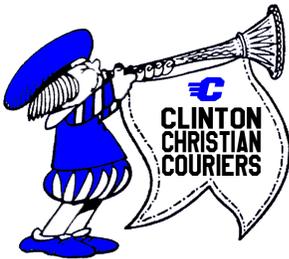


**2022-2023**

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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 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. 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. *I 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**

One of our goals 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 Clinton Christian is to point students to God through His Son, Jesus Christ. We are committed to integrating a Christian worldview into all subjects.

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 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

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.

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 LSS 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 will 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").

Regarding projected voucher dollars, SGO dollars, and tuition assistance dollars: The state distributes the voucher dollars in three separate payments over the course of the school year. Often times what they project ends up being more by the end of the year. As a result, we will be waiting until the final disbursement is received to officially apply tuition assistance and SGO dollars to your invoice. This means the balance total on your invoice will show larger than what you really owe throughout the school year.

In addition, the state does not allow us to carry over voucher benefits from year to year. This means that if we project a certain benefit amount at the beginning of the school year and the actual voucher ends up being more than what was projected by the final disbursement, any credit that is a result of state funds cannot be carried over. This also means that any SGO or tuition assistance will stay marked as “pending” on your invoice until the final voucher payment has been disbursed. At that point, financial aid awards will be applied. No SGO scholarship or tuition assistance award will be allowed to create a credit on a student account.

In order to ensure that families with the greatest need are prioritized for financial aid AND because it is common for the state to overpay their projected amounts, we must adjust how we distribute SGO scholarships and tuition assistance. Any balance that remains after the state pays out the voucher dollars and necessary SGO scholarships and tuition assistance have been applied, will be eligible for a 3% discount if paid in full, no matter the time of year it is paid.

## Admissions Procedures

### New Enrollments Preschool -12<sup>th</sup> Grades

To apply to Clinton Christian School please go online to [ccsgoshen.org](http://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 administration 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 an 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 1<sup>st</sup> -6<sup>th</sup> grade get outstanding instruction from qualified teachers. We offer advanced placement cross-grade instruction for English Language Arts and Math 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.

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 Integrity**

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

## **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 eligible. Eligibility is determined each Monday by checking student grades and behavior. The strike system will be utilized for the following infractions:

- If a student's grades fall below 60%.
- If a student demonstrates behavior that requires parent/admin communication.

### **Strike One:**

Students may practice but not take part in contests/events/games during the one week probationary period (Monday to Monday)

### **Strike Two:**

Students may not practice or take part in contests, events or games (Monday to Monday)

### **Strike Three:**

The student is no longer eligible to participate for the season.

Additional eligibility and conduct guidelines are outlined in the athletic handbook.

## **Bible Memory Program - General**

All students are required to participate in learning scripture through our Bible Memory Program.

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 one of the Head Administrators.

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

In elementary learning the passages are incorporated into the classroom lessons; however, it is still necessary for parents to encourage practice at home, as each child has different learning needs.

- Bible Memory comprises 15% of the Bible grade per quarter.
- Students may receive two prompts for each passage.

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

The following guidelines are in place for our JH/HS students:

- 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.
- Two “helps” may be given per passage.
- Bible Memory passages must be said on time in order to count towards any potential rewards. If a student is absent on the assigned due date they must say the passage on the day that they return to school.

### **Bible Version**

Bibles are required for all students in 1<sup>st</sup>-12<sup>th</sup> grade. Any printed Bible Memory passages distributed by teachers will be 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 a large print. The Bible translation you choose needs to contain standard text; storybook or comic style Bibles are not appropriate for school.

### **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**

The 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**

Each day starts with school-wide devotions and prayer. All students, 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 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 Categories (JH/HS)**

The following categories are used by our JH/HS classes:

### **Accountability**

Behavior that demonstrates readiness, responsibility, and active engagement

### **Formative**

Independent work that promotes progress towards mastery

### **Summative**

Independent assessments that show mastery levels of standards

## **Grading Late Work**

K - 12 Students are able to hand in any late/missing assignments up until the unit, chapter or concept is assessed. Late work will have an automatic 10% penalty.

