



Clinton Christian School Parent/Student Handbook

Clinton Christian School
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Section 1: General Information & Foundations

1.1 Welcome

Welcome to Clinton Christian School! We pray this year helps your child grow spiritually, mentally, emotionally, and physically. CCS welcomes families committed to Christian education and willing to support our policies. This handbook outlines the major policies and practices that govern student life at Clinton Christian School.

1.2 History, Leadership, Affiliation, and Accreditation

- **History:** Founded by parents from area Mennonite and Amish churches, CCS began operating in a red brick building (now the lower elementary wing) built for \$35,800. High school classes were added gradually, culminating in the first graduating class of 12 seniors in May 1968. In 2025, CCS celebrated 75 years of ministry. Currently, we have 275 students in Kindergarten through twelfth grade.
- **Faculty, Staff & Board Roster:** A current list is available on our website at ccsgoshen.org.
- **Affiliation:** Non-profit organization supported by patronage and churches committed to its spiritual and financial success.
- **Accreditation & Memberships:** Accredited by the State of Indiana; member of INPEA and ACSI.

1.3 Statement of Faith

- **The Holy Bible:** We believe the Bible to be the inspired and only infallible authoritative Word of God. The Bible is profitable for teaching, reproof, correction, and training in righteousness. Education at Clinton Christian School will integrate the Bible and a Christian worldview into all its subjects. *II Timothy 3:16*
- **The Triune God:** We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit. *I John 5:4-6*
- **Jesus Christ:** We believe Christ is the Creator and Sustainer of the universe (Romans 11:33-36). Christ is the center of everything (Colossians 1: 16-17). We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory. *I Corinthians 15:3; I Peter 2:21-24; John 3:26*
- **Salvation:** 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*
- **Resurrection:** 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 condemnation. *John 5:24-29*

- **Christian Living & Unity:** 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 enables Christians 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*

1.4 Ethical Statements

- **Leadership:** We believe that godly leaders are called by God to lead. Jesus set the example as one who served willingly, joyfully, faithfully, and sacrificially, laying down His life for the sheep. He demonstrated that true leadership is carried out with the spirit of a servant. Therefore, the primary qualification for those in leadership at Clinton Christian School is the willingness to be under the authority of Jesus Christ. It is only as leaders follow Jesus that they are worthy to be followed. Christian character is the foundation upon which a leader's ministry is built.
- **Marriage, Gender, and Sexuality:** We believe that God wonderfully and intentionally creates each person as male or female. These two distinct, complementary genders reflect the image and nature of God. (Gen 1:26-27.) Therefore, we believe that the rejection of one's biological sex is a rejection of the image of God within that person. We also believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (Gen 2:18-25, 1 Cor 6:18; 7:2-5; Heb 13:4.) Therefore, any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful. (Matt 15:18-20; 1 Cor 6:9-10.)
- **Dignity and Respect:** We believe that every person is worthy of compassion, love, kindness, respect, and dignity, and all persons are welcomed at Clinton Christian School (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of our school. We believe that God offers redemption and restoration to all who confess their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11.)

1.5 Mission & Vision Statement

- **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. Our mission is summarized by our three pillars: **Distinctly Christian, Decidedly Excellent, Deeply Connected.**
- **Vision Statement:** We strive to be Distinctly Christian, Decidedly Excellent, and Deeply Connected.

1.6 Educational Philosophy & Parent Commitment

Our goal at CCS is to provide 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*).

This is best accomplished through the synergy of three essential spheres of influence: the Home, the Church, and the School ("a threefold cord," *Ecclesiastes 4:12*).

Parents enrolling students agree to:

- Support CCS with time, finances, and prayer.
- Uphold standards and rules, reviewing them with their child prior to attendance.
- Support school disciplinary procedures and accept that violations may lead to suspension or expulsion.
- Resolve disputes via biblical mediation/arbitration (Matthew 18:15-20; 1 Corinthians 6:1-8), waiving civil lawsuit rights.

Section 2: Admissions & Financial Policies

2.1 Admission Philosophy & Requirements

Admission is open to qualified Kindergarten through 12th-grade students on a year-to-year basis as a privilege. Clinton will not discriminate against any prospective students based on race, color, disability, or national origin. However, we desire that every student succeeds and may determine some needs cannot be met effectively at CCS. Clinton Christian School uses selection criteria that include academic assessment and performance, religious commitment, lifestyle choices, and willingness to cooperate with school policies.

