

*The Eagle*  
**2006 – 2007**  
**Parent - Student**  
**Handbook**

*“Committed to Excellence”*

A ministry of Life Church

Dear Parent and Student,

On behalf of Life Church, it is my pleasure to welcome you to Clinton Christian School. My prayer is your time with the CCS faculty and staff will be full of fond memories. I am also asking God to supply us with life-improving changes in the years to come. However, life improvement is only the beginning of what God has to offer to us. He wants to change lives with His love and message. CCS exists to help students and their families to come to a full knowledge of that love and message through a quality Christian education. I ask that you join me in praying that the CCS experience will help to prepare students to be successful in marriage, in parenting, in service to the local church, and in their chosen vocations.

As with many Christian schools, our goal is to provide a well-rounded education based upon a solid campus wide curriculum which is constantly being improved. Our curriculum was developed to help students to grow just as Jesus did in *Luke 2:52*: "...in wisdom, stature and in favor with God and man." Nevertheless, **Clinton Christian School is a unique Christian school because it our Christian school.** She is not a perfect school with perfect students, faculty, parents, or staff members. Although most of our students embrace Christianity, not every student is a committed Christian. We present this Handbook to parents and to students as a means of communicating the academic and behavioral expectations for students. I would strongly suggest that if your desires for your children's education are different from what is written in this Handbook, then CCS will not be appropriate for your family.

As the Bible asks in Amos 3:3 "Can two walk together, except they be agreed?" Our desire for CCS is to be a distinctively Christian school where formal academics are continually stressed, where the fine arts are repeatedly enhanced, and where athletic abilities are developed to the glory of our Lord Jesus. To get the full advantage of the Christian educational process at CCS, it is important that parents agree with the "spirit" of the policies and regulations set forth on the pages that follow. **We make the assumption that parents and students have read and agreed to the conditions herein.**

Finally, let me add that CCS' teachers and staff are dedicated to serving the LORD by serving our sincere students. This Handbook is intended to support and to contribute to the success of each sincere student. Again, I would strongly suggest that if parents desire something different from having their student in a Christian school environment that will build character, challenge them academically, and require age appropriate accountability, then they should seek a school setting other than CCS. However, to those who agree with our school philosophy, I look forward to a growing, meaningful, and mutually rewarding partnership with your family.

In His Name,

Mr. Crutchfield

## **HISTORY OF CLINTON CHRISTIAN SCHOOL**

Life Church had its humble beginning as Clinton Bible Baptist Church in Clinton, Maryland. She was first housed in a 20 x 49, white, shingled building located on Dangerfield Road. In 1966, the school started with an enrollment of nine kindergarten students and a transportation fleet of one bus. The ministry grew and the church began to build additional classrooms to expand the school and church ministry.

In 1972 the vacated Prince George's Democratic Club was purchased with its huge parking facility and surrounding 24.8 acres, and in 1976, the completion of a 630 seat church auditorium complex was the next successful building project. In 1976, an addition was made to the Democratic Club increasing classroom space by six large classrooms, and seven portable classroom were added. By now the school was thriving with over five hundred students.

The next building project was the Family Life Center gymnasium/classroom complex. This building has enhanced the ability of the church to minister to its constituents.

Of the 24.8 acres, approximately 10 acres are now developed. The remaining 14.8 acres adjoins the Queen's Wood Subdivision, with Hallam Drive ending at our property, potentially providing an additional entrance when further development makes this advantageous.

In 1983, CCS expanded into St. Charles County. In 1986 an eight-classroom building was purchased and eventually provided space for first through sixth graders. In 2004, the LORD blessed CCS to sell the St. Charles property for a substantial profit.

In 2001, CCS began a two million dollar expansion project. The school added seven kindergarten classrooms totaling thirteen thousand square feet of learning space. Additional new office space, a welcome center, and the remodeling of eight existing classrooms were also accomplished during this expansion project.

Currently, the school ministry is reaching out to provide a quality Christian education to approximately 740 students. Parents from many parts of Southern Maryland partner with Clinton Christian School to ensure an education with high academic standards and with Christ as the central focus point of all learning and activities. CCS students consistently score above the national average on standardized tests and have successfully attended and graduated from recognized colleges and universities.

After forty years of service, Clinton Christian School gives thanks to God for His rich blessings upon us. Many CCS graduates have returned to CCS to teach and to minister in other capacities. Some have entered very successful vocations and ministries across the world for the glory of God.

## **AFFILIATION AND ACCREDITATION**

CCS is a ministry of Life Church of Upper Marlboro, Maryland. It is a member of the nationally recognized **American Association of Christian Schools** ([www.aacs.org](http://www.aacs.org)), **Maryland Association of Christian Educators, and Maryland Association of Christian Schools** ([www.macs-edu.org](http://www.macs-edu.org)). CCS is also a member of the **Association of Christian Schools International** ([www.asci.org](http://www.asci.org)). The faculty must possess a valid teaching certificate in accordance with ACSI guidelines.

Clinton Christian School is currently not accredited by a regional or national agency. However, our goal is to reach full accreditation status with an agency (Association of Christian Schools International) within the next two years.

## **GOVERNANCE**

Clinton Christian School is an integral ministry of the Life Church. The deacons of Life Church also serve as the school board. The Pastor is the President of Clinton Christian School. The administrator of CCS is an active member of Life Church and assumes responsibility for this vital ministry of Life Church. The school board determines policies and directs the administrator to carry out policies. The school is governed in accordance with the Constitution and By-Laws of Life Church.

The administrator must hold or be in the process of seeking standard certification in Christian school administration in accordance with the Association of Christian Schools International (ACSI) guidelines. The president and administrator form the executive leadership team; together they serve the staff and students in carrying out the school's mission.

## **PURPOSE STATEMENT**

Clinton Christian School is a Bible-centered, educational ministry of Life Church. Clinton Christian School exists to impact our world with the life changing love and message of Jesus Christ by educating the next generation of leaders.

## **VISION STATEMENT**

Clinton Christian School seeks to be a distinctively Christian educational institution for the purpose of assisting Christian families in their God-given responsibility to train their children in a God-centered worldview with the goal being a lifetime of service to Jesus Christ.

## SCHOOL GOALS

### **Spiritual Development Goals--**“*Let the Word of God dwell in you richly.*”-

Colossians 3:16

#### **Clinton Christian School seeks to...**

Lead each child to personal acceptance of Jesus Christ as Savior.

Enrich the child’s devotional life.

Develop a well-balanced and Christ-like personality.

Awaken a realization that God has a purpose and plan for each life.

Develop from Scripture the ability to find help independently.

Develop knowledge, love, and understanding of the Bible.

Instill a sense of responsibility for the lost that will lead to intelligent witnessing.

### **Mental Development Goals--**“*Let this mind be in you which was also in Christ Jesus.*” - Philippians 2:5

#### **Clinton Christian School seeks to...**

Develop positive reactions to life.

Discover and develop individual aptitudes.

Cultivate analytical thinking and a priority-directed life.

Impart a command of common knowledge and skills.

Develop a mind-directed life and not a feeling-directed life.

### **Emotional Development Goals--**“*Be strong in the Lord and in the power of His might.*” - Ephesians 6:10

#### **Clinton Christian School seeks to...**

Establish an emotional balance.

Build a Christ-controlled personality.

Develop aesthetic interests and abilities.

Enable each student to adjust easily to situations in which he/she is found.

### **Social Development Goals--**“*For none of us liveth to himself.*” –

Romans 14:7

#### **Clinton Christian School seeks to...**

Instill a loyalty to Jesus Christ in all things at all times.

Awaken and foster missionary responsibility toward all men.

Develop an understanding of the student’s place and obligations in the family.

Help the student share his/her Christian responsibility as a citizen for the welfare of every group to which he/she belongs.

### **Physical Development Goals--**“*Present your bodies a living sacrifice...unto God.*” –

Romans 12:1

#### **Clinton Christian School seeks to...**

Teach intelligent care of the body.

Develop habits of self-control and responsibility.

Encourage the yielding of the body as an instrument of God’s use.

Develop a respect for one’s body as the temple of the Holy Spirit.

## STATEMENT OF FAITH

- **In essential beliefs — we have unity.**

*“There is one Body and one Spirit...there is one Lord, one faith, one baptism, and one God and Father of us all...” Eph. 4:4-6*

- **In non-essential beliefs — we have liberty.**

*“Accept him whose faith is weak, without passing judgment on disputable matters... Who are you to judge someone else’s servant? To his own master he stands or falls... So then each of us will give an account of himself to God... So whatever you believe about these things keep between yourself and God.”*  
Romans 14:1, 4, 12, 22

- **In all our beliefs — we show charity.**

*“...If I hold in my mind not only all human knowledge but also the very secrets of God, and if I have the faith that can move mountains — but have **no love**, I amount to nothing at all.”* I Corinthians. 13:2 (Ph)

## THE ESSENTIALS WE BELIEVE:

### 1. About God

God is the Creator and Ruler of the universe. He has eternally existed in three personalities: the Father, the Son, and the Holy Spirit. These three are co-equal and are one God.

Genesis 1:1,26,27, 3:22; Psalm 90:2; Matthew 28:19; 1 Peter 1:2; 2 Corinthians 13:14

### 2. About Jesus Christ

Jesus Christ is the Son of God. He is co-equal with the Father. Jesus lived a sinless human life and offered Himself as the perfect sacrifice for the sins of all people by dying on a cross. He arose from the dead after three days to demonstrate His power over sin and death. He ascended to Heaven’s glory and will return again someday to earth to reign as King of Kings, and Lord of Lords.

Matthew 1:22, 23; Isaiah 9:6; John 1:1-5; 14:10-30; Hebrews 4:14,15;  
1 Corinthians 15:3,4; Romans 1:3,4; Acts 1:9-11; 1 Timothy 6:14,15; Titus 2:13

### 3. About the Holy Spirit

The Holy Spirit is co-equal with the Father and the Son of God. He is present in the world to make men aware of their need for Jesus Christ. He also lives in every Christian from the moment of salvation. He provides the Christian with power for living, understanding of spiritual truth, and guidance in doing what is right. He gives every believer a spiritual gift when they are saved. As Christians, we seek to live under His control daily.