Students and parents can view the gradebook in FACTS, which will indicate an "M" for work that is missing and can still be handed in. Once the unit, chapter, or concept

assessment has been taken, any outstanding missing work will change to a zero (0) and will no longer be accepted.

## 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

A= Excellent 90-100%

B= Above Average 80-89%

C= Average 70-79%

D= Below Average, Needs improvement 60-69%

F= Unsatisfactory 59% or below

## Graduation Requirements

In order to receive a diploma from Clinton Christian School, there are additional class requirements over and above the minimum credit requirements in place to receive the Indiana Core 40, Core 40 with Academic Honors diplomas, or a Clinton Certificate of Completion. At Clinton, those include one mandatory Bible class and both chapel and interterm participation for each year in attendance. CCR 11 and CCR 12 are required courses unless enrolled in an alternate approved educational program.

Commencement exercises and senior trip 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 and/or senior trip when personal conduct warrants or financial obligations have not been met.

## Indiana General/Core 40/Core 40 with Academic Honors Diploma

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

## **Homework/Classwork Policy**

### **Philosophy**

The purpose for assigning classwork is to provide students additional opportunities to practice skills, engage in critical thinking and develop responsibility and accountability. This practice is an important part of each student's academic learning. Time will be given in class to complete assignments. If students are average learners and "on-task" during the given work time, **no classwork should need to be taken home.**

### **Students' Responsibilities Regarding Assigned Classwork:**

- Be on task with in class work time
- Listen to/read all directions and ask questions when something is unclear.
- Ask questions if clarification is needed
- Complete all assignments independently to the best of your ability
- Complete all assignments with utmost integrity, avoiding any cheating/plagiarism
- If assignments have not been completed in class, gather all materials needed to complete assignments before leaving the school
- Return materials and assignments on time
- Initiate communication when absent and make up any missed classwork

### **Family's Responsibilities Regarding Classwork Finished At Home:**

- Provide an environment that is conducive to completing classwork not finished at school (i.e. a quiet place and consistent time, with all necessary materials)
- Offer assistance to the student, but do not do the actual classwork for them
- Notify the teacher when classwork presents a problem
- Do regular backpack "clean-outs" to help students keep materials organized

## **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 also 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 SPED services – IEP/CSEP/504 (time needed determined in conference)
- Specialized instruction for advancement

If your child needs SMALL GROUP 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**

As stated above (Academic Integrity Section), 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 automatically earning a zero for the assignment and also act as a strike for athletes. Additional discipline may be deemed necessary based on the seriousness and/or frequency of events.

## **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 the 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 the FACTS 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 the 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 Non-Covid 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. **Absence Due To Covid Illness and/or Covid Quarantine:** A parent or guardian must call the school by 8:15 am if their student is absent due to covid exposure or covid illness. Failing to notify the school the morning of the absence will result in an unexcused absence. Covid quarantine length will be determined by the exposure/illness details. If a student is home due to Covid exposure and IS SYMPTOMATIC, they will need to stay home for the designated time frame and get well. No logging on virtually to the live classroom will be required and all assignment due dates will be coordinated upon the student's return to school. If a student is home due to Covid exposure, but NOT SYMPTOMATIC, they will be required to log on each day and fully participate virtually for all scheduled live classes. Students will be counted unexcused and possibly not earn credit if they do not comply with virtual learning expectations.
3. **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.
4. **College Visits:**
  - a. **Parents, not students,** must notify the office and gain approval from Administration in advance.
  - b. Students are responsible for completing missed work.
5. **Vacation:**
  - a. **Parents, not students,** must notify the office and gain approval from Administration **no less than five school days** in advance of the planned vacation.
  - 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.
6. **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.

Anytime approved advanced arrangements have not been made will be considered unexcused. This includes but is not limited to absences for hunting, shopping, working, haircuts, or "sleeping in."

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 start of class according to the RED CLOCK is considered tardy.

A tardy (**or absence**) will not be excused without a parent or guardian phone call by 8:15 am, offering an approved 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)

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.