2.2 Application & Enrollment Procedures

- **New Students:** Complete online application at ccsgoshen.org, pay the per-family fee, submit previous records for review, complete achievement testing (if required), and complete an administrator meeting.
- **Re-enrollment:** Processed online via FACTS ParentsWeb with per-family re-enrollment fee and review of prior academic and behavior records.
- **Learning Support (SPED and TUTORING) Admissions:** Prospective students with LSS needs require approval from an advisory team (administrator, admissions counselor, guidance counselor, SPED director).
- **Grounds for Denial:** Unreconcilable behavior/discipline issues, unmet medical/educational needs, or default financial status from a previous year.

2.3 Financial Terms, Tuition & Fees

- **Payment Plans:** Tuition and LSS fees can be structured in payment Plans. Failure to pay on schedule places the account in *Default Status*, incurring monthly interest, required due dates, possible termination and loss of future enrollment. Collection costs/legal fees belong to the borrower in Elkhart County court.

- **Vouchers, SGO & Financial Aid:** State voucher funds are disbursed in 3 payments. SGO and financial aid remain "pending" until final voucher payouts are received to prevent over-crediting state funds.
- **Withdrawal Fee:** Early withdrawal requires written notification on letterhead. Tuition is prorated to the exact school day count plus a **10% total yearly tuition penalty fee**.

2.4 Student Enrollment Classifications (2026-2027)

Classification	Tuition & Fees	Requirements & Details
Full-Time On-Campus	100% Tuition + books + interterm	Min. 10 credits/semester provided by CCS. Mandatory Bible, Chapel, Interterm.
Full-Time Virtual	100% Tuition + books (Interterm optional)	Min. 10 credits/semester provided by CCS. Mandatory virtual Bible and Chapel.
EACC or Work Study	Possible Partial Tuition + books +interterm	Mandatory on-campus Bible & on-campus or virtual Chapel.
Part-Time (Rare/Temporary)	Prorated by credit load	Approved only for documented medical, psychological, or behavioral needs.
Homeschool Audit	\$1000 per CORE DAY full class, plus books, interterm (Optional \$160), srt (Optional, \$150). \$750 per CORE DAY half-class, plus books; interterm (Optional \$160); srt (Optional, \$150). \$500 per ELECTIVE DAY block, plus books; interterm (Optional, \$160); srt (Optional, \$150).	Audit basis; not pursuing a CCS diploma.

Section 3: Academic Schedules, Policies & Guidelines

3.1 General Program Overview

- **Doors Open:** Building doors open at 7:40 AM (cafeteria wait); classrooms open at 7:50 AM.
- **Kindergarten:** Meets 8:05 AM-3:00 PM (Half-day available). Cutoff age: 5 by August 1.
- **Elementary (1st–5th):** Meets 8:05 AM to 3:00 PM. ELA, Math, and Bible daily. Weekly specials include music, art, PE, STEM (2-5), Spanish, DEAR (K-1). Weekly chapel. Cross-grade advanced placement in ELA and Math. LSS IEP & Tutoring available.
- **Junior High (6th–8th):** Meets 8:05 AM to 3:00 PM. Departmentalized schedule with core academic and

elective focus. Mandatory Bible class, Chapel, and Interterm annually. LSS IEP & Tutoring available.

- **High School (9th–12th):** Meets 8:05 AM to 3:00 PM. State-accredited curriculum meeting IDOE diploma requirements, including dual credit and AP courses. Mandatory Bible class, Chapel, and Interterm annually. LSS IEP & Tutoring available.

3.2 JH/HS Master Schedule Details

- **Core Days:** Monday, Tuesday, Thursday, and Friday, we run a core day schedule. Most classes meet all four of those days, for 60 minutes each. Some elective classes meet two of the four days (on a M/Th or T/F rotation).
- **Elective Day:** Wednesday is our elective day. Middle school (6-8) has six 45-minute periods throughout the day, and high school (9-12) has three 90-minute block periods. All secondary students have chapel, a 10-minute break, and lunch.
- **SRT (Student Resource Time):** This is a structured 40-minute study hall period where students have designated time to work on classwork for any subject. Students with missing work or failing grades will be assigned to specific locations. All full-time teachers have open office hours during this time in order to answer questions and provide support.

3.4 Grading Scale & Categories

GRADING CATEGORIES	
Accountability	Behavior and work demonstrating readiness, responsibility, and engagement
Formative	Independent work promoting progress toward skill mastery.
Summative	Independent assessments demonstrating mastery of standards.

