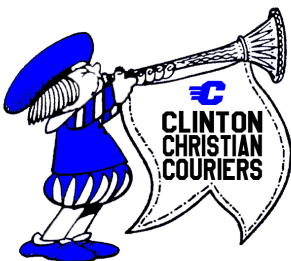


**2018-19**

Last updated 03.09.2018

# 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 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 at [ccsgoshen.org](http://ccsgoshen.org) for the current Faculty, Staff and School Board rosters.

### School Sponsorship and Affiliation

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 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 is the final authority that guides the Christian. All Scripture is breathed out by God and profitable for teaching, for reproof, for correction, and for training in righteousness, (2 Timothy 3:16). True Christian education therefore, will integrate the Bible into all its subjects.

We believe the Bible to be the inspired and only infallible authoritative Word of God.  
*II Timothy 3:16*

We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit. *1 John 5:4-6*

We believe Christ is the Creator and Sustainer of the universe; all things are controlled by Him (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. *1 Corinthians 15:3; 1 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; 1 Corinthians 3:16, 6:19-20 Galatians 5:22-25 Ephesians 4:30, 5:18*

## **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**

The school exists to reinforce and build upon the teaching of the church. Our goal at CCS is an education that, by God's grace, and through the ministry of the Holy Spirit, leads to the transformation and sanctification of the students by the renewing of their minds (Romans 12:1-2). However, this education is *not* the sole responsibility of the school but rather, is accomplished through the synergy of three spheres of influence, namely, the home, the Church, and the school. This "threefold cord" (Ecclesiastes 4:12) is essential and profoundly effective. Conversely, if one sphere is missing or weak, the education process will suffer.

It is the ultimate goal of Christian education to point students to God through His Son, Jesus Christ. True Christian education therefore, will integrate the Bible into all its subjects. The following categories represent our commitment to this philosophy.

## **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 and/or expulsion from Clinton Christian School.

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

## **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, agrees that he or she shall abide by Clinton Christian School's rules. Admission status is determined on a year-to-year basis, and it must always be understood that attendance at Clinton Christian School is a privilege, and 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 students on the basis of academic performance, religious commitment, lifestyle choices, and personal qualifications, including a willingness to cooperate with 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 or made available 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.
- 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 -12<sup>th</sup> Grades

To apply to Clinton Christian School please call the office or go online to [ccsgoshen.org](http://ccsgoshen.org) and request an application packet. **Application 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 please call the office or go online to [ccsgoshen.org](http://ccsgoshen.org) and request an application packet. **Applications will not be considered until all documents and the per family application 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. A withdrawal letter 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**

At CCS we offer a Preschool program for 3 & 4 year olds in both an AM and PM format two days a week (PM opens only after AM session is full). The program introduces students to school by focusing on social interaction and the building blocks for knowledge.

### **Pre-Kindergarten**

As part of our dynamic Pre-Kindergarten program, your 4 or 5 year old student will continue to learn and grow. After this fun and exciting program, they will be fully prepared to enter Kindergarten. Pre-K is offered both AM and PM, three days a week (PM opens only after AM session is full). Extended Care option is available until 3:08 PM. Additional charges apply, see Schedule of Fees.

### **Kindergarten**

Our Kindergarten program opens the eyes of its young students to the joy of learning. Class meets every day from 8:00 AM to 11:30 AM with an Extended Care option available until 3:08 PM. Additional charges apply, see Schedule of Fees.

### **Elementary**

At Clinton our students 1<sup>st</sup> -6<sup>th</sup> 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 seven and eight are classified as junior high. Students move from class to class, as does the high school, but do not have all the privileges of high school students.

### **High School**

The high school curriculum at Clinton Christian School is designed to meet or exceed the educational standards set by the Indiana Department of Education in order to

maintain our Freeway Accreditation. Our curriculum provides a solid foundation of basic knowledge as well as opportunities to pursue areas of special interest. We challenge and encourage students each day through core academic classes, music, art, media design, athletics, and spiritual emphasis. Dual credit college courses are available as well as many unique opportunities for service, technical and career-based classes and missions are what set us apart.

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.