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.

1. I understand that Clinton Christian School exists to provide a Christ-centered educational environment, preparing students to follow Christ in life. **Therefore I will take a proactive role in my personal, behavioral, emotional, academic, and spiritual growth.**

2. I understand that CCS has high spiritual, academic, and social and emotional expectations for all students and the school 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 will comply in action and attitude with the policies, procedures, rules and regulations as printed in the Parent/Student Handbook and follow the directions of school faculty, staff, and administration.**
3. I understand the school's desire is for me 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.**
4. I understand that the school promotes Christ-centered **SOCIAL AND BEHAVIORAL STANDARDS** and that CCS students are to be kind and caring towards others and never exhibit threatening, derogatory, or disruptive behavior. **Therefore, I agree to not 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. I will not fight, shove, or behave with aggressive/intimidating physical behavior. I will not be unkind with my words or make verbal, physical, or written threats, intimidate, or bully others. I will work hard to avoid participating in any of the above negative behaviors and live a Christ-centered life, ensuring my actions do not undermine the Christian school environment.**
5. 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 or criminal activity (including misuse/abuse of any substance, gambling material, or weapon.)**

### **Cell Phones & Personal Listening Devices/Watches**

JH/HS students may carry cell phones or wear personal devices or watches with internet/texting/phone capabilities on their person, but they must follow rules for their usage. For phones and personal listening devices: they must be kept in the "off" position during school hours unless a teacher or staff member gives permission for their usage and is supervising. For watches with phone/internet/texting capabilities: they must be kept in airplane mode. The only exception to this policy would be in a school-wide emergency situation. Internet use and text messaging of any sort on any personal

devices is not allowed. Any cell phone found in the on position or any personal wearable device/watch with phone/texting/internet capabilities found out of airplane mode during school hours will be confiscated and returned to parents. Coaching cards will be earned for this behavior as well.

At the Elementary level, we strongly encourage students to not have cell phones or personal wearable devices/watches. However, if they do have one, it needs to be kept in the off position at all times or in "airplane" or "schooltime" mode. Teachers may ask that it be kept in a student's locker so it does not get lost, damaged, or cause a distraction while in class. If any of these devices are found to be a distraction to learning they will be confiscated and returned to parents. Consequences will also be given.

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 once a week for JH/HS and elementary students. Students are expected to bring Bibles, participate in worship, listen attentively to speakers, and refrain from distracting behavior.

### **Classroom Rules**

Fidget items, accessories, toys, or any play items are allowed as long as they are not becoming a distraction to student learning. 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 outside of school are, in general, subject to the rules of the parents. Students are not allowed to show romantic PDA (physical displays of affection) at any time on campus or at off-campus school sponsored events. Students are urged to continue to pursue a wide range of friendships and not separate themselves from the student body.

## **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, admin and/or parent conference
  - c. Three – detention, admin and/or parent conference
  - d. Four – additional detention, admin and parent conference
  - e. Five+ – significant discipline action with parent conference
3. If the infraction is severe, all levels may be bypassed and parent

### **Detention**

Detention is designed to help curb a struggle with failing grades, coaching cards, and tardies. Students will be serving detentions after school from 3:24-4:15. Failure to serve or being tardy to an assigned detention will result in an additional consequence. Details regarding how detentions are earned and accumulate are listed below.

### **For Coaching cards**

Earning three coaching cards will result in after-school detention and begin the following steps for the semester:

- 3 = after school detention
- 4 = after school detention
- 5 = after school detention
- 6 = half-day ISS (8:05-1:05) and parent meeting
- 7 = 1 full day ISS
- 8 = 2 full days of ISS
- 9 = 3 full days of ISS
- 10 = 5 days of ISS
- 11 = 1 full day of OSS
- 12 = 2 full days of OSS
- 13 = 3 full days of OSS
- 14 = 5 days of OSS
- 15 = The last offense leads to withdrawal