2 Corinthians 3:17; John 16:7-13, 14:16,17; Acts 1:8; 1 Corinthians 2:12, 3:16;  
Ephesians 1:13; Galatians 5:25; Ephesians 5:18

### 4. About the Bible

The Bible is God’s Word to us. It was written by human authors, under the supernatural guidance of the Holy Spirit. It is the supreme source of truth for Christian beliefs and living. Because God inspires it, it is the truth without any mixture of error.

2 Timothy 3:16; 2 Peter 1:20,21; 2 Timothy 1:13; Psalm 119:105,160, 12:6;  
Proverbs 30:5

## **5. About Human Beings**

People are made in the spiritual image of God, to be like Him in character. People are the supreme object of God's creation. All of us are marred by an attitude of disobedience toward God called sin. This attitude separates people from God and causes many problems in life and eternal punishment in eternity.

Genesis 1:27; Psalm 8:3-6; Isaiah 53:6a; Romans 3:23; Isaiah 59:1, 2; Romans 6:23

## **6. About Salvation**

Salvation is God's free gift to us but we must accept it. We can never make up for our sin by self-improvement or good works. Only by trusting in Jesus Christ as God's offer of forgiveness can anyone be saved from sin's penalty. When we turn from our self-ruled life and turn to Jesus in faith we are saved. Eternal life begins the moment one receives Jesus Christ into his life by faith and trusts Him for forgiveness of his sins.

Romans 6:23; Ephesians 2:8,9; John 14:6, 1:12; Titus 3:5; Galatians 3:26; Romans 5:1

## **7. About Eternal Security**

Because God gives us eternal life through Jesus Christ, the true believer is secure in that salvation for eternity. If one has been genuinely saved, he cannot "lose" it. Salvation is maintained by the grace and power of God, not by the self-effort of the Christian. It is the grace and keeping power of God that gives us this security.

John 10:29; 2 Timothy 1:12; Hebrews 7:25, 10:10,14; 1 Peter 1:3-5

## **8. About Eternity**

People were created to exist forever. We will either exist eternally separated from God by sin, or eternally with God through forgiveness and salvation. To be eternally separated from God is Hell. To be eternally in union with Him is eternal life. Heaven and Hell are real places of eternal existence. Hell is a place of eternal torment, and Heaven is a place of eternal joy.

John 3:16; John 14:17; Romans 6:23; Romans 8:17-18; Revelation 20:15; 1 Corinthians. 2:7-9

## **STATEMENT ABOUT OUR SCHOOL COMMUNITY**

**COMMUNITY** - Clinton Christian School is an extension of Life Church of Upper Marlboro, Maryland. She seeks to fulfill the great commandment of Jesus Christ to reach our community with the life-changing love and message of Jesus Christ.

**FACULTY & STAFF** – Recognizing that every good and perfect gift comes down from God the Father, Clinton Christian School seeks spirit-led men and women who have been called by and gifted by God to educating the new generation of leaders.

**STUDENTS** - Clinton Christian School recognizes that every child is uniquely created by God and entrusted to his parents by God. CCS exists to lead children to Christ and then to develop them for lifelong service to Him.

**PARENTS** – Clinton Christian School stands as a partners with parents as they seek to train their children spiritually, mentally, physically, and socially.

**CURRICULUM** - Clinton Christian School is committed to developing the highest quality Christian curriculum which encourages a God-centered worldview.

## STATEMENT OF CONDUCT

*(This Statement is repeated in the Conduct Manual section of this handbook.)*

Clinton Christian School holds that the Bible is the infallible, divine Word of God and that salvation by faith in Christ is the initial step in the Christian life. There is adequate biblical basis for the idea of spiritual growth into the image of Christ (Romans 8:29), which is the work of the Holy Spirit (2 Corinthians 3:18). This growth begins with the initial act of saving faith and continues throughout life. The Holy Spirit makes the Christian conscious of the biblical demands for a holy life which fulfills both God's moral law and His law of love (Matthew 22:27-29; Romans 13:8-10; Galatians 5:14).

Therefore, a goal of CCS is to provide an environment conducive to the spiritual growth and development of young people. A standard of conduct based on biblical imperatives is necessary to provide such an environment. All of the activities of the Christian are to be done to the glory of God who indwells him (1 Corinthians 8:9, 12-13; 10:32). The Christian must endeavor to avoid practices which cause the loss of sensitivity to the spiritual needs of the world and other Christians, and a loss of the Christian's physical, mental, and/or spiritual well-being (1 Corinthians 9:27).

A sense of the need for spiritual growth in light of these principles has led Clinton Christian School to adopt the standards contained in this handbook which it believes are conducive to the environment that will best promote the spiritual welfare of the student.

Although we recognize that the personal lifestyle for each student/family will be unique, we consider the lifestyle of each student/family an important matter. Thus, we expect our students to refrain from attitudes and activities which are not pleasing to the Lord and which are inconsistent with a godly Christian life. ***Students are expected to abide by this principle at all times (at home, school, or elsewhere during the school year and during breaks) throughout their enrollment at CCS. Students found to be out of harmony with the standards of Scripture and the school may be asked to withdraw from CCS for the general welfare of the student body and the school. Students who express that they do not want to attend CCS may be asked to withdraw from school. Parents are expected to support the school and its guidelines and not criticize the school or its guidelines before their child or anyone else.***

Our desire is to create an atmosphere of definite and positive Christian standards of conduct, scholastic planning, and personal relationships between faculty and student. In such an atmosphere, there is the opportunity for the development of strong Christian character.

We also realize that from time to time a student may become involved in sin, realize his/her sin, forsake it, and get his/her life right with God. In such cases, a student who has been "...overtaken in a fault..." and then repents of that sin and gets right with God may not be expelled; he/she may instead be placed on probation for a period of time so that he/she can demonstrate the reality of the change in his/her life. (The length of probation will be determined by the administrator.)

In the event that a student continually fails to comply with the guidelines of the school and after prayerful individual counseling and conferences between the home and school, suspension or expulsion will result.

### **NOTICE OF NONDISCRIMINATION**

Clinton Christian School admits students of any race, color, national or ethnic origin with all rights, privileges, programs, and activities generally accorded to students of CCS. It does not discriminate on the basis of race, color, or national origin in administration of its educational policies, admission policies, athletic, or other school programs.

### **ADMISSION POLICY**

Applicants for admission into Clinton Christian School should have a “C” average or better and satisfactory conduct grades. Applicants must be eligible to re-enroll in the school they last attended, be free from learning and behavior problems, and score at grade level or above on the entrance test to demonstrate the academic ability to succeed at CCS.

### **SUBMISSION OF INITIAL ENROLLMENT APPLICATION**

CCS accepts students on a first-come, first-served basis, based on the date that a completed Enrollment Application is submitted to the Admissions Office. **However, because CCS desires to minister to complete families, priority for enrollment will be given to families enrolling all of their school age children.** A non-refundable enrollment fee must be paid at the time the application is submitted. **Applications submitted without the enrollment fee will not be processed.**

### **REQUIRED RECORDS**

Acceptance and placement are partially based upon information received on the application, the interviews, the test results, and the expressed desire of the parents and students for a Christian education. Other factors considered are recommendations from prior teachers and the student’s academic/disciplinary records from previous years. Admission is not final until an official acceptance letter is received by the parents. An acceptance letter will be mailed only after all required materials and payments are received and approved by the admissions committee. Copies of the following student records must be provided to the Admissions Office on or before the day of grade level entrance testing:

1. Report card for the current year.
2. Report cards for the previous two years.
3. Achievement Test Scores for the previous two years (Stanford, Iowa, etc.).
4. Complete immunization record (as listed below).

5. Birth certificate (required for K-4 through 1<sup>st</sup> grade only). Applicants for kindergarten must be 5 years old before September 1<sup>st</sup>.
6. Recommendation Form completed by a current teacher, if required. (CCS will provide the form to give to the teacher.)

## **IMMUNIZATION REQUIREMENTS**

It is the intent of Clinton Christian School to comply with the requirements of all Maryland state requirements for immunizations. The records office must have an up-to-date Maryland Department of Health 896 immunization certificate with the doctor's signature and stamp on file before school attendance will be permitted.

### **PRE-SCHOOL IMMUNIZATION**

1. One (1) dose of the Varicella Vaccine received on or after the child's first birthday, or proof of the child having contracted Chickenpox.
2. One (1) dose of the MMR Vaccine received on or after the child's first birthday.
3. One (1) dose of HIB (Haemophilus Influenza Type B) on or after fifteen months of age unless a primary series (3) and a Booster was completed prior or at fifteen months of age.
4. Three (3) doses of Hepatitis B Series.
5. Three (3) dose of the Polio Vaccine
6. Four (4) doses of DPT/DtaP/Td.

### **KINDERGARTEN IMMUNIZATION**

1. One (1) dose of the Varicella Vaccine received on or after the child's first birthday, or proof of the child having contracted Chickenpox.
2. Two (2) doses of the MMR Vaccine.
3. Three (3) doses of Hepatitis B Vaccine.
4. Four (4) doses of the Polio Vaccine, including one (1) dose on or after the child's fourth birthday.
5. Four (4) doses of DPT/DtaP/Td, including one (1) dose on or after the child's fourth birthday.

### **IMMUNIZATION REQUIREMENTS (GRADES 1 - 12)**

1. Two (2) doses of the MMR Vaccine.
2. Three (3) doses of the Polio Vaccine, including one (1) dose on or after the child's fourth birthday.
4. Four (4) or three (3) doses of DPT/DtaP/Td, including one (1) dose on or after the child's fourth birthday.

