtain, complete and turn in assignments. Fees will apply if teachers are required to spend extra time to prepare assignments ahead of time. \$20 per hour will be applied. Administration may take disciplinary action in order to discourage further absences of this type.

Tardiness

All students are expected to be on time to each class. Any student not in their seat with the proper books and materials at the ringing of the bell is considered tardy.

A tardy (**or absence**) will not be excused without a parent or guardian phone call by 8:15 offering explanation.

Students who are late for any period must report to the office and obtain a Tardy Pass. This will be recorded. However, if the tardy was caused by a conference with another teacher, that teacher will send a note or see that the student is admitted directly to class.

Elementary Tardy Consequences

- 5+ unexcused tardies per semester will result in a notification sent home and the student is required to complete missed/extra work during recesses for a day.
- 10+ unexcused tardies in a semester will result in a conference with an administrator and further consequences.

JH/HS Tardy Consequences

The consequences for all combined unexcused tardies per semester is as follows:

- 1-4 - Recorded in FACTS
- 5 - A detention is issued
- 6+ each additional tardy will result in a Coaching Card and detention
- 10+ parent conference to discuss discipline

Student Conduct

Student Agreement and Commitment

At Clinton Christian School we expect that a student's behavior, both at school and outside of school, is consistent with policies and procedures outlined in the CCS handbook and the Christian principles we represent. Therefore, all students who enroll must sign a student commitment form.

Student Agreement and Commitment (K-6th)

Parents of Preschool-6th grade students agree to review the following commitment statements with their child and have the student sign in agreement.

1. **I will treat others with respect and kindness;**
2. **When someone asks me to stop doing something, I will stop;**
3. **I will obey all rules in the handbook, classroom, other areas of the school, and on the playground;**
4. **I will not use bad language or tell inappropriate jokes; and**
5. **I will do my best to be a great COURIER FOR CHRIST!**

There are consequences for breaking the above rules. Specific consequences will be determined by the classroom teacher and/or administration, and will depend on the severity/frequency of the infraction. Consequences could include discipline, suspension and/or expulsion from Clinton Christian School.

Student Agreement and Commitment (7th-12th)

1. At Clinton Christian School we believe that the behavior of every CCS student directly affects the reputation of the student, his/her family, CCS as a school, and the Lord Jesus Christ. As a result, we expect that a student's behavior, both at school and outside of school, is consistent with the policies and procedures outlined in the CCS Parent/Student Handbook and the Christian principles at the foundation of our school's beliefs, methods and practices.
2. All students who wish to enroll must think through the student commitment statements listed below and sign, showing that they agree to make every effort to live a life consistent with these principles.
3. I understand that Clinton Christian School exists to provide a Christ-centered educational environment, preparing students to follow

Christ in life. **Therefore I agree to support the mission of the school by taking a proactive role in my personal, behavioral, emotional, academic, and spiritual growth.**

4. I understand that CCS has high spiritual, academic, and emotional expectations for all students and practices and promotes teaching from a biblical worldview based on the teachings and principles contained in the Bible and the school's Statement of Faith. **Therefore, I agree to support the mission of the school by compliance in action and spirit with the policies, procedures, rules and regulations as printed in the Parent/Student Handbook and by following directions of school faculty, staff, and administration.**

5. I understand the school's desire is for me is to achieve my God-given potential and impact the world for Christ. **Therefore I will do my best to represent Jesus Christ and our school both within and outside of the school community, putting forth my best effort, respecting authority, and following the academic honesty code of conduct.**

6. I understand that the school promotes Christ-centered behavioral standards and that CCS students are not to speak or act in an obscene/profane manner; become involved in **sexually immoral relationships**, or use/possess/listen to/view/post/share any content that is explicit. **Therefore I will work hard to avoid participating in any of the above behaviors and live a Christ-centered life, ensuring my actions do not undermine the environment of Christian love and unity.**

7. I understand that the school expects students to be kind and caring towards others and never exhibit threatening/disruptive behavior. **Therefore I will not fight, shove, or behave with aggressive/intimidating physical behavior, or make verbal or written threats, intimidate, or bully.**

8. I understand that the school promotes Christ-centered moral standards and that CCS students agree to not be involved in any immoral activities while enrolled, whether at school or off campus, whether during the school year or summer. **Therefore I agree to totally abstain from the use and possession of illegal drugs, alcohol, tobacco, vaping or any other nicotine delivery system and, to refrain from immoral and illegal behavior (including misuse/abuse of any substance, profanity, sexual impurity, gambling, weapon possession, criminal activity, etc.).**

Cell Phones & Personal Listening Devices

Students may carry cell phones on their person, but they must be kept off while at school. The only exception to this policy would be in an emergency. Internet use and text messaging of any sort on personal devices is not allowed.

Students may use the office phone with permission from the secretary or a staff person. Should a need arise, with permission, students may use their cell phones in the office.

Chapel Conduct

CCS considers the spiritual life of students and faculty a vital part of Christian education. Chapel will be held twice a week for JH/HS students and once a week for elementary students. Conduct during devotions, chapel and worship times are to be as follows: bring Bibles, participate in worship, listen attentively to speakers, and refrain from distracting behavior.