GRADING SCALE			
Grade	Percentage	GPA Weight (Standard)	Dual Credit Scale
A+ / A / A-	90 – 100%	3.67 – 4.00	4.67 – 5.00
B+ / B / B-	80 – 89%	2.67 – 3.33	3.67 – 4.33
C+ / C / C-	70 – 79%	1.67 – 2.33	2.67 – 3.33
D+ / D / D-	60 – 69%	0.67 – 1.33	1.67 – 2.33
F	0 – 59%	0.00	0.00

ELEMENTARY SPECIALS GRADING SCALE	
Elementary specials are graded with accountability points. One accountability grade per child in attendance, each class session, is given. Individual assignments/classwork is not graded. The guidelines used to determine each student's grade are as follows:	
- Follows directions - Participates in-class activities - Shows respect to teacher and peers	
Category	Numeric Value
Exceeds Expectation	90-100
Meets Expectation	80-89
Approaching Expectation	70-79
Needs Improvement	60-69

3.5 Classwork, Homework & Late Work Policies

- Classwork Effort and Behavior (Students all ages):** Students are expected to be on task, working diligently, and avoiding distractions
 - Diligent work is evidenced by sitting up, visually paying attention to the task at hand with eyes on the instructor or on the work assigned.
 - Diligent work is evidenced by on-topic, academic verbal interactions with the teacher and other classmates
 - Diligent work is evidenced by silent work time as directed by the teacher.
 - On task means trying every problem and showing work
 - On task means making progress on assignments in class.
 - We do not allow students to say, "I will take it home to do it later." The expectation to earn points is to work diligently in class, giving your best effort, and completing at least 50% of assigned work in the designated independent work time given. Points will be deducted if this behavior is not demonstrated.
 - Avoiding distractions means not distracting others
 - Avoiding distractions means not playing games or using fidget items to distract yourself or others.
 - Avoiding distractions means not using computers to do non-academic tasks
- Classwork and Homework Policy (All Ages):** Dedicated and adequate in-class time is provided, and the average learner who is on-task will be able to complete assignments. If a student is not on task or not an average learner, classwork may be sent home.
- Late/Missing Work Policy (Age-specific, see below):**
 - For Elementary (K-5), late or missing work earns an automatic 10% reduction if it is past the deadline. Grace is given to earn partial credit (no more than 90%) until the summative assessment.
 - For JH/HS, an automatic 20% reduction is earned past the deadline. If the late work is late but complete, students have one chance to correct (up to the summative assessment) for a maximum of 80% on the assignment due to the late penalty. If students turn in the assignment late and it is incomplete, they lose the ability to do corrections.

- **Make-Up Work Due to Excused Absence (Age-specific, see below):**
 - Elementary (K-5): A student has two school days for each day of excused absences missed to make up work.
 - JH/HS: The student must take the initiative in completing missed work. A student has two school days for each day of excused absences missed to make up work.
- **Make-Up Work Due to Unexcused Absence (Age-specific, see below):**
 - Elementary (K-5): The student must turn in or complete missed work on the day they return to school. An automatic 10% deduction will be taken. Missing work ("M") becomes an absolute zero once the summative unit assessment is administered.
 - JH/HS: The student must turn in or complete missed work on the day they return to school. An automatic 20% deduction will be taken. Missing work ("M") becomes an absolute zero once the summative unit assessment is administered.
- **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.
- **Standardized Testing:** Students will participate in standardized testing each year. Testing will be conducted as required by the Indiana Department of Education.

3.6 Bible Memory Program

- **Elementary (K–5th):** Integrated in class. Counts for 15% of Bible grade per quarter. 2 prompts allowed per passage. Bible memory is printed and practiced in class using NIV, but students may memorize and recite in the Bible version of their choice.
- **JH/HS (6th–12th):** Counts for 15% of Bible grade. Must be recited independently between 7:40 AM–3:30 PM to authorized staff on or before due dates. Max 2 prompts allowed. Bible memory is printed and practiced in class using NIV, but students may memorize and recite in the Bible version of their choice. 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.

3.7 Academic Integrity & Plagiarism

Academic dishonesty includes but is not limited to: cheating, copying, sharing work, sharing assessment questions, altering grades, incorrectly grading, or plagiarizing content (including using AI in place of your original work or using internet text/media without proper citation). Violations will result in an immediate zero and communication with parents. Consequences could also include a parent/admin meeting, athletic strikes, and potential suspension or dismissal.

3.8 Academic Promotion, Advanced Placement, and Retention

Decisions for all rely on academic proficiency, social maturity, standardized test results pass+, achievement testing (one full year ahead), writing sample, excellent work habits, potential for success at next level, and formal Child Study Team reviews. Advancement will not be considered for athletic advantage. IREAD-3 retakes and reading remediation in 3rd grade are mandatory per IDOE rules.