**Students will not be admitted to school on the first day of classes if immunization records are not current.**

## **INITIAL SCHOOL VISIT AND INTERVIEWS**

Parents and students tour the grounds and meet with the principal or appropriate dean to evaluate reasons for enrolling and agreement with school standards, goals, and policies. If all are in agreement, the enrollment process may continue. The submission of the designated non-refundable enrollment fee must be then received. The principal and the admission committee views records, recommendations, and testing results prior to notification of acceptance status.

## **ENTRANCE TEST - GRADE LEVEL**

All students applying for admission into K5 – 12<sup>th</sup> grade at CCS must a pass our grade level entrance Test. Five year old kindergarten and first grade students are tested for number, letter, and sound recognition and other basic skills. They should be able to interact with the tester (without parents) and work independently at ten minute intervals. Tests for other students will cover math, reading, and writing skills as well as Stanford Achievement Test scores showing they are capable of being successful students at CCS.

This comprehensive entrance test is a valuable tool in assessing the appropriate grade assignment for entering students. Testing is scheduled through the Admissions Office. The non-refundable testing fee of \$75 must be paid on or before the testing date.

## **NOTIFICATION OF ADMISSION DECISIONS**

Verbal notification of admission status is made as soon as possible after application, records, recommendations, and testing results have been received and reviewed. The Admissions Office will notify the parent/guardian if admission is granted. Once notified, applicable tuition payments and fees must be paid within the designated time in order to ensure a place in the class. If space is not available at the time an application is received, the application fee is not required and the student(s) will be placed on a waiting list. Should an opening come available, an applicant will have twenty-four hours to pay the application fee after official notification of the opening. After the payment is received, the application process must be completed as soon as possible. If admission is denied, a brief letter stating the reason(s) for the denial will be sent within 72 hours of the decision if requested.

## **STATEMENT OF COOPERATION & ENROLLMENT AGREEMENT**

Regardless of all other verbal and non-verbal agreements, any and all applications remain incomplete until the Enrollment Agreement and Statement of Cooperation is signed by both legal guardians. By signing the Enrollment Agreement and Statement of Cooperation parents are freely agreeing to enroll a minor as a student at Clinton Christian School, a non-profit religious and educational ministry of Life Church. After the completion of this form, the parent agrees to notify the School in the event of any change in the information supplied. This includes any change in marital or custody status affecting the enrolled students. The parents are responsible to provide a corrected, dated, and signed Enrollment Agreement and Statement

of Cooperation on file at Clinton Christian School at all times. By signing the agreement, a parent is acknowledging that their child's attendance is a privilege, not a right; and therefore, the parent agrees to fully comply with the policies and procedures of the School. Furthermore, if at anytime their child's conduct, academic progress, or cooperation with the school or its authorities is not in keeping with the requirements, the school reserves the right to terminate, at its discretion, the child's enrollment. The parent is also agreeing not to raise the issue with other parents, but, when necessary, with a prayerful Christian spirit, will raise the issue with the appropriate school representative.

### **SCHOOL POLICIES (CHANGES TO)**

Although every attempt will be made to avoid needless changes, sometimes changes are unavoidable. Clinton Christian School reserves the right to modify the school calendar, curriculum, academic and non-academic programs, policies, procedures, and publications at any time, in its sole discretion. By signing the Enrollment Agreement and Statement of Cooperation a parent is acknowledging that the photographs of and information about his or her child at Clinton Christian School may be used in school publications, websites, etc., without compensation or fee.

### **TUITION**

By signing the Enrollment Agreement and Statement of Cooperation parents are agreeing to pay all tuition due for their student in a timely manner in accordance with the current tuition payment schedule. A parent who fails to make timely payments may be charged a late payment fee and may cause the suspension or expulsion of the student. If an account becomes delinquent and routine collection procedures are unsuccessful, a late charge of 20% of the amount of the outstanding tuition and the other fees will be used as payment for the school's collection and attorney fees. If the student withdraws from, is expelled or discharged from, or otherwise ceases to attend the school, by signing the Enrollment Agreement and Statement of Cooperation, parents are obligated to pay the full tuition for the entire semester and will not receive any refund of any application or other fees and tuition payments. The student will not graduate and/or the school may refuse to provide any diploma, report cards, transcripts, and/or other records for their child until they have paid in full all tuition and other fees and charges owed.

### **PERMISSION AND RELEASE FOR SCHOOL ACTIVITIES**

By signing the Enrollment Agreement and Statement of Cooperation the parent gives permission for his or her student to take part in all Clinton Christian School activities, including sports programs and school-sponsored trips away from School premises. Parents are expected to appreciate the nature of these activities and the potential risks involved in any trip. Parents are also agreeing that their child is physically and mentally able to safely engage in these activities, and hereby release and forever discharge Clinton Christian school and its

officers, employees, volunteers, and agents, of and from any and all manner of claims, demands, rights, actions, and causes of actions of whatever kind and nature, in law or in equity, known and unknown, that each ever had, now has, or may have arising from their child's participation in these activities. By signing the Enrollment Agreement and Statement of Cooperation the parent agrees to hold the School and its officers, employees, volunteers, and agents harmless for any liability to their child or any guardian or parent thereof because of any claim on behalf of their child against the School or any agent thereof because of any injury or alleged injury to their child. Should legal actions, for any reason, be taken against Clinton Christian School or any officer, employee, volunteer, or agent thereof, on the student's behalf, and the school or its officers, employees, volunteers, and agents not be found at fault, the parent agrees to pay any attorney fees, court fees, damages, and/or any other cost that the School or its officers, employees, volunteers, and agent should incur to defend itself against such action.

### **GOVERNING LAW & SEVERABILITY**

The "Enrollment Agreement and Statement of Cooperation" shall be governed and construed in accordance with the laws of the State of Maryland. Should any provision of the Enrollment Agreement and Statement of Cooperation be held to be void, invalid, or inoperative, the remaining provisions of the agreement shall not be affected and shall continue in effect and the invalid provision shall be deemed modified by the least degree necessary to remedy such invalidity.

### **ADMISSION**

Submission of the Enrollment Agreement and Statement of Cooperation indicates a serious interest in applying to Clinton Christian School. Families/students no longer interested in being considered for admission should submit a written request to cancel their application. Applications will be reviewed on a rolling, space-available basis. A limited number of applications may be offered the opportunity to be placed on the waiting list and will be mailed a waiting list agreement and final notification information. Decisions will be released on a rolling basis.

### **PARTNERSHIP BETWEEN SCHOOL AND HOME**

Clinton Christian School and the parents of her students are *partners in Christian education*. This partnership is based on a common understanding and acceptance of the Mission Statement, Statement of Philosophy, Enrollment Agreement and Statement of Cooperation, and the school policies set forth in this Parent/Student Handbook ("Handbook"). This Handbook may be amended from time to time in the sole discretion of CCS and becomes effective upon publication. CCS reserves the right, in its sole discretion, to enforce the Handbook policies and the "spirit thereof" regarding student accountability, and if parent(s)/guardian(s) fail to support CCS administrator's enforcement of Handbook policies as applicable to their student,

CCS may, in its sole discretion, determine that there is not effective partnership between the school and the home; and accordingly, the student may not be permitted to continue in the school.

## **FINANCIAL PROCEDURES**

Clinton Christian School operations are supported almost entirely by student tuition and fees. As a private, non-profit religious educational ministry of Life Church, there are no agencies or groups that underwrite any shortfall of operating funds. Therefore, **all activities and services are paid for by the families of CCS students.** The general financial policies of CCS are set forth in the "Tuition and Fees Schedule." The following financial policies do not vary the terms of the "Tuition and Fees Schedule" relating to tuition and general fees, and/or specific fees.

The application fee is not included in the tuition payments and is not refundable. Tuition may be paid by the year or monthly through FACTS. Under the yearly tuition plan, tuition and all applicable fees are due by July 1. Under the eleven-month plan, tuition and all applicable fees are paid in eleven equal payments to be made on the fifth or twenty of each month, beginning in July. Regardless of the tuition payment plan elected, the parents or guardians are obligated to pay the full tuition for the entire semester and will not receive any refund of tuition in the event the child withdraws, transfers, or is dismissed.

Tuition, extended time, and transportation fees are based on reasonable economic trends. Though adjustments are not anticipated, radical changes in the economy or other circumstances may result in adjusted rates. In its sole discretion, the school reserves the right to adjust tuition, extended time, and transportation rates and fees. Disposition of tuition and other fees upon the suspension, withdrawal, transfer, and/or dismissal of a student is addressed in the "Enrollment Agreement and State of Cooperation" form. The form authorizes Clinton Christian School to withhold diplomas, report cards, transcripts, and other records until tuition and other fees have been paid in full.

## **RULES FOR PAYMENT OF CCS FEES AND CHARGES**

- FACTS Tuition Management Company will withdraw funds directly from bank accounts and handle all collection of monthly tuition and regular fees. Other fees such as disciplinary fines/expenses, library charges, fundraising late payments etc., must be paid directly to CCS at the Finance Office.
- Although CCS has plans to provide full cafeteria services, we are currently limited to providing lunches through a vendor. The lunch is prepared by the vendor and is available to parents at their own discretion. Only checks made out to the vendor will be accepted for lunch payment.
- Personal checks are not cashed for students and checks payable to the school for amounts in excess of what a student owes will be credited to the student's account.
- Students paying any bill owed to the school must ask for a receipt to verify the school's receipt of those funds if a one is desired. The Finance Office will not attempt to trace any payment for which there is no cancelled check or receipt.

## FUNDRAISING

**Why is fundraising necessary?** Clinton Christian School's mission is to provide an excellent education in all areas of life and try to make it available to as many families as possible. In order to do this and still keep the total cost of Christian education attainable for each family, we participate in fundraising events throughout the school year to close the gap between the actual costs of our educational program and what we charge for tuition.

Many parents have expressed a desire to assist without entering the fundraising process. Because the average amount earned for the school is \$100 per family, the administration asks each family not participating in the fundraising drives to contribute \$100 toward the fundraising goal.

The administration understands the taxing nature of fundraising activities; therefore, the administration assumes full responsibility for the coordination of CCS' fundraising efforts.