## **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 off 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.

## **CCS Academic Expectations**

- One mandatory Bible credit for each year in attendance

- A minimum of one elective for each year in attendance

## **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 year.

### **Student's Responsibilities:**

- Understand all homework assignments by listening to/reading directions and asking questions when something is unclear.
- Gather all materials necessary to complete assignments before leaving the classroom/school
- Complete all assignments independently to the best of his/her ability but ask questions if clarification is needed
- Return materials and assignments on time
- Make up any missed homework that the teacher requires
- 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
- Read school notices communicated through *The Post* and respond in a timely manner.
- Regular backpack "clean-ups" can be useful in helping students to organize their materials.

### **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 what is expected for completing homework successfully

- Communicate with families when students are not consistently completing assignments

### **Recommended Time Allotments for Homework**

We know that the amount of time it takes each student to complete homework assignments will vary. The following chart indicates what we believe is approximately the appropriate amount of time per evening for children in each grade to spend on homework. 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.

<b>Grade</b>	<b>Total</b>
Kindergarten	15 minutes
First	30 minutes
Second	35 minutes
Third	40-45 min
Fourth	45-60 min
Fifth	60-70 min
Sixth	60-70 min
7 & 8	Will have homework every day in most subjects
9-12	Will have significant amounts

### **Accelerated Learning Policy**

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 have found it in the best interest of a child to accelerate their learning to enable them to move into a higher grade level rather than skipping a grade. The responsibility of accelerating a child through current curriculum will mostly rest upon the parents in conjunction with guidance from the current classroom teacher.

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
- ISTEP/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 above criteria and desires to pursue Advanced HS English or Math

## **APEX/Independent Study**

Guidelines for taking APEX/Independent study must be met (see current APEX/Independent Study guideline and fee sheet). Each APEX student will have a course schedule, outlining due dates and progress checkpoints, which is developed with the student and guidance counselor and signed by student, teacher, and parents and kept in student's cumulative file. All assignments are due a week before end of quarter, semester and 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 guideline and fee sheet on our website.

## **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

### **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.

## **Learning Support Services (LSS)**

Any academic support services, including but not limited to an IEP, ISP, 504 plan, or remediation needed for incoming or existing students will be subject to an additional learning support fee.\*

*\*Full vouchers families eligible for special education monies from the state and federal government may have the learning support services fee waived.*

\$1,500 per year for academic support services to receive 150 minutes (30 minutes per day) per week. This learning support fee could increase/decrease based on amount of support time needed. This covers time with one teacher working with 3 students.

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 ISTEP, 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, IREAD K-2, running records, WIDA testing)
- Receiving special education services – IEP/ISP/504 (time needed determined in case conference)
- Requires an intensive (special, formal) behavior plan in order to be successful.

If learning support is deemed necessary by administration it will be discussed with families during a family conference. Costs will be clearly communicated.

## **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.

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.

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 the nine-week grading period. It is the responsibility of parents and students to regularly check progress reports on RenWeb, our online grading system.

## **Class Scheduling**

All class scheduling is coordinated by our Director of Student Services.

## **HS 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.

## 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:

1. **Missing School (non-vacation):** Parents of students seeking permission to miss school must contact the school office. A parent or guardian must call the school before 8:15 if a student is absent or tardy. In order for a student to participate in extracurricular activities that day they have to be in attendance by 10:30 am.
2. **Missing School (vacation):** Families may have up to 3 excused days for planned family vacations. The following procedures will be enforced.
  - a. Parents, not students, must notify office and gain approval from Administration no less than **five school days** in advance.
  - b. Additional days beyond three 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 the additional time required to accommodate a planned vacation.

## **Excused Absences**

According to Indiana Code and Administration Policy, the following reasons for absences are considered excused:

- Illness verified by note/phone call from parent/guardian
- Illness verified by note from physician
- Required court attendance
- Professional appointments – parents are encouraged to schedule necessary appointments during non-school hours if possible.
- Death in immediate family or of a relative
- College Visits - limited to Juniors and Seniors needs 5 days advance notice
- Observance of a religious holiday
- Up to three days of planned vacation, providing Administration has been notified no less than five school days in advance. The three days must not exceed the 10 day limit noted above. (E.g. if a student has missed 10 days from illness, the request for excused planned vacation will be denied.)
- Other good cause circumstances properly communicated will be considered by Administration such as:
  - Mission trips, death of a friend, medical issues, family issues