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

3.9 JH/HS Academic Achievement and Classifications

- **Class Scheduling and Course Drop/Add:** All class scheduling is coordinated with our Guidance office. The Drop/Add window closes 2 weeks into Semester 1 and 1 week into Semester 2. Drops past deadlines yield a W/F grade.
- **Dual Credit / Independent Study:** CCS covers tuition/books for up to 2 required dual credit courses matching Grace College rates. Coursework must be completed 1 week before term end. Review the [Independent Study Information Sheet](#) for more details.
- **JH/HS Honor Roll:** High Honor Roll (3.70–4.00 GPA); Honor Roll (3.00–3.69 GPA). High Honor Roll earns \$3 Courier Cash, hat privileges, and perks (suspended upon discipline or failing grades).
 - **JH/HS Perks:** Special perks encourage JH/HS students in academic excellence and Bible Memory. Students on the High Honor Roll (3.70-4.0) will receive special perks, provided they have also met all Bible Memory passage deadlines in the preceding quarter. \$3 Courier Cash and Hat Privilege. 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. Students may lose perks for one quarter or more for receiving ISS or OSS. Students with perks are not exempt from other school rules.
- **HS Graduation**
 - **Commencement:** In order to walk in commencement and receive a diploma from Clinton Christian School, all academic (necessary credits earned, Bible/Interterm, Chapel each year in attendance), attendance, behavioral, and financial requirements must be met.
 - **Determining Valedictorian/Salutatorian:** Rank is based on GPA. Selections are determined by academic rank and rigor. Dual credit and AP courses are weighted more. Decisions are finalized at the end of Week 4 in Quarter 4.

3.10 Academic Improvement Plans and Academic Probation

- **Academic Review, Improvement Plans, & Probation:** Weekly grade checks occur. 3 consecutive weeks with an 'F' trigger an Academic Improvement Plan. An academic improvement plan may include detention, lunch restriction, loss of electives/extracurriculars, athletic restriction, or LSS tutoring requirements. Failure to improve leads to Academic Probation, which increases restriction until improvement is achieved. Without improvement, withdrawal will be recommended and future enrollment impacted.

3.11 LSS (SPED and TUTORING)

Learning Support Services (LSS) are available for students with an IEP/CSEP/504 through our Special Education Department (SPED). LSS tutoring (LSS-T) may be available for those who need extra support for their learning. Priority for LSS is given to those with an IEP/CSEP/504. LSS may be provided by teachers, administrators, aide staff, or trained support staff. Fees may be required if the following scenarios are present:

- The student was receiving Title I or other LSS and needs to continue to receive support for learning
- The student failed a portion of the ILEARN or IREAD-3, or failed a class, is on an academic improvement plan, is on academic probation, or is significantly behind in achievement.
- The student is receiving special education services (IEP/CSEP/504) (time will be determined in case conference)
- The student needs specialized instruction for advancement

**If LSS is deemed necessary by the administration, it will be discussed with families during the enrollment process, at a child study team (mid-year), or at an IEP/CSEP/504 meeting. Families will know the cost involved in advance. If additional curriculum is needed, costs will be added to the fees outlined below. State or federal special education monies may be available in certain situations, allowing a portion of the LSS fee to be waived. No employee discounts apply to the fees associated with Learning Support Services.*

Visit the LSS fee sheet here for more information. [📄 Learning Support Services Fee \(LSSF\) 2026-2027](#)

Section 4: Attendance Policies & Procedures

4.1 Attendance Guidelines & Limits

State law mandates 180 attendance days. Absence warnings are issued at 4, 8, and 10 days. Exceeding 10 total absences (excused or unexcused) per year may result in loss of course credit or retention.

4.2 Excused Absence Requirements

Parents must contact the school office by **8:15 AM**. Students receive 2 school days per excused day (up to 5 days max) to complete work. Advance notice is required for:

- **Illness:** Call by 8:15 AM. Failure to call will result in an unexcused absence.
- **Vacations:** Each student has 3 excused family vacation days/year. Any days beyond the three will be

counted as unexcused. Administrative approval is required 5 days in advance for all family vacation days. Additional fees may apply for custom teacher prep.

- **College Visits / Religious/ Special Educational/Medical, Professional, Legal Appointments:** Parents must notify the administration in advance. Students must complete missed work by deadlines. Extra projects may be required.

**All three family vacation days will be used before an unexcused absence is issued.*

**Students must be present on campus by 10:30 AM in order to participate in extracurricular activities*

4.3 Unexcused Absence

The student must turn in or complete missed work on the day they return to school.

- Elementary: An automatic 10% deduction will be taken.
- JH/HS: An automatic 20% deduction will be taken.

4.4 Tardiness & Truancy

Students who are not in their seats when the TV or Tablet clock shows the start of class will be marked tardy. In the morning, a parent must call before 8:15 AM offering an approved explanation in order to avoid a first-period (start of day) tardy. During the day, if a student is late due to being in a conference with another teacher, a note will be sent, or communication between teachers will take place. Truancy (leaving campus/skipping class without permission) results in zero work credit and disciplinary action.