**However, parents are asked to volunteer to assist by contacting the administrator's office or the fundraising chairperson, Mrs. Barbara Robertson for additional details.**

There are two specific school-wide fund raisers planned for the 2006-2007. They are:

- A. \* The Christmas Collections Sale in October; funds raised will partially cover the cost our new fine arts program and for general school improvements.
- B. \* The Gourmet Foods Sale in March; funds raised will be used to secure air-conditioning or the gymnasium.

Parent contributions to ancillary groups associated with school life (i.e. Booster club, class projects, etc.) are also encouraged and greatly appreciated.

## ACADEMICS

All students completing the Clinton Christian School curriculum with an average grade in each subject or course will have skills of effective oral and written communication in English, and the basic skills of social science, science, and mathematics. Additionally, students acquire a proficiency in social skills through **required participation** in activities and programs. It is imperative that students be in regular attendance and prompt to class. Class interruptions, due to other school activities, are avoided as much as possible. Students involved in activities that require them to be absent from class must accept the responsibility for the content and requirements of that class.

**Academic grades are designed to accurately and exclusively represent the students' academic progress. Conduct, attitude, promptness to class, and other qualities are deemed important, but are separately measured and reported.**

## PROMOTION AND RETENTION POLICY

**Students in K4 and in K5 may be promoted** upon the recommendation of the principal. As a general rule, CCS K4 and K5 student perform well above the national average for the age.

Therefore, a student's receiving "D" or similar grades is a great concern to the administration. Thus, the administrator has final authority about promotions and retentions at CCS.

**In order to be promoted to the next grade level in Grades 1-6**, students must pass these core subjects: *Reading Skills, Math, Language Arts, Science, Social Studies, and Bible*. A student receiving a failing grade in any subject may be required to retake and pass the course before promotion will be granted. If a student receives a "D" in *Bible, English, and/or Math*, the principal will consult the most recent Stanford Achievement Test scores to determine if retaking the course during summer school is required. A student receiving two or more failing grades in academic subjects or a failing grade in *Math* or *English* will be retained. The administrator has final authority about promotions and retentions at CCS.

**In order to be promoted to the next grade level in Grades 7-8**, students must pass these core subjects: *Reading Skills, Math, Language Arts, Science, Social Studies, and Bible*. Study skills are included in our curriculum along with computer education. Students are expected to participate in as many learning opportunities possible. A student receiving a failing grade in any subject may be required to retake and pass the course before promotion will be granted. If a student receives a "D" in *Bible, English, and/or Math*, the principal will consult the most recent Stanford Achievement Test scores to determine if summer school is required. A student receiving two or more failing grades in academic subjects or a failing grade in *Math* or *English* will be retained. The administrator has final authority about promotions and retentions at CCS.

**Students in grades 9-12** accumulate credit on a semester basis. A student failing a semester of any required course must retake the class either in summer school, during another school semester as the schedule allows, or through an approved independent study course. Prior approval from the Administrator must be secured in order for CCS to recognize coursework of other educational institutions. CCS Summer School does not guarantee that all high school courses will be offered during the summer.

## **ACADEMIC HONESTY**

This policy on academic honesty is much more than a simple set of rules or guidelines that binds us to a certain standard of behavior; it is a statement of what is valued at Clinton Christian School. It is more about who we are than what we do, or do not do. While honor and character can be described as, "what one does when no one else is watching," honor is much more than this. A person's honor is bound up with his/her integrity. Integrity transcends the bounds of race, religion culture, and socio-economic status; it is what binds us together as a community. Honor is established by living one's own life in a way conformable to ethical human standards; it is one's own, to build or destroy.

When any member of a community chooses to act in a dishonorable way, this person hurts not only him/herself but also the entire community. Without honor we lose credibility, no matter how successful our academic, activities, and athletic programs may be. More importantly, we make a mockery of the name "Christian" and become a stumbling block to the work of God at Clinton Christian School. Therefore, Clinton Christian School has defined and adopted a policy on academic honesty which strives to guard our academic integrity, promote

development of high moral character, and preserve our testimony as a Christian school. This policy is further defined and explained in the CONDUCT MANUAL portion of this handbook.

**GRADING PROCEDURES**

**K4 - K5**

Students in K4 are graded according the K4 Scale ONLY. Students in K5 are graded according to Scale 1 in Art, Poetry, and Music. K5 students are graded according to Scale 2 at the beginning of the 2<sup>nd</sup> quarter in Reading, Numbers, Phonics, and Penmanship.

Please note that the lowest grade given in kindergarten is a D-.

All communication is maintained in the student’s agenda. Please read and sign daily.

<u>K4 Scale</u>			<u>Scale #1</u>			<u>Scale #2</u>		
G	Good	Progress	G+	Superior	A+	99 -- 100	C+	82 -- 84
			G	Above Average	A	95 -- 98	C	78 -- 81
W	Working on Skill		G-	Good	A-	93 -- 94	C-	75 -- 77
			S	Average	B+	91 -- 92	D+	73 -- 74
N	Need Improvement		S-	Below Average	B	87 -- 90	D	70 -- 72
			NA	(Needs Assistance)	B-	85 -- 86	D-	68 -- 69

**Grades 1 - 6**

In accordance with the scales below, students in first grade are given numerical grades in the subject areas of independent reading (one semester only), reading skills, Bible, language, spelling, and mathematics. Students in grades one through sixth are graded according to Scale #2 in independent reading, Bible, reading skills, language, spelling, mathematics, science, and health. They are graded according to Scale #1 in poetry, art, music, Spanish, and P.E. First and second grade students are also graded according to Scale #1 in Science, History, and Health.

<u>Scale #1</u>			<u>Scale #2</u>			
G+	Excellent		A+	99 -- 100	C+	82 -- 84
G	Above Average		A	95 -- 98	C	78 -- 81
G-	Good		A-	93 -- 94	C-	75 -- 77
S	Average		B+	91 -- 92	D+	73 -- 74
S-	Below Average		B	87 -- 90	D	70 -- 72
NA	(Needs Assistance)		B-	85 -- 86	D-	68 -- 69
					F	67 -- 0

**Grades 7 – 12**

Students in grades 7 through 12 are graded as follows within any marking period:

<u>Conduct Scale</u>			<u>Academic Grading Scale</u>			
G+	Excellent—No Referrals		A+	99 -- 100	C+	77 -- 79
G	Above Average---One Referral		A	94 -- 98	C	74 -- 76
G-	Good---Two Referrals		A-	90 -- 93	C-	70 -- 73
S	Average---Three Referrals		B+	87 -- 89	D+	69
S-	Below Average---One Detention		B	84 -- 86	D	67 -- 68
U	Unsatisfactory---Two Detentions		B-	80 -- 83	D-	66
					F	65 -- 0

## CLASSROOM CONDUCT REPORTING SCALE

**It is the expectation of Clinton Christian School that the average student exhibit excellent behavior in word and deed.**

### PROGRESS REPORTS AND REPORT CARDS

Progress Reports will be issued to each student at the half-way mark of each quarter. Progress Reports must be signed by a parent/guardian and returned to the school within two days. In order to ensure parent-teacher communication, report cards will be issued for each student at the end of each quarter grading period providing the student's account is current. Reports cards will be distributed at divisional parent-teacher meetings.

### HOMEWORK POLICY

A. Generally, grades K – 2 students will seldom have any homework. Students in grades 3 – 6 will have homework on most nights except Wednesdays. Students in grades 7 – 12 will have daily homework. Parents, please be reminded that time-allotments below are good “guess-imates” of the time a student will need to complete assigned work. Self-directed learning exercises such as Scripture memory, spelling, and poetry memorization should be completed in short, relaxed times of independent study which are not included in these time allotments.

Because students work at different speeds, Clinton Christian School depends upon the parent to make allowances for time and space for homework completion. The following guidelines serve as general limits for specific grade levels:

- B. Grades K – 1: At this level, homework should be infrequent and consist of easily identifiable tasks like memorizing Bible verses, spelling words or brief reading assignments. estimates
- C. Grade 2: Two 10 – 20 minute assignments per week.
- D. Grade 3: Two 20-minute assignments per week at the beginning of the school year, increasing to three or four 20-minute assignments per week.
- E. Grade 4: Two or three 20-minute assignments per week at the beginning of the school year increasing to four 20-minute assignment per week.
- F. Grade 5: Three 30-minute assignments per week at the beginning of he school year, increasing to three or four 45-minute assignments per week by mid-year.
- G. Grade 6: Four 30-minute assignments per week at the beginning of the school year, increasing to 45 – 60 minute assignments when necessary. Special long-range assignments such as research projects may take extra time in the upper elementary grades.
- H. Grades 7 – 8: A total of 60 – 90 minutes of assignments each night.
- I. Grades 9 – 12: A total of 90 – 120 minutes each night. Again, test preparation, projects, and daily assignments need to be kept in balance, and all teachers of any grade level need to coordinate their assignments, tests, and major projects. =

All work assigned by the teacher must be completed in a satisfactory manner. Students are required to complete all course work satisfactorily in order to be promoted to the next grade.

**Failure to complete course requirements may result in grade retention, demerits, detentions, and/or loss of credit.**

**K4 - 2<sup>nd</sup>** ---All assignments are due on the day and at the time of day a teacher designates. In order to establish and then maintain accountability, parents are required to sign homework pad daily. Because we are committed to our partnership in Christian education, parents should anticipate a friendly reminder from their child's teacher if the pad is not signed.

**3<sup>rd</sup> -- 6<sup>th</sup>** ---Students are assisted in learning to be responsible by being expected to turn in assignments on time in all of their classes. Students must be accountable for and realize the effect that missed assignments have on academic averages. However, in the event a student fails to turn in an assignment on the day it is due, a homework notice will be sent home to notify the parent of the infraction. In grades five and sixth, a detention notice with a \$5 fine will be sent home. In order to avoid other disciplinary actions, the note or notice must be signed and returned with the completed homework on the next day. (This policy does not apply to assignments missed due to excused absences.)