**Missed School Work (excused):** 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 day missed** to make up work.

## **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.

**Missed School Work (unexcused):** Each unexcused absence will cause an automatic 2% deduction to the quarter grade for each class. In addition, missed work (work assigned or work due the day of unexcused absence) will receive no more than 50% credit upon return. If student takes initiative prior to their unexcused absence to hand in completed work they may receive full credit. Teachers are under no obligation to provide assignments in advance. Administration may also 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**

- 3+ tardies in a nine week grading period will result in an email/notification sent home and the student required to complete missed/extra work during recesses for a day.
- 5+ tardies in a nine week grading period will result in a conference with the head administrator and further consequences such as missing special classroom events or field trips may occur.

## **JH/HS Tardy Consequences**

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

- 1-4 - Recorded
- 5 - Coaching card is issued, parents signature or response through email is required and detention is served
- 6+ each additional tardy will result in a Coaching Card and detention
- 10+ parent conference to discuss discipline

The consequences for unexcused tardies to a given class in a semester period, is as follows:

- 1-2 recorded
- 3+ a tardy Coaching Card will be issued and detention will be served.

## **Student Conduct**

### **General Student Conduct**

1. Students are to show courtesy and respect to other students, teachers, staff and visitors.
2. CCS considers the spiritual life of students and faculty a vital part of Christian education. 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.

3. Upholding CCS standards of moral and social conduct is expected of all students. The following is a list of serious offenses and will bypass coaching card procedures (see page) and may result in significant consequence, up to and including expulsion.
  - a. Students will not possess, use, or threaten to use any instrument as a weapon. Any representation of a weapon are not permitted and will be confiscated and disciplinary measures taken.
  - b. 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)
  - c. Students will not fight, shove, or behave with aggressive/intimidating physical behavior, or make references to such actions. There are to be no verbal or written threats, intimidation, or bullying. There will be no drinking or smoking, vaping or use of nicotine delivery systems (including nicotine gum, patches, etc.) or possession of any kind of alcohol/tobacco. Students will not misuse/abuse any substance or drug, either illegal or legal. Students will not break the academic honesty code of conduct.
  - d. Furthermore, there will be consequences for stealing, lying, and other forms of dishonesty, profanity, inappropriate language or gestures, or the use/possession/viewing of any content that is sexually explicit.
4. Both high school and elementary students share this school. It is courteous that each respects the needs and rights of the other. We expect the older, more mature students to take the lead in avoiding conflict and displaying a respectful example to others.
5. 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.

6. 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.
7. Areas off limits to students include the teacher's lounge, teacher's resource room, furnace room, storage closets, teachers' desks/personal belongings, secretary's work area and other students' lockers.
8. 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.

## **Academic Conduct**

### **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, examination or course
- suspended or dismissed from CCS

### **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.

### **Sign Out Policy – 7-12<sup>th</sup> Grades**

1. Students must use the hall pass system to sign out from classes.
2. All students who are irresponsible with the privilege of signing out i.e. disturbing others and/or not going directly to the destination will be restricted in their privileges to sign out.

### **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.

### **Honor Roll and High Honor Roll Policy 9-12<sup>th</sup> Grades**

#### **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 issue and/or if they have a failing grade in any class.

Honor students are not exempt from other school rules.

## **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/multi-media 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

## **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 be 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. I will obey the policies and procedures outlined in the CCS handbook, classrooms, and all other areas of the school;
2. I will do my best to represent Jesus Christ and our school both within and outside of the school community;
3. I will not fight, shove, or behave with aggressive/intimidating physical behavior, or make references to such actions.
4. I will not make verbal or written threats, intimidate, or bully.
5. I will not drink or smoke, vape or use nicotine delivery systems or possess any alcohol/tobacco of any kind.
6. I will not misuse/abuse any substance or drug, either illegal or legal;
7. I will not break the academic honesty code of conduct.
8. I will not become involved in sexually immoral relationships, or use/possess/view/post/share any content that is sexually explicit