Elementary Tardy Consequences (Per Semester):

- 2 Unexcused Tardies: Yellow card warning.
- 3 Unexcused Tardies: Red card reflection form, with class-level consequence
- 5 Unexcused Tardies: Red card reflection form sent home, missed recess.
- 10 Unexcused Tardies: Admin parent conference, loss of privilege, written consequence.

JH/HS Tardy Consequences (Per Semester):

- 1-2 Tardies: Recorded in FACTS.
- 3 Tardies: 1 lunch detention
- 4 Tardies: 2 lunch detentions
- 5 Tardies: 3 lunch detentions
- 6 Tardies: 1 week of SRT or 1 week of Lunch Detentions
- 7 Tardies: Half-day ISS
- 8 Tardies: Half-day ISS
- 9 Tardies: Half-day ISS
- 10 Tardies: Full-day In-School Suspension (ISS) + Academic Behavior Plan.
- 11 Tardies: 2 Full-day ISS.
- 12 Tardies: 3 Full-day ISS
- 13 Tardies: 4 Full-day ISS
- 14 Tardies: 5 Full-day ISS
- 15 Tardies: 3 days OSS
- 16 Tardies: Recommendation for Withdrawal.

Section 5: Student Behavior & Discipline Code

5.1 Student Commitments & Standards

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.

- **Student Agreement and Commitment (K-5th)**

Parents of Kindergarten-5th 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/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 (6th-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 the school's desire is for me to achieve my God-given potential. I also understand that CCS has high spiritual, academic, and social and emotional expectations for all students and practices and promotes teaching from a biblical worldview based on the teachings and principles modeled by Jesus Christ and contained in the Bible and the school's Statement of Faith. **Therefore, I will comply in action and attitude, both within and outside the school, with the policies, procedures, rules, and regulations as printed in the Parent/Student Handbook and follow with respect the directions of school faculty, staff, and administration.**

3. 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 not to speak or act in an obscene/profane manner; become involved in sexually immoral relationships, or use/possess/listen to/view/post/share any content that is explicit. 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 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.**
4. I understand that the school promotes Christ-centered **MORAL STANDARDS** and that CCS students agree not to 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) Additionally, I will not talk about any of these things or make references to them at school or at school events.**

5.2 Discipline System

Roadmap to Responsibility (R2R) is a discipline approach that promotes responsibility and emphasizes one-on-one discipleship and regular behavior coaching between teacher and student. This approach leads to greater understanding and increased personal responsibility.

The goal of R2R is self-regulating and responsible students who demonstrate an increased level of emotional intelligence and self-control. A classroom-level consequence for any negative or disruptive behavior will be the first action of a teacher. If the student does not respond to teacher correction and make progress towards improving the behavior, THEN involving administration will be the next step.

Our staff is committed to being kind and consistent. We work hard to model godly attitudes and actions and will do our best to avoid sharp responses, mocking, sarcasm, or shaming. We will work hard to have a quiet conversation if the correction allows for that, offering support and clear options for the student to change course in order to avoid more significant consequences. However, it is important to note that if a routine has been clearly (verbally and visually) communicated multiple times, and time has been given for practicing the skill, additional chances will not be given for the behavior to be corrected without consequences.

- **Age-appropriate discipline steps:**

- Elementary (K-5th)
 - Verbal Redirection/Warning
 - Yellow Card: Formal final verbal warning.
 - Red Card: Mandates a written reflection form, teacher coaching conversation, and consequence.
 - Reflection forms are specifically used as a tool to help kids process their choices and engage in conversation about solutions or consequences. They are also used to help with accountability between students, parents, and the staff doing discipline coaching.

- IOS / ISS: Immediate In-Office Solution or In-School Suspension for physical aggression or severe behavior.
- JH/HS (6th-12th)
 - Verbal Warnings: entered into FACTS
 - 1–2 Coaching Cards: Written notice, parent email, potential admin conference.
 - 3 Coaching Cards: Mandatory Detention, parent email, potential admin conference
 - 4 Coaching Cards: Mandatory 1 Week SRT or 1 Week Lunch Detention, athletic suspension, admin conference
 - 5 Coaching Cards: Half-day In-School Suspension (ISS), athletic suspension.
 - 6 Coaching Cards: 1 Full-day In-School Suspension (ISS), athletic suspension.
 - 7 Coaching Cards: 2 Full-day In-School Suspension (ISS), athletic suspension.
 - 8 Coaching Cards: 3 Full-day In-School Suspension (ISS), athletic suspension.
 - 9 Coaching Cards: 4 Full-day In-School Suspension (ISS).
 - 10 Coaching Cards: 5 Full-day In-School Suspension (ISS)
 - 11 Coaching Cards: 1 Full-day Out-of-School Suspension (OSS).
 - 12 Coaching Cards: 2 Full-day Out-of-School Suspension (OSS).
 - 13 Coaching Cards: 3 Full-day Out-of-School Suspension (OSS).
 - 14 Coaching Cards: 5 Full-day Out-of-School Suspension (OSS).
 - 15 Coaching Cards: Mandatory Withdrawal.