**7<sup>th</sup> -- 12<sup>th</sup>** ---At this level, students are responsible for correctly completing all assigned work on or before the day it is due. Except in cases of extreme family emergencies such as a death, house fire, automobile accident, etc., the expectation of this administration is for all homework to be properly submitted in accordance with the guidelines of the class instructor. Failure to **turn-in** homework as instructed will result in an automatic detention.

## **ASSIGNMENT HEADINGS**

In order to expedite the process of grading and recording scores, it is vital that students provide specific information about themselves on each assignment. Therefore, the following guidelines will be in effect to assist in this procedure. Students will receive one (1) referral each assignment that does not follow these guidelines for their particular grade level.

Place in the UPPER RIGHT-HAND side of the page

Kindergarten: First Name

Grades 1-3: First Name, Last Name, Date, (teacher's option)

Grades 4-12: First Name, Last Name, Date, Subject and page(s) number(s)

## **EXTRA CREDIT**

Only failing students who have turned in all assignments, have completed all class work assigned, do not have excessive unexcused absences, and have not missed class due to disciplinary action are eligible for extra credit. Extra credit guidelines are as follows:

- No extra credit assignment may bring a student's grade above a 70.
- No more than one (1) extra credit assignment may be made available to students qualifying for extra credit during any one quarter.
- No quarter grade may be increased by more than three (3%) percentage points by extra credit.
- Bonus questions on a test and/or bonus points for review activities that are added to a test grade are not covered by this policy and may be used at the teacher's discretion, but they may not add more than a maximum of five (5) points to the test grade.

## **PROBATION (ACADEMIC OR BEHAVIORAL)**

When problems concerning grades or conduct arise, a student may be placed on probation. After consulting with the appropriate dean and/or divisional principal, the Administrator shall determine the length of academic and/or behavioral probation and contingencies. Probation may include both academic and behavioral provisions, and the details and arrangements in of each case will be documented and discussed with the student's parents.

## **CONTENT MASTERY CLASSES**

Content Mastery is a placement for students in 5<sup>th</sup> - 12<sup>th</sup> grades during one period or one class of the school day. In this class, students work on areas of academic difficulties and learn strategies that will lead to better classroom success. Although no credit is given for this class, once assigned, students are required to remain in content mastery for not less than one quarter. Upon successful completion of one quarter, the academic dean will make a recommendation to the administrator concerning continued placement.

## **CURRICULUM**

Clinton Christian School attempts to offer, through its curriculum, a balanced yet challenging academic program with a strong spiritual emphasis designed to prepare students for the opportunities and demands on their lives. Every effort is made to offer a variety of enrichment classes for all age levels.

Clinton Christian School primarily uses curriculum that is Christian in philosophy, of high academic quality, and comprehensive in nature. Although secular materials are used on some levels as supplementary material, they are carefully chosen and utilized.

## **COURSE OFFERINGS**

### **K4 -- K5**

- |                     |                      |                                   |
|---------------------|----------------------|-----------------------------------|
| * Bible             | *Reading             | *Art                              |
| * Phonics           | *Language Enrichment | *Music                            |
| * Writing           | *Numbers             | *Poetry                           |
| * Skill Development | *Chapel              | Parents are encouraged to attend. |

### **Lower (Grades 1-6)**

- \* Bible
- \* Phonics (Grades 1-2)
- \* Reading Skills
- \* Language
- \* Spelling
- \* Handwriting
- \* Mathematics
- \* Science/Health
- \* History

### **Weekly Enrichment Classes**

- \*Computer
- \*Spanish
- \*Physical Education
- \*Library
- \*Music
- \*Art
- \*Chapel
- Parents are encouraged to attend.

**Junior High (Grades 7-8)**

- \* Bible/Chapel
- \* Language Arts
- \* Math/Pre-Algebra
- \* History
- \* Science
- \* Physical Education

**Elective Hour Classes**

- \*Honors Chorus
- \*Campus Chorus
- \*Library Skills (under development)
- \*Content Mastery

**Grade 9**

- \* Bible/Chapel
- \* English (emphasis on correct usage in writing)
- \* Algebra I
- \* Physical Science
- \* Geography
- \* Health and Physical Education
- \* Foreign Language I (Spanish I)

**Grade 10**

- \* Bible/Chapel
- \* English (emphasis on correct usage in speaking)
- \* Geometry
- \* Biology and Laboratory
- \* World History
- \* Foreign Language II (Spanish II)
- \* Elective

**Grade 11**

- \* Bible/Chapel
- \* English (emphasis on American Literature)
- \* Algebra II
- \* Chemistry
- \* U.S. History
- \* Foreign Language II
- \* Elective

**Grade 12**

- \* Bible/Chapel
- \* English (emphasis on British Lit.)
- \* Pre-Calculus
- \* Physics
- \* American Government & Economics
- \* Elective

**High School Electives**

- |  |   |
|--|---|
| <ul style="list-style-type: none"> <li>* Mission Team</li> <li>* Yearbook</li> <li>* Content Mastery</li> <li>* Honors Chorus</li> </ul> | <ul style="list-style-type: none"> <li>* Ministry Team</li> <li>* Office/Teacher/Library Aide</li> <li>* Interior Design</li> </ul> |
|--|---|

**GRADUATION REQUIREMENTS**

Graduation requirements are based on the requirements of the state of Maryland. CCS holds membership in the American Association of Christian Schools ([www.aacs.org](http://www.aacs.org)) and Association of Christian Schools International ([www.acsi.org](http://www.acsi.org)). Although, CCS' goal is for each graduate to continue his or her Christian education in a good Bible-based Christian college, each graduate meeting the following requirements is eligible for a high school diploma:

Courses	Maryland's Minimum	CCS Diploma Minimum	CCS Diploma With Distinction *
Bible*	0	4	4
English/Language Arts	4	4	4
Mathematics	3	3	4
Science	3	3	4
Social Studies/History	3	4	4
Health and Physical Education	1	1	1
Computer Technology and/or Fine Arts and Electives	4	3	4
Foreign Language	<u>2</u>	<u>2</u>	<u>2</u>
Total Credits:	20	24	27

\*In order to graduate "With Distinction" the student must maintain a 90% or above average in all coursework.

Class rank is based on grade point average. However, the valedictorian and salutatorian honors are determined by the grade point average earned during grades nine through twelve as well as the students' ability to maintain the high CCS standards for a Godly lifestyle. Eligibility requires that the student be enrolled at CCS for the final two years of high school.

**PREREQUISITES FOR SPECIALIZED COURSES AND ELECTIVE COURSES  
(COURSES MAY VARY FROM YEAR TO YEAR)**

CCS Ministry Team.....	“C” average in all classes/audition and Administrator’s recommendation
Pre-Calculus.....	“C” average in Geometry & Algebra II
Yearbook I.....	Sponsor recommendation
Campus Chorus.....	Audition/Sponsor recommendation
Christian Living.....	
Honors Chorus.....	Audition/Sponsor recommendation
Office/Library Aide*.....	Application/Sponsor recommendation
Teacher Aide*.....	Teacher’s Request & Administrator’s Approval
Content Mastery*.....	Teacher’s, Principal’s & Administrator’s Approval
*non-credit electives	

**TRANSFER STUDENTS**

All transfer students will be expected to meet state graduation requirements and the additional CCS academic requirements to the extent possible. The Academic Dean will determine the classes that transfer students must take to graduate from CCS. In addition, while enrolled at CCS, transfer students must successfully participate in and obtain the required Bible credits. Students who are transferring from other school will be expected to take a placement test. Should the application be accepted and the student’s level of achievement and performance (as determined entrance test) is found to be on grade level, space permitting, the student will be admitted to the requested grade. Otherwise, the school will make appropriate recommendations to the parents. It is the policy of the school not to accept transfer students whose accomplishments are not equal or better than the current CCS students. The school retains full rights, in its sole discretion, to refuse admittance, re-enrollment, or transfer to any student. Transfer students whose work is not satisfactory may be required to transfer out or otherwise be dismissed by the school, in its sole discretion, in accordance the *“Enrollment Agreement and Statement of Cooperation”*

**SUMMER READING SERIES**

Every spring, returning and new CCS students in grades 1 – 12 will be given a list of specific books they must read over the summer. The assigned books will be easily obtainable, age appropriate, and of high quality. An age appropriate book report will be due the first day of the next school year and a comprehensive test given over the assigned book. These will be the first grades the student receives for the new school year in their English (Language Arts) class. New students who enroll in CCS after July 1<sup>st</sup> must consult the appropriate principal for their specific requirements. The Summer Reading Series assignment is required before credit will be issued.

### **SCHOOL SUMMER SCHOOL**

Although CCS provides a summer school program, students may make up work by completing our or another approved program provided they receive prior approval from the Administrator. If pre-approved by the Administrator, credit completion coursework through *Learning & Evaluation Center*, a correspondence based educational program may be used. However, CCS Summer School Program is well established in meeting the remedial needs of her students.

At the elementary grade level, all returning CCS students who earned a “D” (72) or below in any core course or subject will be required to earned at least a “C-” or higher in summer school in order to continue their enrollment at CCS.

In grades seven and eight, summer school will be required if the students fail either English or math. If the student fails two or more subjects retention will be required. Summer School is strongly recommended for any student who earns a D in any required subject.

### **SEMESTER EXAMS**

Semester exams are held for all students in grades 9-12 at the conclusion of the fall and spring semesters. Only senior may exempt finals by meeting or exceeding the following requirements:

1. Earn a 90 or above in the subject area for the semester, or
2. Have handed in all homework for the course on time with passing grades in every assignment and have no more than two absences or tardies of any kind.

Semester exam schedules are announced to students, posted in classrooms, and given to the students. Please do not ask for alternate arrangements to be made. When a final exam needs to be made-up past the days allotted for finals, a \$25 fee per finals will be charged before the exam will be administered.