9. I will not use profane or obscene language, or tell profane or obscene jokes.

## **Student 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**

#### Affirmation Card

White copy goes to student

Blue copy is turned into the office

#### Coaching Card

Infraction is entered into renweb by teacher

Communication is emailed to parents, student via renweb

Head administrator tracks coaching cards and issue appropriate discipline

### **Coaching Card Procedures**

1. Each coaching card is entered into the student's discipline record on RenWeb by the staff person giving the card, communication is emailed to parents and student via renweb
2. Opportunities for Coaching
  - a. Disregarding dress code
  - b. Attendance/tardy violations
  - c. Failure to complete assignments

- d. Inappropriate language/behavior
  - e. All other behavior problems (i.e., disobedience, disrespect)
3. Coaching Card Consequences
- a. One – notification card
  - b. Two – notification card
  - c. Three – Conference with the student, student serves detention
  - d. Four – Conference with parents at school
  - e. Five+ – 2% deduction in all classes, significant discipline action
4. The coaching card consequences begin at zero each semester.
5. All consequences are subject to change with notification in writing given to the parents and students at the time of implementation.
6. If the infraction is severe, notifications may be bypassed and a detention may be issued or a parent conference scheduled immediately.
7. If the notification is not returned to the office within 3 school days of the coaching card infraction, a second coaching card will be issued. This second notification will be viewed as the same type of infraction as the first. If the second notification is not returned within 3 school days of the infraction, a detention will be scheduled because it is the third violation. Thus, for each notification that is not returned on time, the consequences for the infraction continue through the consequence list.

**Detention:** Detention will be 50 minutes after school from 3:10-4:00. Failure to serve an assigned detention will result in an additional detention. Three detentions in one semester will result in an in-school suspension.

**Probation:** 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 administration. If negative behavior does not change, the student may be expelled from CCS. Probation can be used as part of the admission process as well as throughout the year for addressing academic or behavioral concerns.

**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.

## **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

## **Student 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-6<sup>th</sup> Grade Guidelines**

1. Students are to dress in a neat, clean and modest manner.
  - a. Clothing is not to be torn, have holes where skin or undergarments are visible.
  - b. 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 #7 below must be followed.*
  - c. *Shirts must be opaque and have sleeves.*
2. Clothing with inappropriate words, sayings, pictures, or emblems are not permitted.
3. Clothing that displays music groups, video games, TV shows, and movies or characters from any of these categories will not be allowed. Exception: Wholesome superhero emblems are allowed.
4. Cartoons depicting wholesome characters and themes will be allowed on backpacks, lunch pails, and shoes.
5. Clothing that represents other area schools is not permitted.
6. Athletic, sweat, jogging pants/shorts ARE allowed.
7. Skirts/Dresses/Shorts should be no shorter than fingertip length. Skirts shorter than knee length require leggings or shorts underneath. Considering outdoor recess, clothing should be weather appropriate for the season.
8. Shoes or sandals are to be worn at all times.
9. Hair should be neatly groomed and of natural hair colors, not hang in the eyes.
10. Body piercing, tattoos and writing are not permitted. Any pre-existing tattoos must be covered up before entering school each morning.
11. Sandals are acceptable. Please keep in mind that elementary children need tennis shoes for recess and outdoor activities.
12. 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.
13. No jewelry is allowed except for stud earrings (only one pair of earlobe earrings)
14. Make up is not permitted.

## **7<sup>th</sup>-12<sup>th</sup> Grade Guidelines**

1. Students are to dress in a neat, clean and modest manner.
  - a. Clothing is not to be torn, have holes where skin or undergarments are visible.
  - b. Clothing should not be skin tight or extremely loose.
    - i. Regarding skin-tight pants (see exceptions for tights and leggings below) they must have a top and/or sweater that hangs at least fingertip length all around. Examples of this type of top are an open or closed sweater that hangs in such a way that their pants are covered fingertip length all around, a tunic top

that is the appropriate length all around, or a shirt that can be tied around their waste covering at least fingertip all around.

- ii. In the case of tights, or skin tight leggings a covering no shorter than 4 inches above the knee will need to be worn.

c. Shirts must be opaque and have sleeves.