### **For Unexcused Tardies:**

- 3 unexcused tardies will result in serving after-school detention.
- 5 unexcused tardies = after school detention
- 7 unexcused tardies = after school detention
- 10 unexcused tardies= half-day ISS (8:05 - 1:05)
- 15 unexcused tardies = full-day ISS and parent meeting
- The next offense leads to 2 full days of OSS
- The next offense leads to 3 full days of OSS
- The next offense leads to 5 days of OSS

**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 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 (without use of their computer). A student on “in-school suspension” will not participate in activities throughout the half or full 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 out of school suspensions will be reported to the School Board. Students 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-6<sup>th</sup> Grade Dress Code Guidelines

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

1. Clothing should be modest.
  - a. No undergarments should be visible
  - b. No midriffs should be visible
  - c. Holes are only allowed in pants, no higher than 4 inches above the knee
  - d. No tank tops are allowed
  - e. Shorts should be no shorter than fingertip length. Skirts should be no shorter than 4 inches above the knee.
  - f. Clothing should not be extremely tight, loose, or low cut.
    - i. *In the case of skinnier jeans, and leggings you must wear an article of clothing sufficient to cover both front and back to fingertip length.*
    - ii. *In the case of tights you must wear an article of clothing that is 4" off the top of your knee cap.*

2. Clothing with unwholesome themes or characters (villains, characters that represent evil, skeletons), inappropriate words, sayings, pictures, or emblems are not permitted.
3. Athletic, sweat, jogging pants/shorts are allowed in Elementary.
4. Shoes or sandals are to be worn at all times.
5. Hair should be neatly groomed and should not hang in the eyes. Hair cannot be dyed.
6. No necklaces are allowed.
7. Regarding piercings: the only body piercings allowed are one pair of earlobe stud earrings
8. Regarding tattoos: Any tattoos must be completely covered while on campus or at any school event.
9. Regarding bodywriting (non-permanent): bodywriting of any kind is not allowed
10. Make up is not permitted.

### **Dress for Winter (Preschool-6th Grade)**

We 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 should have hats, gloves, boots, and snow pants to play in the snow. All students should be wearing a winter coat, or heavy sweatshirt 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. Your child spends a total of 45 minutes outside each day for recess. Please help them dress appropriately.

### **Dress Code Infraction Procedures: Elementary Kdg-6<sup>th</sup> Grade**

- Dress Code infraction is recorded in FACTS and emailed home to parents stating the dress code infraction.
- If the violation requires a student to change into appropriate clothes (CCS loaner clothing) the parent's account will be charged. The fee will be removed if clothes are returned.

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

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

1. Clothing should be modest.
  - a. No undergarments should be visible
  - b. No midriffs should be visible
  - c. Holes are only allowed in pants, no higher than 4 inches above the knee
  - d. No tank tops are allowed
  - e. Shorts and skirts should be no shorter than 4 inches above the knee.
  - f. Clothing should not be extremely tight, loose, or low cut.
    - i. *In the case of skinnier jeans, and leggings you must wear an article of clothing sufficient to cover both front and back to fingertip length.*
    - ii. *In the case of tights you must wear an article of clothing that is 4" off the top of your knee cap.*
2. Clothing with unwholesome themes or characters (villains, characters that represent evil, skeletons), inappropriate words, sayings, pictures, or emblems are not permitted.
3. Athletic, sweat, jogging pants/shorts are allowed
4. Shoes or sandals are to be worn at all times.

5. Hair should be neatly groomed and should not hang in the eyes. If hairstyle or color becomes a distraction to learning or represents values not in keeping with CCS policies, the student will be asked to correct.
6. Facial hair should be neatly groomed.
7. Regarding Jewelry:
  - a. Jewelry may be worn, including rings, necklaces, bracelets, earrings, and one stud nose piercing. No other facial/body piercings are allowed.
  - b. If 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 remove it.
8. Regarding tattoos: Any tattoos must be completely covered while on campus or at any school event.
9. Regarding bodywriting (non-permanent): bodywriting of any kind is not allowed
10. Make up is permitted but if it becomes a distraction to learning, an issue of safety, or represents values not in keeping with CCS policies, the student will be asked to remove it.