For the second semester of their senior year only, student will be exempt from taking an exam in any course for any and all courses in which they have met either of these two conditions:

### **TESTING PROGRAM**

CCS provides the following annual tests:

- Stanford-10 Achievement Test (Administered in the spring)
- Otis-Lennon-8 School Ability Test (Administered to the even number grades in the spring)
- Preliminary SAT & National Merit Scholarship Qualifying Test (Administered in the fall)

### **SCHEDULE CHANGES-7<sup>TH</sup> – 12<sup>TH</sup>**

Consideration will be given to requests for course changes only during the first three weeks of the first semester and the second week of the second semester.

## LEGAL ATTENDANCE REQUIREMENT AND CCS ATTENDANCE POLICIES

According to Maryland law (7-301: Compulsory Attendance), every child who is at least five years of age and not more than sixteen years of age on September 1<sup>st</sup> is required by Maryland Law to attend school for the legally required number of days each year.

All students must be regular in attendance, although provisions have been made to excuse students for necessary absences, with limitations. Consistent attendance is vitally important for success at Clinton Christian School, and missing class for any reason puts a student at a disadvantage. Parents should attempt to minimize absences as much as possible.

Students who skip school, either alone or in a group (“skip day”) will be treated according to the guidelines in the Conduct Manual. No “skip days” will be considered an excused absence.

**Important Note: If a student is unable to participate in a class due to being absent for TEN or MORE class periods or days during a semester, for ANY reason, whether excused or unexcused, the student will not receive credit for the class(es), subject(s), and/or course(s).**

## EXCUSED ABSENCES AND TARDIES POLICIES AND PROCEDURES

Excused absences and tardies at Clinton Christian School are those that may arise due to the following causes:

1. Personal illness or illness within the family
2. Death within the family or pre-approved attendance at a funeral
3. Emergencies that may arise such as auto accidents or transportation breakdowns
4. Necessary medical or dental appointments that cannot be scheduled during non-school hours
5. Substantiated court appearances
6. Approved travel activities or family trips that have been approved by the appropriate principal **at least two weeks** prior to leaving school

In order for an absence or tardy to be considered excused, the reason for the absence or tardy **must be stated in writing and signed by the parent or guardian**. The absence or tardy will be considered UNEXCUSED if an acceptable note is not presented immediately upon the student’s return to school. The office staff may investigate any case in which an excused absence is requested. The note should contain the following:

1. Student’s name
2. Date the note was written
3. Date(s) of the absence(s)/tardy(ies)
4. Reason for the absence(s)/tardy(ies)

Clinton Christian School promotes Christian college education. Therefore, special efforts are made to encourage visits to Christian colleges during the school year by allowing seniors a maximum of two (2) days per school year with approval by the Administrator to visit Christian and secular colleges and universities. In order for absences for college visits to be excused, the student must have previously obtained written permission from the Administrator prior to missing school.

## UNEXCUSED ABSENCES AND TARDIES POLICIES AND PROCEDURES

Unexcused absences and tardies at Clinton Christian School are those that may arise due to the following causes:

1. Absences not listed in the Excused Absence section
2. Absences requiring prior notice for which no prior notice was provided
3. Absences from school due to improper clothing
4. Absences due to shopping, visiting, personal business, or being kept home for “family convenience”
5. Leaving class without permission
6. Leaving campus without permission, skipping classes, truancy, or suspension
7. Absences due to oversleeping, correcting appearance to comply with dress code
8. Normal traffic problems
9. Staying out of school to complete homework assignments
10. Absence from class due to tardiness that is not excused

Students with three (3) unexcused absences will be assigned to a detention and assessed a \$10 fine.

### MAKE-UP WORK FOR EXCUSED ABSENCES

A student will have one day for every day absent to make up class work. Due dates for make-up work resulting from extended absences will be assigned by the divisional principal and communicated to the student by the classroom teacher(s). Students are responsible for securing a list of missed assignments and for completing and then turning them in within the time limits. If make-up work is not turned in on time, the student may receive a zero for that work. Make-up tests and quizzes should be taken within two school days after the student's return to school, subject to any extension granted at the discretion of the principal or academic dean. Work missed during pre-arranged trips (see above - Excused absences #6) is to be completed when the student returns to school. Student should be prepared to take scheduled quizzes and tests upon return to school.

### MAKE-UP WORK FOR UNEXCUSED ABSENCES

Unexcused absences, in addition to any possible disciplinary action, are subject to the following:

**Daily Work:** Students must do all work assigned for that day and will receive credit only if it is turned in the following day. **Assignments given prior to the student's unexcused absence will still be due on the date announced.** Unexcused absences will not delay due dates; students should realize their responsibility upon returning from an unexcused absence.

**Tests and Quizzes:** If missed, these may be made up at the discretion of the divisional principal. Tests announced prior to an unexcused absence must be taken as scheduled. In no case will an unexcused absence be used as a measure to delay previously announced tests or assignments. Tests missed as a result of the unexcused absence will be made up at the convenience of the teacher.

Students in grades 7 – 12 have the responsibility of collecting assignments from the teacher. If the reason for the absence is unexcused, all course work is due, but no grade higher than a 70 may be received (30 points off grade).

## **PROFESSIONAL APPOINTMENTS**

If possible, appointments with doctors, dentists, and other professionals should be scheduled before or after school, or on Saturdays or school holidays. The procedure for leaving school for professional appointments, if it should be absolutely necessary, is as follows:

1. The student takes a **signed written request** from parents or legal guardian to the Welcome Center **upon arrival at** school on the day of the appointment and obtains an Early Dismissal Form that is to be signed by teachers whose classes will be missed.
2. At the designated time, the student reports to the Welcome Center and presents the completed Early Dismissal form. Unless the student drives to school and is authorized to sign him/herself out, the person picking up the student must sign the checkout sheet in the Welcome Center.
3. Upon returning to school, the student must report back to the Welcome Center, sign in, and receive a pass to return to class.
4. Students whose parents have authorized them to drive to and from school and to sign themselves out during the school day will be permitted to sign themselves out and back in for travel to professional appointments provided that they have a **signed, written note** and follow the procedure explained above. The school may call a parent to confirm the student's permission to leave campus.

## **PARTIAL-DAY ABSENCES POLICY (KINDERGARTEN THROUGH SIXTH GRADE)**

A student may not participate in an extra-curricular event or activity unless the student is present for at least three and one-half hours during the day of the event. Students arriving after 8:30 are marked as tardy. Arrival after 9:15 a.m. counts as a half day absence. Arrival after 11:15 a.m. counts as a full day's absence. For students signing out and back in for appointments, the amount of time actually at school will determine the tardy, half day, or full day absence status.

## **PARTIAL DAY ABSENCES AND ELIGIBILITY POLICY (SEVENTH THROUGH TWELFTH GRADE)**

A student may not participate in any extra-curricular event or activity unless the student is present for at least four (4) regularly scheduled class periods during the day of the event, which includes travel time to the place of the event before the end of the school day. The only exception to this policy is an absence due to excused medical, dental, or legal reasons. The student must present an excused slip signed by the doctor, dentist, or court official to the office upon returning to school.

Students in grades 7 – 12 arriving after the first half of a class will be considered absent from that period.

**Three tardy arrivals per class in one quarter will result in a detention.**

## **LATE TO SCHOOL POLICY FOR KINDERGARTEN THROUGH TWELFTH GRADE**

Although CCS has staggered start times, when the late bell rings, any student not in his or her seat is considered tardy and must report to the Welcome Center to obtain a tardy pass to class. Students who arrive to school after this time must first check in at the Welcome Center and will be marked tardy **before going**

**to class.** Teachers **are not** to admit students to class without a pass from the office. Tardy arrivals to class disrupt the class, delay opening exercises, distract other students from work, and require all others in the class to lose valuable teaching time. There are times when unforeseen circumstances and conditions are unavoidable, and cause a student to be tardy. Such tardiness is recorded as “excused” providing WRITTEN VERIFICATION that meets the requirements for verification for an excused absence is presented upon arrival at school. Tardiness without proper, written verification will be “unexcused.” No notes will be accepted after the fact. Repeated, habitual and/or questionable tardiness, even if accompanied with “written verification,” cannot guarantee an “excused” tardy.

### **LATE TO CLASS POLICY FOR SEVENTH THROUGH TWELFTH GRADE**

After the bell has sounded to start a period, students taking their seat in the classroom are TARDY. CCS students are required to exercise self-discipline when making choices for time usage. Developing organizational skills and setting priorities are a part of the educational process. Students have five (5) minutes between classes. It is the student’s responsibility to alert the teacher in advance if a visit to the restroom facilities will cause tardiness. Unless the Principal excuses the tardiness, the student’s tardiness is unexcused.

Students will not be given credit for any quiz, test, or assignment missed in whole or part due to the unexcused tardiness. A student will receive a demerit slip every time he/she is late to class. Chronic tardiness to class will be considered a major discipline issue. Three demerits per quarter per class will result in an automatic detention.

A student may not participate in an extra-curricular event or activity unless the student is present for at least three and one-half hours during the day of the event. Students arriving after 8:30 are marked as tardy. Arrival after 9:15 a.m. counts as a half day absence. Arrival after 11:15 a.m. counts as a full day’s absence. For students signing out and back in for appointments, the amount of time actually at school will determine the tardy, half day, or full day absence status.

### **CLOSED CAMPUS RESTRICTIONS**

For the safety and welfare of our students, the Clinton Christian School will operate as a closed campus. This means that NO student may leave the campus without valid, written permission. No student will be permitted to leave school, except with a parent/guardian, or other designee who is listed on the enrollment forms. Students must be signed out in the Welcome Center. If the name of the person picking up a student is not listed on the enrollment forms, a note must be sent to school prior to the scheduled departure. The note must contain the signature of the parent or guardian and information identifying the designee before school personnel will grant permission to the student to leave campus. The designee may be asked to show identification.

## WITHDRAWAL FROM SCHOOL

The procedure for withdrawing a student from CCS includes the following:

1. A withdrawal form must be obtained from the Records office, completed and submitted to the Office and the appropriate Principal. Sometimes it takes several hours to completely circulate the withdrawal form.
2. After receiving the withdrawal form, the student records will be compiled and available in the records office **no earlier than forty-eight (48) hours from the time the withdrawal form is completed**.
3. Upon turning in books, locks, other school property and clearing the business account, the records will be released and the withdrawal process completed.