Classroom Rules

Additional rules set forth by teachers to govern the activities of their classes in the building, on the playground, and on field trips are fully supported by the administration and carry the same importance as rules listed in this handbook.

Computers & Internet

School computers are provided for student use as educational tools. Some personal devices will be allowed on campus but will not be permitted network or internet access (see technology and multimedia use section). All personal devices brought on campus are the responsibility of the individual owner. The school is not responsible in any way for personal device items that are lost, damaged, or stolen.

Students will only have access to the internet for school purposes and on school issued devices, with expressed teacher permission/supervision. A signed netiquette commitment form must be on file.

Dating

Dating rules and practices are, in general, subject to the rules of the parents. Students are urged to continue to pursue a wide range of friendships and not separate themselves from the student body. Romantic physical expressions of affection are not allowed.

Discipline

The goal of our discipline policy is a responsible self-disciplined student who respects the sovereignty of God, authority of parents, faculty and administration, the rights of his/her fellow students, and the property of the school.

For proper functioning, the school must reserve the right of final discretion in school disciplinary matters. Recognizing parental responsibility, the school will consult parents for their counsel and participation.

The teacher is given the authority and responsibility for using preventive and corrective measures to maintain a high level of discipline within their classrooms. Continued or unusual negative behavior or attitudes will be reported by the teacher to an administrator. The student will be called in for counsel and correction.

Parents will be notified of the student's attitudes or behavior as the situation or circumstances may warrant. They may be called in for a conference to participate with the school in counsel or remedial action.

Discipline Procedures

Affirmation/Coaching Cards

Behavior notifications are sent through the FACTS system. Notifications can be positive (affirmations) or corrective (coaching cards). In order to fulfill our mission of partnering with parents and preparing kids to follow Christ in life, we will communicate all behavior with parents.

Coaching Card Procedures

1. Coaching Cards are entered into the student's discipline record through FACTS by the staff person giving the card, communication is emailed to parents and students.
2. Coaching Card Consequences
 - a. One – notification
 - b. Two – notification, possible parent conference
 - c. Three – detention, possible parent conference
 - d. Four – additional detention, conference with parents
 - e. Five+ – Significant discipline action

3. If the infraction is severe, notifications may be bypassed and a detention may be issued or a parent conference scheduled immediately.

Detention: Detention will be 40 minutes after school from 3:20-4:00. Failure to serve an assigned detention will result in an additional detention or significant discipline action.

In-office solution time: This is a warning disciplinary action, which gives a student opportunity to correct problem areas by establishing positive work habits and positive responses over a time period as directed by the administration. Time and space in the main office will be provided to students asked to leave the class. This time will be spent thinking about a solution for their behavior.

In-school suspension: The student will be expected to come to school, but rather than attend classes, will be isolated in a room. The student will be responsible to do all class work assigned. The student may or may not be given work to complete during the day. A student on "in-school suspension" will not participate in activities throughout the day or extracurricular activities after school. The student will be counted as present.

Out-of-school suspension: Out-of-school suspension will be for up to five days in the case of serious or persistent misbehavior or negative attitudes. During this time, the student is excluded from all school activities. All work missed must be made up and credit will be given. All suspensions will be reported to the School Board. Student will be counted absent excused.

Mandatory Withdrawal: CCS reserves the right to require the immediate withdrawal of a student at the discretion of the Board of Directors. This option is exercised in certain cases to allow the student to transfer to a public school setting and does not carry the same academic weight as expulsion.

Expulsion: Expulsion of a student or refusal to accept future re-enrollment of an expelled student is reserved to the Board of Directors. Once expelled, the student loses the privilege of being a student at CCS for up to the balance of that year. Credit for any schoolwork done in a partial grading period may also be lost.

Readmission after Expulsion: A non-cooperative student who has withdrawn or been expelled may be reconsidered for admission upon approval of the Board of Directors and Administration.

Dress Code Policy

CCS recognizes the diverse nature of our students' churches and encourages each student to follow the guidelines as required by parents and church membership. The objectives of our dress code are to motivate self-discipline in the areas of modesty, cleanliness, neatness and acceptability. Modesty is expected at all school related activities. At the discretion of school personnel, you may receive a coaching card or be asked to change or leave the event.

Exceptions may be given for particular events and will be announced in advance. Modesty admittedly has some level of subjectivity, and as such, the Administration reserves the right to intervene if necessary. Furthermore, the Administration will do its best to maintain fair and equitable treatment regarding this policy.

Any questions regarding dress code should be addressed with the administration.

Preschool-6th Grade Guidelines

Students are to dress in a neat, clean and modest manner.

1. Clothing is not to have holes where skin or undergarments are visible.
2. Clothing should not be extremely tight or loose.
 - i. *In the case of skinnier jeans (not skin-tight jeggings/leggings) you must wear an article of clothing sufficient to cover both front and back to fingertip length.*
 - ii. *In the case of tights and jeggings you must wear an article of clothing that is 4" off the top of your knee cap*
3. Shirts must be opaque and have sleeves.
4. Clothing with inappropriate words, sayings, pictures, or emblems are not permitted.
5. Items that display unwholesome themes will not be allowed.
6. Clothing that represents other area schools is not permitted.
7. Athletic, sweat, jogging pants/shorts are allowed.
8. Skirts/Dresses/Shorts should be no shorter than fingertip length. Skirts shorter than knee length require leggings or shorts underneath.
9. Shoes or sandals are to be worn at all times.
10. Hair should be neatly groomed and of natural hair colors, not hang in the eyes.
11. Body piercing, tattoos and writing are not permitted. Any pre-existing tattoos must be covered up before entering school each morning.
12. Sandals are acceptable. Please keep in mind that elementary children need tennis shoes for recess and outdoor activities.
13. Elementary students will need an extra pair of non-marking gym shoes to keep at school for indoor recess in the new gym. You may want to keep your receipt until we 'test' the new shoes on our floor, so you can return them. Many times shoes will leave marks even if they are marketed as non-marking.