**Failure to serve or being late to a detention will result in an additional consequence.*

Severe Behavior (physical aggression, sexual or racial speech, or other severe behavior):

- **In-Office Solution (IOS):** Short-term removal from class to office to correct behavior.
- **In-School Suspension (ISS):** Isolated study on campus without computer/event privileges.
- **Out-of-School Suspension (OSS):** Up to 5 days exclusion from school grounds/activities. Missed work must be made up for credit.
- **Mandatory Withdrawal / Expulsion:** 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 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. A student who has been required to withdraw or been expelled may be reconsidered for admission upon approval of the Board of Directors and Administration. Parents may appeal an expulsion ruling within 5 days by contacting the Board of Directors via email at ccsboard@ccsgoshen.org

5.3 Cell Phone & Personal Device Policy

- **Elementary:** No smartwatches or personal listening devices are allowed on campus from 7:40 AM to 3:20

PM. Cell phones must remain in a student's locker or backpack and be turned **OFF** during school hours unless special permission is given by administration for medical use.

- **JH/HS:** Cell phones, smartwatches, and personal listening devices must remain in a student's locker or backpack and be turned **OFF** from 7:40 AM to 3:20 PM (campus supervision hours for regular students) unless special permission is given by administration for medical use. Some educational exceptions may be made for classes or projects. Students may come to the main office to use their phones if necessary. Supervision is required at all times.
 - *Consequences:*
 - 1st (Coaching Card, Parent pick up)
 - 2nd (Coaching Card, Banned 1 wk)
 - 3rd (Coaching Card, Banned 1 mo)
 - 4th (Coaching Card, Banned remainder of year).

5.4 Chapel and All-School Devotion 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 and their chapel journal (provided), participate in worship, listen attentively to speakers, and refrain from distracting behavior.

All school morning devotions happen on Friday morning as an entire school. Students are expected to be on time and fully participate, without distracting others.

5.5 Dating

Dating rules/practices outside of school are subject to parent rules. Students are not allowed to show romantic PDA (physical displays of affection) at any time on campus or at off-campus school-sponsored events.

5.6 Dress Code Standards

General Guidelines (All Grades):

- Clean, neat, modest attire.
- Clothing should not be skin-tight or low-cut. There should be no visible undergarments or exposed midriffs.
- Tank tops with a minimum 2-inch strap are allowed, as long as they are not low-cut or skin-tight.
- Holes in pants/jeans must be no higher than 4 inches above the kneecap.
- Shorts, skirts, and dresses must be no shorter than 4 inches above the kneecap.
- Skin-tight leggings must be paired with tops covering front/back to fingertip length.
- Tights must be paired with something 4" above the knee.
- No clothing or school items (ie backpacks, bags, or lunch boxes) displaying evil/villain/skeleton characters, unwholesome themes, language, images, or music groups.
- No hoods can be worn inside
- Hats are only allowed with PERKS (JH/HS) or on special event and spirit days

- Tattoos must be fully covered. Non-permanent body writing is prohibited.
- Shoes or sandals should be worn at all times.
- No unnatural hair dye colors (except spirit week).

Elementary specifics:

- No makeup, no necklaces, single earlobe studs only.

JH/HS specifics:

- Facial hair neatly groomed.
- Regarding Jewelry:
 - Jewelry may be worn, including rings, necklaces, bracelets, earrings, and one stud nose piercing. No other facial/body piercings are allowed.
 - 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.
- Moderate makeup allowed.

Winter Outdoor Recess Standards (K–5th Grade):

- Temperature $\leq 15^{\circ}\text{F}$ (wind-chill): Recess moves indoors.
- Temperature $\leq 40^{\circ}\text{F}$: Winter coat/heavy sweatshirt and pants required.
- Snow Play: K–2nd requires snow pants AND boots.

Formal Event Dress Code (Banquet/Prom):

- Guys: Suits, tuxedos, sport coats, dressy sweaters, and ties.
- Girls: Formal dresses/jumpers pre-approved by administration. Backs no lower than standard undergarments, solid opaque chest fabrics (no plunging necklines/cleavage), no exposed midriff/cutouts, and skirts/slits no higher than 4 inches above the kneecap.