## GUIDANCE

The Divisional Principal, the Dean of Students, and the Academic Dean provide guidance services to CCS students. Although the Administrator is ultimately responsible for the guidance of the student body, divisional principals are delegated much of the record keeping tasks. Concerns about the number of earned credit hours should be addressed to the Academic Dean.

## SPECIAL RECOGNITION SUMMARIES

1. **STUDENT OF THE QUARTER** - One student per class in grades first through eighth respectively will be chosen by the classroom teacher per quarter as the Student of the Quarter. The student must have a "C" in all coursework and exemplary behavior. High school teachers are to nominate one student from each class who meets or exceeds the following qualifications:
  - Must have at least a 74 (not an average) in each course he or she took during the previous quarter
  - Must have exemplary behavior testified to by teachers and staff members
  - Must have a positive relationship with peers

The final selections will be made at a faculty meeting. Nominees should not have received referrals or other disciplinary actions within the quarter for conduct or attitude problems and should consistently display Christian Character.

2. Distinguished Honor Roll is open to all students with no grade lower than a 94 (not an average) in any course or subject.
3. The "A" Honor Roll is open to all students with no grade lower than an A- (not an average) in all courses or subjects.
4. The "B" Honor Roll is open to all students with "A's" and "B's" in all courses or subjects.

**Note:** An "S" in handwriting will not keep a student off the "regular" Honor Roll. While we believe handwriting and penmanship are important and we teach it as such, we also understand the progressive nature of this fine motor skill.

**CCS STUDENTS OF THE YEAR--**From those students selected as “Student of the Quarter,” one student is selected from each grade level and from the high school area to receive the Student of the Year Award. This award is presented during the annual Awards Day Program at the conclusion of the school year.

**EAGLE AWARD:** This award is presented during the annual Award Day Program in May to the parents of students who have attended consecutive years from grade 1 through grade 12..

**AWARDS ARE ALSO GIVEN TO STUDENTS WHO HAVE ACHIEVED PERFECT ATTENDANCE STATUS AND FOR MAINTAINING THE HIGHEST GRADES IN CLASSROOM CONDUCT FOR EACH QUARTER AS WELL AS HIGHEST GRADE POINT AVERAGE IN EACH SUBJECT (PER GRADE). STUDENTS ARE RECOGNIZED FOR THEIR ACHIEVEMENTS AT A SPECIAL CHAPEL SERVICE EACH QUARTER.**

## **STUDENT ORGANIZATIONS**

**ELECTIONS FOR CLASS OFFICERS:** To qualify to run for any position on either Student council or any Class Officer, the following school requirements must be met:

1. A minimum cumulative GPA of 2.0.
2. Average conduct grades for the prior year of “S” or better.
3. No assignment to Saturday Detentions or suspensions in the preceding school year. Additionally, officers must have attended Clinton Christian School for at least one full semester prior to their election. Class officers must maintain a current GPA of at least 2.0 and a minimum of a “C” average in conduct.
4. Only a senior may be elected student body president.

**NATIONAL HONOR SOCIETY:** Clinton Christian School is a member of the National Honor Society. Members of the Honor Society are selected on the basis of testimony, scholarship, character, service, and leadership. Qualified members are chosen by a scholarship committee, with a heavy emphasis on the grade point average of a minimum of 3.2 out of 4.0. A student may be dropped from membership if he or she fails to maintain all the qualifications for membership. Once dropped, the membership is not renewable.

## **STUDENT COMPETITIONS**

Clinton Christian School believes that **all 4<sup>th</sup> – 12<sup>th</sup> grade students** should have educational experiences outside the classroom that will complement their academic program. The following activities and programs are designed to encourage the discovery and the development of the student’s individual talents and gifts:

**ACADEMIC COMPETITIONS:** Students in grades four through twelve are encouraged to participate in Academic Competitions sponsored by the Maryland Association of Christian Schools and Association of Christian Schools International.. All costs (except meals) are covered by the tuition.

**FINE ARTS COMPETITIONS:** Students in 4<sup>th</sup> through 12<sup>th</sup> grades are required to participate in School and State Fine Art Competitions sponsored by the Maryland Association of Christian Schools.

## STUDENT MINISTRY SERVICE AND STUDENT ACTIVITIES PROGRAMS

CCS seeks to prepare students for the practical matters of life. **Therefore, CCS subscribes to the philosophy that all students should be involved in activities outside the classroom that will develop both spiritual and interpersonal skills and foster a servant's spirit.** There are two separate programs in which students in grades nine through twelve are required to participate successfully in order to graduate: a Student Ministry Service Program and a Student Activities Program. A student's performance will be reported as Pass/Fail items, but they will not affect a student's grade point average (GPA), although they will appear on the student's permanent transcript. Students who fail either of these requirements for the semester will have to make satisfactory arrangements to make up this failure, just as they would if they had failed an academic class.

### STUDENT MINISTRY SERVICE PROGRAMS

High School Students are required to satisfy the student ministry service requirement for each semester that they attend CCS. To pass Student Ministry Service, a student must complete fifty (50) hours of volunteer service each year. The satisfactory completion of this service must be evidenced by acceptable written confirmation of the total number of hours of service during the semester, which is done by turning in a completed form(s) available in the Academic Dean's office. **The student must do ministry service for a non-profit organization or an individual unrelated to them.** This service can be verified by church leaders (i.e., a youth minister certifying that a student spent hours assisting senior citizens, cleaning up a neighborhood, etc.), charitable organizations (i.e., Boy Scouts, Red Cross, etc.), or CCS school personnel (for work that students have been invited to participate in on a first come, first served basis to earn credit for school service). For report card purposes, a student must have provided evidence of at least (25) hours of service by the end of the first , (40) hours by the end of the second quarter, seventy-five by the end of the third quarter, and one-hundred by the end of the fourth quarter in order to meet the reenrollment requirement. Verification forms that are turned in after the end of the quarter will be credited to the following quarter. Any failure in the ministry service is treated like the failure in any other class in that the failure must be made up outside of the regular semester (i.e., during the summer). *With the Administrator's prior approval, service projects and activities that are undertaken as part of a class, club or team activity can be counted toward fulfillment of the ministry service requirement. Work done during school hours as an office aide or in any other capacity cannot be counted toward fulfillment of the service requirement.*

### STUDENT ACTIVITIES PROGRAM

All CCS high school students are expected to participate in the Student Activities Program. Involvement in these programs provides experience that assists in building self-confidence, perseverance, self-control, and social skills. Our goal is to aid parents in producing well-rounded, mature young people. Students may fulfill this requirement by being involved in the following:

- Any varsity (or J.V.) sport
- Cheerleading
- Dramatic Productions
- Performance Choir

- Yearbook Staff
- Any performing Musical Group
- Academic Competitions
- CCS Sponsored Clubs
- Other activities as approved

There are requirements and limitations on each activity that will be detailed at the appropriate time, including auditions/tryouts for various athletic and fine arts activities.

### **STUDENT SERVICE AT LUNCH**

In order to ensure that the students keep the lunchroom reasonably clean and teach responsibility, students may be periodically assigned clean up duties at lunch time.

### **HIGH SCHOOL JOBS DURING SCHOOL HOURS**

During their senior year, high school students may be excused from school early for outside work. The following guidelines must be met:

- Minimum attendance in school is four of eight periods and for all required classes. Written notification from the student's parent/guardian giving permission for the student to work during the day must be received.
- Written notification from the prospective employer indicating acceptance of the student's request to work during school hours.
- Student Work Permits must be requested from the Academic Dean and completed and signed by parent and affected teacher (if any).

### **ELIGIBILITY FOR ATHLETIC ACTIVITIES**

Students representing the school in Athletic Association sanctioned events, sports, or other school-related activities must maintain academic eligibility. Athletes must maintain at least a 2.0 average on a 4.0 scale and have a passing grade in all subjects to be eligible for competition. Athletes who do not maintain at least a 2.0 average and all passing grades on any progress report or report card will be ineligible for competition in all games or contests (region and non-region) until the issuance of the next report with a 2.0 average. Athletes will be restored to academic eligibility only at the time grade reports are issued.

If a student is academically eligible at the time report cards are issued, but falls below a 2.0 average when grades are checked at the three-week period, an additional three weeks of evaluation may be granted by the Athletic Director. If a student is academically ineligible at the time report cards are issued, academic probation cannot be granted.

A student may not participate in any extra-curricular event or activity unless the student is present for at least four (4) regularly scheduled class periods during the day of the event, which includes travel time to the

place of the event before the end of the school day. The only exception to this policy is an absence due to excused medical, dental, or legal reasons. The student must present an excused slip signed by the doctor, dentist, or court official to the office upon returning to school.

The school reserves the right to limit a student's level of participation in any event, sport, or other school-related activity, including clubs and student organizations, if in the Athletic Director's judgment it is deemed to be in the best interest of the individual student.

## **CCS SPORTS PHILOSOPHY**

The athletic program at Clinton Christian School is an integral part of the educational process. Its purpose is to encourage individual physical fitness, develop a knowledge and appreciation of sports and athletic skills, cultivate good sportsmanship, instill Christian character, teach life skills, and use all gifts to the glory of God. In a larger sense, the goal of the program is to provide experiences for individuals to help them become self-disciplined, loyal, and cooperative. To this end the athletic programs in our school shall be designed to:

1. Stress the importance of team effort, concern for the team, and the pursuit of excellence.
2. Teach students the value of self-discipline.
3. Develop the abilities to participate ethically, fairly, and cooperatively.
4. Emphasize the constructive lessons to be learned from participation.
5. Foster good sportsmanship on the part of participants and spectators.
6. Operate within the provisions of the Athletic Association.