- 2. Clothing with inappropriate words, sayings, pictures, or emblems are not permitted.
- 3. Clothing that displays music groups, video games, TV shows, and movies or characters from any of these categories will not be allowed. Exception: Wholesome superhero emblems are allowed.
- 4. Cartoons depicting wholesome characters and themes will be allowed on backpacks, lunch pails, and shoes.
- 5. Clothing that represents other area high schools is not permitted.
- 6. Athletic, sweat and jogging pants/shorts are not allowed.
- 7. Skirts/Dresses/Shorts (non-athletic) should be no shorter than 4 inches above the knee cap.
- 8. Shoes or sandals are to be worn at all times.
- 9. Hair should be neatly groomed and of natural hair colors and not hang in the eyes.
- 10. Body piercing, tattoos and writing are not permitted. Any pre-existing tattoos must be covered up before entering school each morning.
- 11. Make up is permitted but it must be natural looking, not obvious.
- 12. 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.
- 13. Guys will need to be clean shaven.

### **Dress for Winter (Elementary)**

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. We will have inside recess if the temperature or wind chill is below 15 degrees. Please remember, your child spends a total of 45 minutes outside each day for recess. Please help them dress appropriately.

### **Dress for Formal Occasions**

Young ladies –

- 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.

Young men –

- Suit, sport coat, dress sweater and tie, or formal wear

It is advisable to have your clothing approved by administration. If the clothing does not meet the guidelines you will be asked to leave the event.

## **Dress Code Infraction Procedures**

### **Elementary Kdg-6<sup>th</sup> 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 7<sup>th</sup>-12<sup>th</sup> 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. If students choose the shirt/skirt, parents account is charged \$15. Fee will be removed if clothes are returned clean within one week.
3. Student is issued a coaching card. 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 t-shirt with a reminder of these procedures and a copy of the current dress code.

## **Opportunities for Student Involvement**

Opportunities for students to participate in extra activities are outlined below:

### **Service**

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

## **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.

## **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.

## **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.

## **School Programs**

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

## **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).

## **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.

## **Senior Trip**

The senior class trip is a privilege, not a right. 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.

## 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.**

## **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).**

## **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.

## **Parent/School Communication**

### **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](http://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](mailto:mvigil@ccsgoshen.org) to be added to the list.

Website: [ccsgoshen.org](http://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.

## **Grade Tracking System**

CCS offers an online program called RenWeb 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.

## **General and Miscellaneous Information (alphabetical)**

### **Bible Memory Program - General**

All students are required to participate in learning scripture through our Bible Memory Program. Passages and due dates are given to students in a folder each fall which also records their progress.

We recognize that God has given each child different learning abilities; if you are concerned about your child's ability to memorize Scripture, please contact your child's teacher and/or the Director of Student Services.

See the following example:

**Q 1**

**What is our only hope in life and death?**

**That we are not our own but belong**, body and soul, both in life and death, **to God** and to our Savior Jesus Christ.

### **Romans 14:7–8**

**For none of us lives to himself, and none of us dies to himself. For if we live, we live to the Lord, and if we die, we die to the Lord. So then, whether we live or whether we die, we are the Lord's.**

### **I Corinthians 6:19-20**

**Or do you not know that your body is a temple of the Holy Spirit within you, whom you have from God? You are not your own, for you were bought with a price. So glorify God in your body.**

#### **Level definitions**

- Level 1 = Grades K-1<sup>st</sup>, **Red** Letters in VERSE only.
- Level 2 = Grades 2-5, **Red** Letters in Answer and All **Red** Verses.
- Level 3 = Grades 6-12, Entire answer and memory verses **Red** AND **Green**.

### **Bible Memory – Elementary (K-6 grades)**

In the early elementary grades learning the passages is incorporated into the classroom lessons; however, it is still necessary for parents to encourage practice at home, as each child has different learning needs. Teachers will give guidance to parents for what is expected in each grade level.

- Bible Memory comprises 15% of Bible grade per quarter.
- K-2 students may receive three prompts for each question.
- Grades 3-6 students may receive two prompts per question to be considered satisfactory.

### **Bible Memory – JH/HS (7-12 grades)**

All students participate in learning scripture through our Bible Memory Program. Passages and due dates are given to students in a folder each fall which also records their progress.

- Bible Memory counts as 15% of their Bible grade per quarter.
- Students are responsible to learn the scripture on their own.
- JH and HS students also have the freedom to say their passages any time before the due date (waiting is not encouraged due to possible time and staff restraints).
- Passages need to be said during the school day between the times of 7:40-3:30.