14. No jewelry is allowed except for stud earrings (only one pair of earlobe earrings)
15. Make up is not permitted.
16. Gym Shoes: Every student (K-6) will need to purchase and keep a pair of **non-marking gym shoes** at school for indoor recess.
 - a. If your child's shoes mark on our gym floor we will ask you to purchase a new pair. Until a new pair is purchased, your child will not be allowed to play on the gym floor. It is too dangerous to allow students to play barefoot or in socks.
 - b. You may bring new shoes to do a scuff test. Leave the tags on so that you can return them if necessary. Be aware that light colored soles can leave marks just as much as dark soles.

7th-12th Grade Guidelines

Students are to dress in a neat, clean and modest manner.

1. Clothing is not to have holes where skin or undergarments are visible.
2. Clothing should not be skin tight or extremely loose.
 - a. Regarding skin-tight pants (see exceptions for tights and leggings below) they must have a top that covers the behind. *Examples of this are a sweater, sweatshirt, or tunic that hangs or can be tied in such a way that the behind is covered.*
 - b. In the case of tights, or skin tight leggings a covering no shorter than 4 inches above the knee will need to be worn.
3. Shirts must be opaque and have sleeves.
4. Clothing with inappropriate words, sayings, pictures, or emblems are not allowed.
5. Items that display unwholesome themes will not be allowed.
6. Clothing that represents other area high schools is not permitted.
7. Athletic, sweat and jogging pants/shorts are not allowed.
8. Skirts/Dresses/Shorts should be no shorter than 4 inches above the knee cap.
9. Shoes or sandals are to be worn at all times.
10. Hair should not hang in the eyes, be neatly groomed and of natural hair colors.
11. Body piercing, tattoos and writing are not permitted. Any pre-existing tattoos must be covered up before entering school each morning.
12. Make up is permitted but it must be natural looking, not obvious.
13. Modest jewelry may be worn. Jewelry may include: rings, necklaces, bracelets, earrings (Girls only: one pair, earlobe only). No other piercings or plugs along ear or elsewhere in the face. At any point that jewelry becomes a distraction to learning, an issue of safety, or represents values not in keeping with CCS policies the student will be asked to promptly remove the jewelry.
14. Guys will need to be clean shaven.
15. Gym Shoes: students participating in physical education classes and athletics will need to purchase and keep a pair of **non-marking gym shoes** at school. If your shoes mark on the gym floor we will require you to purchase a new pair.

Dress for Winter (Elementary)

We will stay inside for recess if it is 15 degrees or colder considering the wind-chill. Make sure your child is dressed appropriately for the cold weather. They will need hats, gloves, boots, and snow pants to play in the snow. All students must be wearing a winter coat, or equal to that, if the temperature or wind chill is 40 degrees or lower. Hats and gloves are strongly encouraged as well. Kindergarten-3rd grade students are required to wear snow pants and boots to play in the snow. Fourth-sixth grades are required to at least wear snow boots when playing in the snow. Please remember, your child spends a total of 45 minutes outside each day for recess. Please help them dress appropriately.

Dress for Formal Occasions

- Modest necklines both in front and back, you may need to use opaque fabric, must have solid straps (minimum 3 inches) or can be a modest halter top design with closed back
- Slits may not be higher than 4 inches off the top of the knee cap
- No extremely fitted silhouettes.
- Suit, sport coat, dress sweater and tie, tuxedos are appropriate

Formal wear must be pre-approved by administration in order to attend the event.

Dress Code Infraction Procedures

Elementary Kdg-6th grade

1. Student is asked to change into appropriate clothes (CCS t-shirt)
2. Parents account is charged \$15 for the t-shirt. Fee will be removed if clothes are returned clean in one week.
3. Note is emailed home to parents stating the dress code infraction and a notice of the amount that has been charged to their account for the clothes with a reminder of these procedures and a copy of the current dress code.
4. Dress Code infraction is recorded in the student's permanent record.

Procedures for 7th-12th grade:

1. Student is allowed to call home to request replacement clothing or allowed to change into a CCS t-shirt/skirt. Class missed while waiting for clothing will be considered unexcused.
2. Student is issued a coaching card. Notification is sent home to parents stating the dress code infraction.

Leaving Campus

Students are not permitted to leave the school grounds during school hours without permission from the teacher or administration (see attendance policy above).

Lunch room conduct

Seventh through twelfth grade students will stay in the cafeteria area for the entire lunch period. Students need teacher permission to go to the library, gym or their lockers. No computers are allowed in the cafetorium or gymnasium during lunch.