## **Dress for Formal Occasions**

1. **For all, no extremely fitted clothing can be worn and no undergarments can be visible. All clothing must have modest necklines, both in front and back, with a solid fabric.**
2. For males, acceptable attire includes suits, tuxes, sport coats, dressy sweaters and ties
3. For females, dresses or nice suits/jumpers are allowed. Outfit (with final alterations) will need administrative approval before the event. It is a good idea to have your outfit pre-approved before you buy the dress and/or spend the money on alterations. You can text or email pictures to either Mrs. Vigil (574-370-3059) or Mrs. Schrock (574-238-4085)
  - a. In regards to formal dresses, the following guidelines should be followed:
    - **Back:** A variety of styles are allowed, but exposure cannot be lower than normal undergarment.
    - **Necklines:** No low/plunging necklines, no visible cleavage. Chest fabric must be opaque (solid)
    - **Slits:** Slits may not be higher than 4 inches off the top of the knee cap
    - **Midriff/Cutouts:** No midriff or cutouts - skin should not be exposed.
    - **Skirt Length:** Length may not be shorter than 4" off the top of your knee cap

## **Dress Code Infraction Procedures: 7th through 12th Grade**

- Dress Code infraction is recorded in FACTS as a coaching card and emailed home to students and parents stating the dress code infraction.
- The student may need to call home to request replacement clothing or will be asked to change into appropriate clothes (CCS loaner clothing) and the parent's account will be charged. The fee will be removed if clothes are returned. Class missed while waiting for clothing will be considered unexcused

## **Gaming Lounge/Switch Check Out/Blue Chairs**

During the school day, the gaming lounge (black couch area outside Room 204) is only available as a reward area for students with no missing work or failing grades in any class and no coaching cards. Teachers may give permission for a student to check out to that area if the above criteria are checked in FACTS and met. Students must go to

the office to check out the switch or gaming controller and headphones, and to communicate that they will be in the gaming area. This area is **not** for general hanging out and working on classwork outside of the classroom. Any students found in the space that do not meet the reward criteria will receive a coaching card and lose the privilege of accessing the area in the future.

The blue chair (front and south entrance) and black couch (cafetorium and library) areas can be used by any student that has permission to work outside the classroom and is directly supervised by their teacher. Using the couches in the library or cafetorium cannot be done if other classes are using those spaces.

## **Leaving Campus**

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

## **Liquids**

Students are encouraged to have a water bottle with a secure lid on campus at all times. There are no drinking fountains on campus, only bottle filler fountains. One-time-use bottles of water are available for purchase in the office. No energy drinks are allowed. See below for specific age-level liquid guidelines.

### **Elementary**

No caffeinated or carbonated drinks are allowed. Drinks in non-secured lids may only be consumed in the cafeteria.

### **JH/HS**

Caffeinated and carbonated drinks are allowed as long as student behavior is not negatively impacted. Cleaning any spills is the responsibility of the student and paying for professional carpet cleaning for stains is possible if necessary.

## **Lunch Room Conduct**

Seventh through twelfth grade students will stay in the designated lunch areas for the entire lunch period. Students need staff permission to leave designated spaces. No computers are allowed in designated lunch areas.

## **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.

## **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 is different. What was said and how many times words have been used to hurt others will determine the consequences. Some examples of consequences are listed below:

- Writing a letter or making a phone call to parents explaining what happened. Writing a letter or apologizing to the person that you hurt
- Missing recesses/9-minute break, having after school detention
- Participating in a conference with parents and administration
- ISS (in-school suspension) or OSS (out-of-school suspension), depending on severity of the issue
- Withdrawal from school or Expulsion

## **School Property**

Individual students will be assessed for damage they cause to any part of school property, including books, textbooks, desks, computers, walls, carpet, 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 or to after school events unless they are siblings. 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 (guidelines will be consistent with the moral standards established in the handbook).
3. Students should not change, add or delete computer systems/setups. Students are not allowed to edit any of the 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 the 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 APEX 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. Use of a personal laptop is 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. 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 shall be accessed on any device 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

If a technology infraction is deemed serious, any steps above can be bypassed and discipline can escalate.