5.7 Campus Rules & Safety Policies

- **Anti-Bullying & Safety Policy:** Hurtful words or actions are strictly prohibited. Students must tell offenders to "STOP" and notify adults immediately. Conflicts result in immediate separation, parent notifications, detentions, or suspensions.
- **Changes to Pick-Up Plans:** If a family needs to change the typical plan for pick-up (i.e., a different driver, a different location to wait after school, a delayed arrival time, etc.), we ask that you notify the main office via email at office@ccsgoshen.org or by calling 574-642-3940.
- **Food Policies**
 - **Daily Breaks**

- **Elementary:** Elementary students are given a time each morning to eat a nutritious snack in their classrooms that they have brought from home.
- **JH/HS 10-Minute Break:** JH/HS Students have a mid-morning break each day. Snacks brought from home or purchased are eaten in the cafetorium. JH/HS students are expected to be done eating their snacks and in their seats at the start of the period following break.
- **Lunch:** Students have a lunch break each day. Students are expected to obey the designated supervisors and stay in their designated lunch locations for the entire lunch period. Students must receive permission to leave the lunchroom.
- **Classroom Food and Snacks:** In general, we do not allow food to be eaten in class unless it is part of a designated classroom snack break (Elementary) or special event. We do not provide snacks for students unless it is part of a special event or reward that has been communicated in advance to students and their parents.
- **Candy/Sugary Treats:** We exercise extreme moderation when it comes to giving candy and sugary treats. Anytime this is offered to students, communication in advance should be sent home to parents, and an alternate should be provided for those who do not want their children eating candy/sugary treats.
- **Liquids:** Energy drinks are forbidden for all ages. Students are encouraged to have a water bottle with a secure lid on campus at all times. There are drinking fountains and bottle filler fountains. One-time-use bottles of water are available for purchase in the office. See below for specific age-level liquid guidelines.
 - **Elementary:** No caffeinated or energy drinks are allowed, unless a special reward treat is pre-approved by the administration. Drinks in non-secured lids may only be consumed in the cafeteria.
 - **JH/HS:** Beverages, including caffeinated and carbonated drinks, are allowed (with secure lids) as long as student behavior is not negatively impacted. No energy drinks are allowed. Cleaning any spills is the responsibility of the student, and paying for professional carpet cleaning for stains that do not come out is possible.
- **Special Lunches (All School, Class, Individual):** Special lunches may be enjoyed by individuals or classes. Advanced notice will be communicated to parents, so alternate options can be provided if necessary.
- **Gaming Lounge / Switch Check-Out:** Available as a reward for JH/HS students (max 4) at a time) with no missing work, no failing grades, and no coaching cards. Switch/controllers must be checked out from the office and used in a designated area (gaming lounge).
- **Property Damage:** 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:** Parking allowed on the south lot. Students may not drive non-sibling students during school hours or access vehicles without permission.

- **Weapons Policy:** Zero tolerance for real or play weapons or the use of weapons (knives, pocket knives, firearms, airsoft, water guns, visual images, hand gestures, verbal references). Minimum penalty: Half-day ISS up to expulsion.
- **Verbal or Written Threats:** Clinton Christian School

Section 6: Technology & Multimedia Netiquette

6.1 Device Ownership & Responsibility

CCS provides devices for educational use. Parents and students sign a device agreement and are financially responsible for repair/replacement costs resulting from damage, loss, theft, or negligence (e.g., leaving unattended, eating/drinking near devices, dropping, storing items on keyboards).

6.2 Guidelines for Computer & Network Use

- Use only assigned CCS email and cloud storage. No personal technology or unauthorized app downloads.
- All activity is filtered and monitored. Bypassing security or hacking results in immediate privilege loss.
- Keep devices in protective cases, clean of stickers/markings, and fully charged overnight.

6.3 Disciplinary Steps for Tech Violations

Offense Level	Consequence & Fee
1st Offense	Warning in FACTS + Parent Email + Free Loaner
2nd Offense	Coaching Card + \$1 Loaner Fee
3rd – 6th Offense	Coaching Card + 1 to 5 Days Tech Loss + \$1/day Loaner Fee
7th Offense	Tech Loss for 4 Weeks/Quarter + \$20 Charge + \$1/day Loaner Fee
8th – 9th Offense	Tech Loss for Semester/Year + Daily Loaner Fee
Charger Loss	\$20 replacement cost (\$20 + 3-day tech ban on 2nd loss)

Section 7: Student Activities, Athletics & Parent Info

7.1 Athletic Guidelines and 2025 Athletic Handbook Athletic Strikes and Penalties

- **Athletic Eligibility:** Open to 5th–12th graders (min. age 11 by first practice). Requires 2.0 GPA, no failing grades (above 60%), and good conduct. Weekly Monday grade audits determine eligibility.
- **Athletic Attendance Rule:** Must arrive by 10:30 AM and stay all day to participate in evening practices/games. Unexcused day-after tardies result in discipline. Illness requires being

symptom/fever-free for 24 hours.