Personal Property

Students are to show courtesy and respect to other students, teachers, staff and visitors and their property, including but not limited to: teachers' desks and personal belongings, secretary's work area and other students' lockers.

Student Safety Policy (Anti-Bullying)

While this policy is written in language easily communicated to elementary students, the spirit of this policy will apply to all age levels.

Objectives

To help you know what to do when someone is hurting you with words or actions

Respect

If you or one of your friends is being hurt by words or actions then it needs to be reported to a teacher/adult immediately. If you do not report it then we cannot help you and the person will continue to hurt you and others with their words and actions.

- Friends stop when asked to stop. If you have asked someone to stop saying or doing something and they don't, you must immediately report it to a teacher.
- If you hear someone else tell someone to stop and you see that it is not stopping, then you must tell a teacher right away.

What do I do?

- If someone is hurting you with their words or actions, tell them to "stop" then immediately leave and go tell a teacher/adult.
- If you feel unsafe, immediately leave the situation and go directly to a teacher/adult
- If you are uncomfortable being alone with, sitting next to, or interacting with someone that hurts you with their words or actions; immediately tell a teacher /adult
- If you cannot immediately tell a teacher/adult in person, you can write them a note

What will the teachers do?

- In a situation involving hurtful words, teachers will separate the students that are having the verbal conflict until there is time to listen so hurtful

words will stop. Teachers will listen to all sides and then decide consequences.

- In a situation involving hurtful actions, teachers will immediately separate the students that are having the physical conflict. A course of disciplinary action will follow based on the student handbook discipline guidelines.

Discipline action steps for “hurtful words” intervention

- Each situation could be different depending on what was said and how many times you have used words to hurt others. Some of the consequences will be:
 - Writing a letter or making a phone call to your parent explaining what happened, also writing a letter or apologizing directly to the person that you hurt
 - There will be a conference with parents
 - Missing recesses/9-minute break, after school detention or in school suspension
 - Suspension from school

School Property

Individual students will be assessed for damage they cause to any part of school property, including books, textbooks, desks, computers, walls, etc. The student(s) responsible will be assessed the amount of damage, when the damage occurs, and the parent(s) will be notified.

Student Drivers

Students will not be allowed to drive other students during the school day.

Students who drive are not to use their cars during school hours without permission. There is designated student parking on the south side of the school.

Technology and Multimedia Netiquette

1. Internet use is only permitted when a teacher is present and/or permits it.
2. Students may not access inappropriate content on the internet (content guidelines will be consistent with the moral standards established in the student handbook).
3. Students should not change, add or delete computer systems/setups. Students are not allowed to edit any of the default computer settings, including but not limited to display settings such as backgrounds, screensaver, location of icons, shortcuts, passwords, etc. Some exceptions may be made for the school email interface.
4. No hacking or computer tampering is allowed. This includes but is not limited to stealing passwords and bypassing internet filters.
5. Student files should be stored on a student’s memory device or Google drive, not on any individual computer hard drive.

6. No eating or drinking is allowed around computers. No computers are allowed in the cafetorium or gymnasium during lunch.
7. Volume on the computers must be kept off, unless teacher has permitted otherwise.
8. No music is allowed unless a teacher is present and permits it.
9. No non-educational games are to be played at school. Educational games may be played with teacher permission and supervision.
10. If study hall students are assigned to regular classrooms for supervision purposes, they should not be disruptive. Supervising teacher has permission to ask them to leave and/or confiscate their technology.
11. Uses of personal laptops are not allowed. Use of personal devices such as phones, ipads, tablets are only allowed with teacher permission and under direct teacher supervision. Internet on personal devices is not allowed without teacher permission and direct supervision. All other CCS computer and netiquette policies will apply to personal devices while in use at school.
12. Each student will be issued a school email address and Google drive. These resources will be for educational use only, and non-school related personal use will not be permitted. All individual passwords will be kept on file in the office. School email accounts and Google drives may be accessed and monitored by staff or Administration at any time. No personal email accounts or social media sites can be accessed on any device while at school.
13. Students may not touch school technology/multimedia property without teacher permission and/or supervision.
14. Students may not touch faculty computers.

Consequences for Technology Infractions

- 1st offense - coaching card
- 2nd offense- coaching card, loss of computer for remainder of the day
- 3rd offense- coaching card, three days loss of computer, use of a loaner
- 4th offense - coaching card, 1 week loss of computer, use of a loaner computer
- 5th offense and beyond - Determined by Administration

Technology Acceptable Use Policy

General Information

Clinton Christian School (CCS) may provide and assign students a device for use both at school and/or at home as a means to promote achievement and provide flexible learning opportunities. This policy provides guidelines and information about CCS expectations for students and families who are using these devices. Clinton Christian School provides computer equipment, computer services, and internet access to its students and staff for educational purposes only. The guidelines listed below are meant to protect the students and staff from any misuse of this equipment or information. They may be modified or changed by the administration at any time.

Information Content and Use of the System

The user agrees not to publish on or over the system any information which violates or infringes on the rights of any other person or any information which is abusive, profane, or offensive to any other person.

While most content available on the internet is useful and a valuable educational resource, some objectionable material exists. CCS's filtered access to the internet will only be available to students with a teacher present who is monitoring the students. Clinton Christian does not allow the use of questionable or objectionable material from the internet. Anyone found purposely accessing this type of information jeopardizes their use of the technologies available at CCS.