## **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. Representations include but are not limited to: knives, pocket-knives, guns, toy guns, water pistols, saved visual images, hand gestures pointed at others, or any toy representation of a weapon. Possession or use of any of the aforementioned items or behaviors will be classified as a serious offense and lead to discipline involving at minimum, a half-day of ISS up to the possibility of expulsion if deemed necessary.

The term "weapon" means any object, image, or physical behavior 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. National Honors Society is a club in which 9-12 grade students who qualify are invited to be a part.

### **Athletics**

CCS offers a variety of extracurricular sports, open to our 5th through 12th grade students. The AD will communicate via the POST which sports are offered each season, and the corresponding start dates. Parents of players in interscholastic athletics should make sure their health/accident insurance policies cover such activities, as they are expected to provide coverage as needed. The annual Athletic Handbook is distributed to each athlete and a copy can be found on the school website.

## **JR/SR Banquet (PROM)**

Banquet is Clinton's version of JR/SR prom. This event is a formal event and is primarily attended by juniors and seniors. Some exceptions have been made for sophomores and freshmen to attend, however administrative permission needs to be attained. Dress code guidelines are detailed under the dress code section.

## **Interterm (JH/HS Retreat)**

Interterm is a required overnight retreat for 7-12 grade students and occurs early in the fall. This retreat is designed to kick off the year, helping students strengthen their relationship with God, the staff, 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 all graduation requirements prior to attending the trip. A student may be denied participation in the senior trip when personal conduct warrants.

## **Service Projects**

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

## **Spiritual Growth and Development**

Attendance and participation in morning devotions, weekly chapel, annual retreats, service projects, and spiritual emphasis activities are required. Small groups and various Bible study groups incorporated throughout the year are designed to encourage greater spiritual development and depth. Friendship groups, team building events and activities and leadership opportunities are made available to encourage greater engagement.

## **Student Leadership**

All students are encouraged to be leaders, both spiritual and social, for the rest of the student body. We provide opportunities for all ages to demonstrate their commitment to leadership. Some areas of emphasis include student council (Elementary and JH/HS) leadership, student mentoring or classroom peer tutoring, chapel small group leader, worship leader, service project participation, and all-school morning devotion team leader.

## **Theater Production**

CCS offers a high school drama production each year. Any 7<sup>th</sup>-12<sup>th</sup> grade student can audition and participate.

# 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 if students do not participate (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. **A minimum of \$200 per child fee will be assessed for lack of participation.**

#### **Spring Benefit Auction and Festival**

*(Required for all Preschool-12th Grade Parents and all 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. Without these funds the cost of tuition would go up \$400 per student. In order to keep these costs down, we depend on parent and student participation.

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 parent leader and CCS parents are assigned to help serve in that area during the event itself.

**Every Preschool-12th grade parent (both sets) is required to work in an assigned area, help solicit donations from their assigned businesses, and donate at least one (1) baked good item to the bake sale portion of the event in order to avoid being charged the per student fee.**

### 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	<a href="mailto:office@ccsgoshen.org">office@ccsgoshen.org</a>
Website	<a href="http://www.ccsghoshen.org">www.ccsghoshen.org</a>

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

## **Daily Class Schedule**

School begins at 8:05 am and gets out at 3:20 pm for all full day students.

Preschool meets on Tuesdays and Thursdays, from 8:05 am to 11:30 am

PreK meets Monday, Wednesday, and Friday, from 8:05 am to 11:30 am. An extended care opinion is available M, W, F until 3:20 pm. Additional fees required.

Half-Day Kindergarten meets from 8:05 - 11:30 am

Full-Day Kindergarten meets from 8:05-3:20 pm.

## **Delivery and Pickup of Students**

Parents are responsible for arranging their own transportation to and from the school. Doors open at 7:40 AM, but the classrooms and hallways do not open until 7:50 AM. Students will stay in the cafetorium between 7:40 AM and 7:50 AM. In order to have ample time to prepare for the day, we recommend students arrive between 7:50 AM and 8:00 AM and leave promptly after dismissal, unless involved in official school activities. Students who need to arrive early or stay after 3:20 PM should make arrangements with the school office.