- Passages must be said to a teacher/staff member or an adult designated to listen to verses. Children of teachers/staff members may not recite verses to their parent/s.
- Students are expected to use their study hall and home room time to study and say their memory work.
- Students are to learn word perfect as much as possible. Two “helps” may be given per question.
- Bible Memory must be said on time in order to earn perks. If a student is absent on the day it was due must say the question the day they return to school.
- Bible memory award certificates will be given to qualifying graduating seniors.

### **Bible Memory Reward Trip (Faith Builders Club)**

Faith Builders Club is an achievement level wherein the student successfully recites all assigned Answers/Verses within a five day (pre determined) window. All students that successfully earn Faith Builders Club will be invited to an annual celebration for their achievement.

### **Bible Version**

CCS produces all of its scripture memory packets in ESV. Students may use a Bible of their choice Bible study or Bible Memory.

### **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**

Chapel will be held on Tuesday, Thursday, and Friday B for JH/HS students and Tuesday/Thursday for Elementary. Students are expected to bring their Bibles and participate (see general student conduct).

### **Cold Weather**

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.

### **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.

## **Devotions**

A school-wide devotional time happens from 8:05-8:15 am. All teachers and staff participate in this time in order to model the importance of daily time spent with God.

## **Field Trips**

Field trips are designed to enhance the educational experience by providing students with opportunities they may not otherwise experience. Siblings are not permitted to attend field trips you have been asked to chaperone. Chaperones must adhere to school policy and procedures.

## **Fire, tornado and lockdown drills**

These drills will be held during each school year. Each room has its respective exits and procedures posted. Students are to take the drills seriously.

## **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.

## **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.

## **Leaving the classroom**

Students are to be in their classrooms during school hours. They may leave the room by permission of the classroom teacher only.

## **Leaving the school**

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

## **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.

## **Library**

The school provides a basic library for use in preparing assignments and for casual reading. All students may use the books and magazines

## **Lost and Found**

The Lost and Found is located in the school cafeteria.

## **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.

## **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.

## **Medication Distribution and Consumption**

Non-prescription medications may be given to students by the secretary with permission from a parent. Prescription medications may be given with permission from a parent and a doctor's signature. No medications will be given without a signed parental permission form. Students are not to keep medications (including antacids, cough drops, vitamins, etc.) in their pockets, desks or lockers.

### **Nine Minute Break**

This junior high and high school break is after third period. Snack shop, directed by the senior class, is open during this time. There is no warning bell for the next class.

### **Phone messages**

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

### **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 as soon as possible.

### **Snacks**

Snack time is provided every day for each student. Students are to bring a nutritional snack from home.

### **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.

### **Student Drivers**

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

### **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.

### **Vehicles**

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

## **Visitors**

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

## **Weapons**

Knives, pocket-knives, guns, toy guns, water pistols or any toy representation of a weapon are not permitted and will be confiscated and disciplinary measures taken. Possession or use of any of the aforementioned will be classified as a serious offense.

## **Campus Hours & Procedures**

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](mailto:office@ccsgoshen.org)  
Website – [www.ccsghoshen.org](http://www.ccsghoshen.org)

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

## **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 cafetorium 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.

## **Master Class Schedule**

Grades 1-12 are in school from 8:03 am until 3:08 pm weekdays except as announced otherwise. Kindergarten meets every morning 8:03-11:30. Extended Care for Kindergarten is available every afternoon 11:30-3:08.

Junior high and high school students have the following schedule:

Period 1	8:03-8:54
Period 2	8:58-9:43
Period 3	9:47-10:32
Nine Min	10:32-10:41
Period 4	10:41-11:26
Period 5	11:30-12:15
Lunch	12:15-12:39
Period 6	12:45-1:30
Period 7	1:34-2:19
Period 8	2:23-3:08

## **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](http://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 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.

# School Supply Lists

## 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.

## Bibles

Bibles are required for all students in 1<sup>st</sup>-12<sup>th</sup> grade. All Scripture in our bible memory program is printed from the ESV.

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

## Gym Shoes

Every student (K-8) will need to purchase and keep a pair of **non-marking gym shoes** at school for indoor recess or physical education activities.

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.

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.