Students will receive school issued email accounts. These accounts are a part of a Google Apps suite of tools and are administrated by CCS. Students shall use the school issued account and are not allowed to access or use other email providers or addresses while using school issued laptops/computers.

Web history and computer usage will be closely monitored. No personal social media accounts or non-educational website/programs are allowed to be accessed. Misuse of internet content will result in immediate loss of privilege.

Software

Software is provided to students as a curricular resource. Students may not install, upload, or download software/programs without the permission of CCS technology director or administration. Students will follow copyright laws and fair use guidelines and only download or import music, video or other content WITH TEACHER PERMISSION and that students are authorized or legally permitted to reproduce or use for school related work.

Security

Security on any computer system is a high priority, especially when the system involves many users. Any student who tries to hack through the security systems in place will lose the privilege of using CCS computers.

Internet use

The Children's Internet Protection Act (CIPA) directs school districts to protect children from obscene or inappropriate material on the Internet or material deemed harmful to minors. To comply with this law, CCS routes internet traffic through the CCS filter. School issued laptops continue to have filtered internet accessibility 24/7, both at the school and at home.

CCS students shall:

- Adhere to these guidelines each time the device is used at home and school.
- Charge their device at home nightly, bringing it to school each day with a full charge. No assignments requiring technology will be given extra time or special exceptions due to a student's failure to bring their device or bring a fully charged device to school.
- Save all school related documents to their Google Drive account.
- Use CCS technologies to support learning, and complete assignments. CCS technology should be used for school-related purposes only, while refraining from use related to commercial, social, relational, gaming or non-educational purposes.
- Collaborate with students and staff during academic and extracurricular activities approved for technology usage.
- Seek permission to record (or photograph) classroom presentations or activities.
- Use appropriate language in all communications refraining from use of profanity, obscenity and offensive or inflammatory speech. Cyber bullying, including personal attacks or threats toward anyone made while using either the school owned or personally owned technology, is to be immediately reported to responsible school personnel. Disciplinary action will be taken.
- Use all technology in a responsible and ethical manner. Use God honoring language during all online communications. Avoid using technology to plagiarize or behave in a dishonest manner; socially, relationally, or academically.

- Keep your account information and the account information of others private. Do not share passwords or attempt to discover passwords. Sharing usernames and passwords is not permitted.
- Transport computer in sleep mode, with screen closed, and in their protective case (if supplied).
- Protect school-owned technology equipment from loss, damage or theft.
- Not modify or remove any CCS labels or the manufacturer serial number and model number tag.
- **Provide headphones and/or ear buds as needed for school related work.**
- Seek ways to use technology to glorify God and build community.
- Avoid marking, defacing or placing stickers on the device. School issued carrying cases may also not be personalized.
- Avoid tampering with computer hardware or software. Do not vandalize or destroy the computer or computer files. Intentional or negligent damage to computers or software will result in disciplinary action, including but not limited to being fined.
- Avoid revealing/posting personal information, files or communications to unknown persons through email or the internet.
- Make available for inspection by an administrator or teacher any messages or files sent or received to or from any Internet location using school technology. Files stored and information accessed, downloaded or transferred on school-owned technology are not private insofar as they may be viewed, monitored, or archived by the school at any time.
- Return (including the charger) the device and carrying case (if supplied) upon transferring out of school or at the end of the year.
- Avoid violating any technology policies written herein or communicated by CCS teachers, staff, or administration
-
- Possible consequences for violating technology policy and appropriate usage guidelines:
- Violation slips, detention, suspension, loss of technology privileges.
- Parent and Student discussion with teachers, tech staff, and/or administrators, with actionable consequences.
- Limited access to use of technology at CCS until behavior improvement is demonstrated.
- Loss of privilege to take your laptop home.
- Loss of privilege to use any technology at CCS.
- Paying for excessive or unapproved printing (Color printing from student computers is prohibited)
-
- Computer Damages
- If a computer is damaged, the school must be notified immediately. **You are responsible to exercise extreme care for the device, charger, cords, school-owned case, etc. both on and off school property. Do not loan any of these items to anyone else.**
-
- **Students and parents will be financially responsible for all theft, loss, or damages to their child (ren)'s device or for the loss, theft, or damage of another student's device their child (ren) deliberately damages. Annual device insurance will be available for purchase by each patron.** The student/student's family is responsible for paying repair costs or the deductible (if insurance has been purchased) as determined by CCS up to the full cost of a replacement device. CCS reserves the right to charge the full cost for repair or replacement when damage occurs due to negligence. Examples of negligence include, but are not limited to:
 -
 - 1. Equipment unattended/unsecured. This includes damage/loss resulting from an unattended/unsecured device at school.

- 2. Lending equipment to others other than one's parents/guardians.
- 3. Using equipment in an unsafe manner, including but not limited to: eating or drinking near or while using the device, placing the device in precarious locations like table edges, floors, seats or around pets, stacking objects on top of the device, leaving the device outside or near water such as a pool, leaving the device in a vehicles, exposing the device to extreme temperatures (hot or cold) or inclement weather (rain, snow), or storing/transporting papers between the screen and keyboard.
- 4. Ignoring common sense guidelines delineated above.
-
- A student who needs a temporary computer because theirs is being fixed/replaced MAY be allowed to check out a loaner computer from the school depending on availability and reason for loss/damage. Students whose computer has been damaged due to negligence will not be allowed to take the loaner computer home.
-
- Access to a CCS provided device and network should be considered a privilege that must be earned and kept.