- **Athletic Strike System:**
 - *Strike 1:* 1-week probation (practice allowed, no games).
 - *Strike 2:* 1-week suspension (no practice, no games).
 - *Strike 3:* Dismissal from the team for the season.
- **Athletic Schedule Constraints:** No practices over Fall/Thanksgiving breaks. Wednesday practices end by 5:00 PM (No Wednesday games permitted).

7.2 Student Activities & Traditions

- **Class/Club Activities**
 - **Class Parties (see class sponsor handbook)** All class/club activities must be scheduled and coordinated through class sponsors. The class sponsor binder/electronic documents, found in faculty share, include details and guidelines for all class events and fundraisers.
 - **Service Projects:** We want each class to do one service project per year. It can be done on or off campus.
 - **Fundraisers** All fundraisers must be scheduled and coordinated through class sponsors and pre-approved by the administration.
 - **Field Trips:** The [Field Trip Policy](#) details additional guidelines for off-campus trips.
- **Fidgets, Toys, and Personal Recreation Equipment:** Fidget and focus accessories are allowed. They must fit in the palm of a student's hand and not be a distraction to students or classroom learning. Toys are not allowed unless it is a designated reward day or spirit day. Personal recreation equipment is allowed as long as it is only used at designated recess or gym breaks and is never used in the classroom or hallways.
- **Interterm:** Mandatory fall retreat for 6th–12th grades. 6th-8th is a day trip and 9th-12th stays overnight.
- **Thanksgiving Meal:** Organized and led by the junior class and their parents
- **JR/SR Banquet:** Formal prom-like event. Same-gender couples forbidden unless related; groups of 3+ allowed.
- **Senior Trip & Fundraisers:** Privilege reserved for seniors in good academic/financial standing. Class fundraising helps cover graduation costs, trip costs; funds cannot be paid out to individual students.
- **Student Leadership:** NHS (9th–12th), Student Council (4th-12th),
- **Drama:** annual HS Fall/Spring Drama Production (9th-12th), and community service projects.

7.3 Parent Involvement & Mandatory Fundraisers

- **Spring Benefit Auction & Festival:** Required for ALL K–12th parents and all 7th–12th students. Parents

must work assigned shifts, solicit donations, and donate 1 baked good item (or pay \$400/student penalty).

- **Read-A-Thon:** Required for K–6th families in February. Non-participation incurs a \$150 fee per child.
- **Parent Action Committee (PAC):** Parent advocacy and community-building group. Meets regularly; details published in the *POST*.
- **Hot Lunch Program:** Optional Wednesday hot lunch starting in September. Participating families must volunteer to serve 2–4 times per year. Cost is communicated in the *POST* each year.

7.4 Operations, Health & Safety

- **Parent-Teacher Communication:** We want 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 halfway 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.
- **The POST:** Weekly newsletter with important school updates and information. It is sent home electronically.
- **Pickup/Drop-off:** Enter North Drive, exit South Drive. Drop off at south double doors (near gym). Afternoon pickup lines form along the front sidewalk, and all students dismiss at South double doors.
- **Injury 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 proof of health/accident insurance coverage for their child.
- **Illness & Exclusion Rules:**
 - *Fever $\geq 100.4^{\circ}\text{F}$:* Excluded for 24 hours; must be fever-free without medication to return
 - *Vomiting / Diarrhea:* Excluded for 24 hours symptom-free.
 - *Flu / Infectious Symptoms:* Must be 48 hours symptom-free without medication.
- **Medication Admin:** Prescriptions require labeled containers and signed authorization. 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 office.
- **Vaccinations & Lice:** Indiana mandatory immunizations required (or signed waiver on file). Strict zero-head-lice/nit policy (student sent home until clear).

- **Emergency Drills & Closures:** Regular fire, tornado, intruder drills conducted. School closures announced via automated system, WNDU (Ch. 16), and WSBT (Ch. 22).
- **Visitors & Volunteers:** Any individual on school grounds or in the school building during instructional hours who is not a currently enrolled student or an employed staff member is considered a visitor. This includes parents, family members, alumni, volunteers, contractors, guest speakers, and service providers. All adult visitors must check in at the main office with a valid ID to receive a visitor badge. All ID's will be screened through our visitor management background check form. By rule of thumb, we allow custodial parents to visit campus at lunch or in the classroom, with advance permission from the administration and an approved background check on file. We allow alumni and immediate family (siblings and grandparents) to visit campus at lunch if advance permission has been granted and an approved background check is on file. If grandparents do not have permission from the custodial parents and/or a State of Indiana custody/visitation agreement to interact with their grandchildren, they will not be permitted to attend school events and programs.