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 of the front drive (guardrail closest to the road) or in the south parking lot.

All students will be dismissed to the south double doors. Please line up along the main front sidewalk and follow the line of cars around to the south entrance to pick up your student. **DO NOT PARK NEAR THE NORTH EAST DOORS OR PARK ALONG THE FRONT SIDEWALK.** 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 for their child. The school does not carry medical accident insurance, therefore students and athletes may be restricted from play if parents do not provide proof of insurance. Parents of players in interscholastic athletics must make sure their policies cover such activities, as the school is not liable for accidents that happen on campus

## **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, the student will be checked before returning to the classroom.

## **Lunch Procedures and Hot Lunch Program**

Students must pack/carry their lunch to school. The only exception to this is if they participate in the hot lunch program (which begins in September, see details below). There are designated eating areas and microwaves are available for student use. Students are responsible for proper behavior during lunch, and are responsible to help keep the eating areas clean.

In order to maximize learning please send nutritional lunches.

Regarding Hot Lunch: On Wednesdays starting in September, 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 and published in the "Welcome Back POST."

If your student participates in the optional hot lunch program, a parent will need to sign up to serve 2-4 times per family on a Wednesday throughout the year. It may be possible to pay a fee instead of serving if work prevents your participation and no other family member can serve in your place. 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)**

The Parent-Action-Committee (PAC) exists mainly as a parent advocacy group through which parent, teacher, and classroom needs 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) and information regarding PAC activities will be communicated through the POST.

## **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 week.

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

Find us on Social Media:

Facebook: Clinton Christian Goshen

Twitter: @CCSGoshen

Instagram: @CCSGoshen

## **Parent-Teacher Communication and Conferences**

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 during non-working hours. Please feel free to reach out via email if you have a concern or need, but understand a response may come on the next business day.

A parent-teacher conference is scheduled half way through the first quarter. 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. 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 a prescription label. No medications will be given without a signed parental permission form.

No medications or mind or mood altering vitamins (including Tylenol, Advil, antacids, cough drops, cough syrup, herbal supplements/treatments, vitamins, or any other over-the-counter medications/supplements, etc.) can be kept in pockets, backpacks, desks or lockers. These should all be kept in and distributed from the main office.

## **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 on 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/delayed due to weather conditions, it will be announced on WNDU (Channel 16) WSBT (Channel 22). There is also an 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 through the POST or ADMIN communication videos or emails.

## **Sickness**

If your child is or has been ill, they will need to be fever free, without the use of medications, for 48 hours before they return to school. Children should not return to school until 48 hours have passed and all symptoms of illness should be radically improved before returning to campus. Because COVID-19 is still active in our community, we will continue to depend on parents to be extremely vigilant regarding illness. Below are some of the symptoms CCS school officials will be carefully monitoring in order to determine if staying in school will be allowed.

### **Symptoms That MAY Result In Exclusion From School**

- A fever of 99.8 ° F or greater
- Persistent Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills

- Muscle pain
- Significant Stomach Ache or Significant Nausea
- Vomiting
- Headache
- Sore throat
- New loss of taste or smell
- Any combination of above symptoms

### **Return to School After Illness Related Exclusion**

Depending on the illness, the 48-72 hour recommended guidelines for exclusion from school will be enforced. In most cases (where Covid-19 is not present), students and staff will be allowed to return once they are symptom free or symptoms are radically improved without the use of medication. If Covid-19 is present or a staff or student has been directly exposed, the current CDC rules regarding quarantine and isolation will apply based on their level of exposure and vaccination status.

### **Snack Break**

Snack time is provided every day for each student. All students are encouraged to eat nutritious snacks during this time. A snack shop is open each day during 9-minute break for JH/HS students.

### **Transportation**

Parents, or a driver they select, are 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. Due to COVID-19, some visitor policies MAY be adjusted.

### **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.