I understand the above information, and agree to commit with Clinton Christian School to require my child to uphold this standard while a student at the school.

Water Bottles

must be translucent and should only contain water. Coffee guidelines?

Weapons

Students will not possess, use, or threaten to use any instrument as a weapon. Any representations of a weapon are not permitted and will be confiscated and disciplinary measures taken. This includes but is not limited to: knives, pocket-knives, guns, toy guns, water pistols or any toy representation of a weapon. Possession or use of any of the aforementioned will be classified as a serious offense.

The term "weapon" means any object which, in the manner in which it is used, intended to be used, or represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health or safety of persons. Weapons include, but are not limited to, firearms, tasers, handguns, stun guns, guns of any type whatsoever, including air, spring, gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, chemical weapons, metallic knuckles, martial arts weapons, ammunition, and destructive devices (bombs, incendiary, grenade, Molotov cocktail, rocket with a propellant charge of more than four (4) ounces, etc.). A "knife" is defined as "an instrument that: 1) consists of a sharp edge or sharp pointed blade capable of inflicting cutting, stabbing, or tearing wounds; and 2) is intended to be used as a weapon." I.C. 35-47-5-2.5(a)

Student Activities and Athletics

Opportunities for students to participate in activities are outlined below:

Academic

CCS offers several opportunities for academic advancement and achievement through field trips, academic competitions, and extra-curricular clubs designed to enhance the learning experience of our students.

Athletics

CCS offers girls volleyball (grades 6-12), boys basketball (grades 6-12), girls basketball (grades 6-12) and boys/girls golf (grades 7-12).

Parents/guardians are expected to provide health/accident insurance coverage as needed. Parents of players in interscholastic athletics should make sure their policies cover such activities.

Electives

CCS offers a variety of electives for students to choose. Electives include, but are not limited to art, music, digital design, video editing, yearbook, basic construction, theatre, worship, foreign language, and strength training. Additional fees may apply.

Interterm

Interterm is required for 7-12 grade students and occurs in the fall. This retreat is an opportunity for students to focus on strengthening their relationships with God and each other.

Senior Trip

The senior class trip is a tradition at CCS. Attending students/patron families must be considered in financial “good standing” and have successfully completed the graduation requirements prior to attending the trip. A student may be denied participation in the senior trip when personal conduct so warrants.

Service

CCS students are given opportunities to serve the community throughout the school year through interterm, mission projects and student council activities.

SPIRITUAL GROWTH AND DISCIPLESHIP

Overall Spiritual Growth and Discipleship Goals:

Biblical Literacy

Spiritual Discernment

Biblical Worldview

Life Application and Service

Specific Spiritual Growth and Discipleship Goals

Implement a variety of Bible Study methods for personal study

State the contributions of key characters in the Bible

Explain how the Bible is God's Love Story for us

Apologetics, Worldview

Personally reflect on what they have learned

ELEMENTARY

Elementary Chapel

Interactive, Practical, Connected to Large Biblical Themes

Elementary Bible Curriculum (K-6)

- Using the ACSI Bible curriculum, we will be able to ensure the following goals are met:
 - An overall theme for each year, that every grade tackles on their grade level
 - A sequence of topics that each grade focuses on when in that grade level

Elementary Bible Memory

Bible memory that is passage-based, and connected to Bible curriculum/lesson for each week in each grade.

Elementary Bible Class

Meets daily

Bible Memory taught and practiced in class

JUNIOR HIGH AND HIGH SCHOOL

Junior High (7th/8th): Curriculum TBD

- Gospels/Life of Christ, Psalms, Proverbs
 - Matthew
 - Mark Luke
 - John
 - Psalms/Proverbs
- Inductive Bible Study Techniques
- Spiritual Disciplines (Prayer, Devotional Life, Gratitude, Service, Fasting)-Using Gospel passages for text to drive teaching these topics.

High School (9th-12th): Curriculum TBD

- 9th Grade: Old Testament Survey

- 10th Grade: New Testament Survey- overview of all but emphasis on Acts/Epistles/End Times
- 11th Grade: World Religions, Apologetics, and Contemporary Christianity, Church history, exploring denominations, Core Christian Doctrines
- 12th Grade: Missions, Social Justice & Service, with Capstone Bible Project

JH/HS Bible Memory

Bible memory that is passage-based, and connected to the Bible curriculum/unit for each grade.

Spiritual Growth and Development

Attendance and participation in weekly chapel and the annual Interterm retreat is required. Small groups and various Bible study groups incorporated throughout the year are designed to encourage greater spiritual development and depth. SYATP, Friendship Clubs, team building events and activities and leadership opportunities are made available to encourage greater engagement.

Student Leadership

High school students are encouraged to be leaders, both spiritual and social, for the rest of the student body. Areas of emphasis include mentoring, Chapel, worship, service projects, elementary mentoring and student prayer. Students also have the opportunity to serve on a student council, with the intent of having a student voice for the good of the school. Elections for student council are held each spring for the upcoming year. In order to be eligible to run for a position on student council the student must attend on-campus classes 6 out of 8 periods, including Chapel and Bible class. It is important that the student council officers are connected with the student body.

Theatre Production

CCS offers a high school drama production each year. Any 9th-12th grade student can audition and participate. Additionally, elementary students participate in two programs during the school year.

Parent Information

Expectations for Parent Involvement

Parent involvement is critical to Clinton Christian School's overall effectiveness.

Required Fundraising

CCS families are required to take an active part as well as supportive roles in several fund-raising activities held throughout the year. The required fundraisers include the Spring Auction & Festival (Pre-K through 12th grade patrons), Read-a-thon (K through 6th grade patrons) and PAC fundraisers (all patrons). Fees will be assessed for lack of participation (see enrollment paperwork).

Read-A-Thon

(Required for K-6th Grade Patrons and Students)

Read-a-thon is an annual Elementary fundraiser that takes place in February. All K-6th grade students and patron families are required to participate. The funds raised go directly to the main operating budget to help cover expenses for teacher salaries and classroom curriculum for Elementary. Students earn prizes for their participation. **Fees will be assessed for lack of participation.**

Spring Benefit Auction and Festival

(Required for Pre K-12th Grade Patrons and 7th-12th Grade Students)

This event is very important to the general budget of the school, as it nets approximately \$70,000 for the school, which significantly reduces the per student cost of tuition. The annual Spring Benefit Auction & Festival is organized by a group of parents and staff with many sub-committees helping coordinate the different auction and festival areas. Each sub-committee has a designated patron leader and assigned patron volunteers to help serve in that area. **Every pre-k-12th grade patron is required to work their assigned area to ensure the success of the event. In addition, each K-12th family is required to help solicit donations from businesses (3 businesses), donate a bake sale item (at least 1) and donate a home decor item (\$20 value). Fees will be assessed for lack of participation in any and all areas described above.**

Campus Info

The school is located five miles east of Goshen just south of State Road 4 on County Road 35. The school address is:

Clinton Christian School
61763 CR 35
Goshen, IN 46528

Phone 574-642-3940

Fax 574-642-3674

E-mail – office@ccsgoshen.org

Website – www.ccsgoshen.org

The school office is open from 7:40a – 3:30p Monday-Friday.

Daily Class Schedule

Grades 1-12 are in school from 8:05 am until 3:20 pm weekdays except as announced otherwise.

Preschool: Tuesdays and Thursdays, 8:05 am to 10:45 am

PreK: Monday, Wednesday, and Friday, 8:05 am to 11:30 am, Extended care is available M, W, F until 3:20 pm.

Kindergarten: 8:05 - 11:30. Extended Care for Kindergarteners is available every afternoon 11:30-3:20.

Junior high and high school students have the following schedule:

| | |
|-------------|---|
| 8:05-9:03 | First Period (58 min) |
| 9:07-9:37 | Second Period (Chapel 2 Days a Week/Electives 3 Days a Week) (30) |
| 9:41-10:35 | Third Period (54) |
| 10:35-10:41 | 6-Minute Break |
| 10:41-11:35 | Fourth Period (54) |
| 11:39-12:24 | Fifth Period (45) |
| 12:24-12:54 | Lunch (30) |
| 12:54-1:48 | Sixth Period (54) |
| 1:52-2:46 | Seventh Period (54) |
| 3:50-3:20 | Eighth Period (30) |

Delivery and Pickup of Students

Parents are responsible for arranging their own transportation to and from the school, as the school does not operate buses. Students should arrive at school between 7:50 and 8:00 AM and leave promptly after dismissal, unless involved in official school activities. Students who need to arrive early or stay after 3:30 PM should make arrangements with the school office. Students not involved in school-sponsored activities will be expected to be in the cafeteria before 7:50 AM and after 3:20 PM.

When picking up/dropping off students please enter using the north drive and exit using the south drive. You may pull up to the front double door entrance to drop off students, but do not park along the sidewalk. Parents coming into the building should park along the east side (side along guardrail closest to the road) of the drive.

All students will be dismissed to the south doors. Please line up along the main sidewalk and follow the line of cars around to the south entrance to pick up your student. Parents will need to leave the line and park in the south parking lot if their student is not immediately present by the time their car reaches the south doors.

Emergency drills

Fire, tornado and intruder drills will be held, as required, during each school year. Each room has its respective exits and procedures posted. Students are to take the drills seriously.

Grade Tracking System

CCS offers an online program called FACTSmgt.com to track student data and academic progress. Student grades, attendance, and a variety of information can be observed online or through the parent portal. Each parent and student can log on to access their content.

Injuries at School

If your child is injured at school, we will provide care as directed by the Elkhart County Health Officer. If there is any question about the seriousness of an injury, we will attempt to contact the parents.

Insurance

Parents/guardians are expected to provide health/accident insurance coverage as needed. Parents of players in interscholastic athletics should make sure their policies cover such activities.

Lice

The office will do individual head checks as needed. If a student is found to have lice or nits (lice eggs), the parents will be notified and the student will need to be picked up and may not return to school until the lice and nits are removed. Upon returning to school, parents will need to bring the student to the office to be checked before returning to the classroom.

Lunch

Except on Wednesdays, students must carry their lunch to school. There are designated eating areas. Microwaves are available for student use. Students are responsible for proper behavior during lunch, and will be asked to help keep the eating area clean.

In order to maximize learning please send nutritional lunches.

On Wednesdays, a parent committee plans and serves a hot lunch (We refer to this as our Hot Lunch Program). The cost of participating in our hot lunch program is determined at the beginning of the year. If your student participates, a parent will need to help serve 2 times per family on Wednesday or pay a fee. More information explaining this program is available at the office and will be sent home in the POST near the beginning of the school year. Students that participate in this meal are asked to show proper manners to the persons serving them. Students not participating will carry their lunches as usual.

Parent Action Committee (PAC)

(One Fundraiser Required for all patrons)

The Parent-Action-Committee (PAC) exists mainly as a parent advocacy group through which patron, teacher, and classroom needs and concerns can be expressed and school successes can be celebrated. The PAC shall plan meetings and activities that provide opportunity for parents to formally and informally mix with the faculty and staff, and will not solely be depended on as a fundraising entity in order to supplement the school budget.

Clinton Christian School encourages parent participation through our Parent Action Committee (PAC). **PAC sponsors one required fundraiser per year. Families are required to participate by selling the assigned minimum or donate the cash equivalent (approx. \$20).**

Phone messages

Parents may get messages to students by calling the school office. The office will make sure students receive messages.

Publications

The POST is an important source of communication between the school and its families. This weekly newsletter is sent to patrons via email each Wednesday. The POST is also available to download from the school website (www.ccsghoshen.org).

The ECHO is the school yearbook produced by the students, and is released in the fall of the following year. Copies will be available for purchase (see enrollment packet).

A quarterly E-Newsletter called the CONNECTION is emailed to interested CCS supporters. Please email our advancement director Michele Vigil at mvigil@ccsgoshen.org to be added to the list.

Website: ccsgoshen.org

Find us on Social Media:

Facebook: Clinton Christian Goshen

Twitter: @CCSGoshen

Instagram: @CCSGoshen

Parent-Teacher Conferences

A parent-teacher conference is scheduled at the end of the first grading period. This conference gives each child's parents a specific block of time to discuss with the teacher(s) the progress and development of the child. Parents or teachers are encouraged to request special conferences at any time during the year. However, in order to protect their work-life balance, please schedule appointments in advance, when you have concerns or other issues you want to discuss. As best as possible, we want to allow our teachers to leave school issues at school and focus on their own families away from the school setting. Spring Parent-Teacher conferences will be scheduled as needed.

Medication Distribution and Consumption

Non-prescription medications may be given to students by the office with permission from a parent. Prescription medications may be given with permission from a parent and medication must be in a container with prescription label. No medications will be given without a signed parental permission form.

Students are not to keep medications (including Tylenol, Advil, antacids, cough drops, cough syrup, herbal supplements/treatments, vitamins, or any other over-the-counter medications/supplements, etc.) in their pockets, backpacks, desks or lockers.

School Calendar

The school calendar is set by the administration and approved by the Board of Directors each year and will be sent home in the POST. It is also available at the school office and at our website: www.ccsghoshen.org. Parents are encouraged to plan family vacations to coincide with scheduled school breaks thereby avoiding unnecessary and unexcused absences.

School Closure Information

If school is cancelled or delayed in the morning due to weather conditions, it will be announced on WFRN (104.7 FM), WNDU (Channel 16) WSBT (Channel 22) and FOX28 (Channel 28). There is also opportunity to receive texts from WNDU and WSBT.

The school will also alert families using our automated system.

If the district you live in closes or delays school, and CCS has not closed school, you may elect to keep your students home. We will leave this to your judgement. All absences or tardies in this scenario will be excused.

If it becomes necessary for school to close on short notice, parents will be notified and arrangements will be made to ensure that students safely arrive at their homes.

Security

Updates to security measures will be communicated annually at Back to School Night.

Sickness

Your child needs to be fever free, without the use of medications, for 24 hours before they return to school. Children should not return to school until 24 hours has passed after vomiting or having diarrhea. If your child is not able to come to school, please contact the office in the morning by 8:15 am.

Snack Break

Snack time is provided every day for each student. Students are encouraged to eat nutritious snacks during this time. Snack shop, directed by the senior class, is open during this time. There is no warning bell for the next class.

Transportation

Parents, or a driver they select, are generally responsible for student transportation. All vehicles should enter the north drive and leave via the south drive.

Vaccinations

Each child of school age in the State of Indiana is required to have certain vaccinations and immunizations before enrolling in school. This requirement can be waived if the parents register with the school office a statement of intent (a doctor appointment that will fulfill the requirements) or a statement that the above requirements are a violation of their conscience.

Visitors

All visitors must check in at the school office and receive a badge to wear while at the school.

Volunteering

There are numerous ways for parents to get involved with CCS through volunteering their services. Opportunities include serving in the office, serving as elementary classroom parents, field trip chaperones, assisting with class parties, working as a teacher's aide, and helping with various fundraising efforts. Volunteers who assist in classrooms should remember that information about students must be handled in a confidential manner. Certain volunteer positions will require a background check. More information for volunteering is available in the office.