## **PREMISE**

1. We believe quality coaches are essential to a successful and rewarding athletic program.
2. We believe athletics develop the creative, ethical, intellectual, physical, spiritual, and emotional dimensions of each participating student.
3. We believe athletics should teach responsibility, time management, and leadership.
4. We believe the competitiveness, sportsmanship, and confidence each student builds in athletic participation are assets a student will carry throughout his or her life.
5. We believe the athletic program provides an environment for students to set, achieve, and exceed individual and team goals.
6. We believe athletic participation at Clinton Christian School is a privilege, not a right. All athletes must maintain the highest standard of conduct and character. It must be remembered that participation in sports is always secondary to academics.
7. We believe all athletes are considered to be in a leadership position and must demonstrate attitudes and actions that are consistent with the rules and goals of Clinton Christian School and its athletic program.

## **BEHAVIOR/ATTITUDE AT ATHLETIC EVENTS**

Students, parents, and/or guest of the CCS student who display attitude and/or behavioral problems may be disqualified from participating in sports, even though they may be academically eligible. The athletic director reserves the right to suspend or remove from a team any student considered to be out of compliance with the philosophy or guidelines of the school. It is also required that athletes be in attendance **and** on time the day following an athletic contest. Students who are late or absent the day after a contest will be suspended the beginning of the next contest (soccer/basketball - cannot play first quarter; volleyball - cannot play first game; softball/baseball - cannot play the first two innings).

## **TRAVEL**

Athletes will travel to all athletic activities with the team using school-approved transportation. An athlete may ride home from a game with his/her parent/guardian when a verbal request is made by the parent to the coach. For a student to ride home with any other person, the Athletic Director must be given a written note in advance. When transporting both male and female students, the female students will sit on the front section of the school bus while males will sit behind them in the rear of the bus.

## **MISSED CLASSES**

Students missing class because of sports activities are responsible for the material they missed and must make up work within the regular attendance policies to receive credit for that work.

## **TEAM DRESS CODE**

Members of the teams will dress up the day of all home and away games. Boys are required to wear school shirts and ties that present a neat appearance. Girl team members are to wear skirts and school blouses or designated team-wear. Players who do not dress up for school on game days will not play. Cheerleaders will wear their complete warm-ups on game days, but only if they will be cheering at the game.

**AWAY GAMES:** Student players may wear the official CCS Warm-ups for all away games. If the warm-up is not worn for any reason, the chapel uniform must be worn. We desire that our athletes look good and present a neat, wholesome image since they represent CCS and God. All players are to change out of their playing uniforms into school clothes immediately following their game.

**HOME GAMES:** In most cases, with games right after school, the players will immediately change into their uniforms. However, for games later in the day, players are required to come to the gym in the "dress" clothes they wore to school that day. Players who do not dress properly will not play. All players are to change out of their uniforms into school clothes immediately following each game.

## **ATHLETIC PROGRAM ACTIVITIES**

<u><b>Boys</b></u>		<u><b>Girls</b></u>	
Fall	Soccer	Fall	Volleyball
Winter	Basketball	Winter	Basketball/Cheerleading
Spring	Track, Baseball	Spring	Track

## PARENT-TEACHER CONFERENCES

The administration encourages parent-teacher conferences to facilitate the learning process. Cooperation between the school and the home is important to the success of the student. To schedule a parent-teacher conference, parents are asked to call the Welcome Center to be put in contact with the teacher. Parents may contact the teacher directly through e-mail. The e-mail addresses are listed on the back of this handbook.

At least twenty-four (24) hour notice is necessary for effective scheduling. Conferences are most effective when teachers and parents have had adequate time to prepare. Teachers also have other obligations outside of the classroom and may not be able to adjust to accommodate a requested conference time; therefore impromptu meetings pose many difficulties. After the teacher is notified of the requested conference, office personnel will call parents to confirm the appointment time. Most conferences are before and immediately after school and/or during the teacher's planning period. Due to tight schedules, parents are asked to be prompt.

To aid in the parent-teacher communication process, quarterly parent-teacher conferences will be scheduled in October, in January, and in April of each year. These meetings will be led by the teacher and will be short (about 15 minutes) and concise.

In order to allow for proper preparation and because teachers have additional responsibilities outside of the classroom, parents should not attempt to confer with teachers during Open House, at school programs, at school sporting events, or at unscheduled times before and after school. We do ask, however, that parents call or write for a conference with the teacher no less than 24 hours before arriving. Nevertheless, we strongly encourage parents to make an appointment to see their child's teacher as soon as they see an area of concern.

In keeping with *Matthew 18*, the administrative staff will not speak to a parent about routine problems concerning a teacher or the teacher's classroom until a parent-teacher conference to discuss the issue(s) has been held. As the Scripture instructs, the matter must not be discussed with any other parents, students, or parties who are not directly involved. Teachers are normally in their classrooms until 4:00 P.M. on school days, and are willing to work with parents in scheduling conferences at mutually-convenient times.

## CLASS OBSERVATIONS

On the occasion of a parent requesting to "sit-in" on a class, a twenty-four (24) hour notice is required. This assists in keeping disruptions in classes to a minimum.

## FAMILY VACATIONS

The administration strongly discourages the removing of students from school for vacation. Any days missed are counted toward the ten day maximum for absences. **Students who are absent for ten days in any semester will not receive credit for the semester or pass the class or course.** However, if written notice of the student's planned absence is provided to the teacher two weeks prior to the absence, the administration will approve the day(s) away from school as excused if:

1. All work is obtained in advance from the teacher(s).
2. All work is submitted to the teacher(s) immediately upon the student's return to school.

## **SEX EDUCATION**

Clinton Christian School believes that parents are the best source of information in this area; Therefore, sex education will never be a primary learning objective in any class. Sexual issues will be discussed and taught from a Biblical perspective. Special emphasis will be placed on abstinence based education while stating very clearly that sexual intimacy is reserved solely for a monogamous relationship between a man and a woman within the bounds of marriage.

## **SCHOOL CAMPUS RESTRICTIONS**

For the safety and welfare of our students, the Clinton Christian School will operate as a closed campus. This means that NO student may leave the campus without valid, written permission. No student will be permitted to leave school, except with a parent/guardian, or other designee who is listed on the enrollment forms. Students must be signed out in the Welcome Center. If the name of the person picking up a student is not listed on the enrollment forms, a note must be sent to school prior to the scheduled departure. The note must contain the signature of the parent or guardian and information identifying the designee before school personnel will grant permission to the student to leave campus. The designee may be asked to show identification.

## **KINDERGARTEN BIBLE CLASSES**

Daily Bible classes are a requirement for students at Clinton Christian School. In Kindergarten, the Bible class is the first class of the morning. The King James Version (KJV) is used for memory work. CCS uses the A-Beka Memory Cards.

## **GRADES 1 – 6 BIBLE CLASSES**

Daily Bible classes are a requirement for students at Clinton Christian School. Bible classes are treated the same as any other academic course. The grade earned by the student will be used in determining honor roll, special recognition, and grade point average statuses. The King James Version (KJV) of the Bible is used in all Bible classes. Daily class work and memory work will be from the KJV.

## **GRADES 7 - 12 BIBLE CLASSES**

Daily Bible classes are a requirement for students at Clinton Christian School. Students are required to pass Bible classes as a prerequisite for graduation. In grades 7 through 12, Bible classes are treated the same as any other academic course. The King James Version (KJV) of the Bible is used in all Bible classes. Daily class work, homework assignments and memory work will be from the KJV in conjunction with selected textbooks or workbooks.

## **KINDERGARTEN CHAPEL**

Students meet monthly on the 2<sup>nd</sup> Monday of month. Chapel consists of Christian devotionals that include scripture reading, singing, prayer, and devotional talks. Chapel attendance is required. Parents and family members are always welcome to attend.

## **1<sup>ST</sup> THROUGH 6<sup>TH</sup> GRADE CHAPEL**

Chapel consists of Christian devotionals that may include scripture reading, singing, prayer, and inspirational talks. Preachers and teachers who hold the same Doctrinal Standards as Life Church are at times invited to present Biblically-based lesson for Christian living. Chapel attendance is required. The absence/tardy rules apply to chapel. Parents and friends are welcome at their convenience.

## **GRADES 7 - 12 SCHOOL CHAPEL**

Chapel consists of Christian devotionals that may include scripture reading, singing, prayer, and inspirational talks. Preachers and teachers who hold the same doctrinal standards as Life Church are at times invited to present Biblically-based lessons for Christian living. Chapel attendance is required. Students absent or tardy to chapel will have that absence/tardy counted against the 10 maximum absences/tardies per class in Bible. Parents and friends are welcome to attend chapel at their convenience. Students will be strongly encouraged to use their talents and gifts during the weekly chapels.

## **RELIGION ON CAMPUS**

Clinton Christian School is an educational institution that is dedicated to striving for the best on behalf of its students in academics, activities programs, and spiritual nurturing. The faculty and staff of CCS are all born again, baptized believers, and are qualified to provide our students with a solid education. The faculty and staff are committed to helping our students achieve the following spiritual goals:

- To lead each child to personal acceptance of Jesus Christ as Savior.
- To enrich the child's devotional life.
- To develop a well-balanced and Christ-like personality.
- To awaken a realization that God has a purpose and plan for each life.
- To develop from Scripture the ability to find help independently.
- To give knowledge, love, and understanding of the Bible.
- To instill a sense of responsibility for the lost that will lead to intelligent witnessing.

## **CAMPUS SPIRITUAL LIFE LEADERS**

The CCS Campus Spiritual Life Leaders focus on activities that nurture students in an awareness of their spiritual nature and provide opportunities for spiritual growth. They counsel one-on-one with students, teach Bible classes, conduct on and off-campus retreats, lead Chapel programs, and work with students in related community service projects as well as in club and class activities. The Pastor of Life Church, the CCS Administrator, the Children's Program Director, and the Bible teachers are the Spiritual Life Leaders.

## **SPIRITUAL EMPHASIS**

CCS recognizes the need for periodic Spiritual Life Emphasis. The Pastor of Life Church may elect to allow additional days for chapel in order to meet the spiritual needs of our students. Guest preachers and teachers may be invited to preach and teach as led by the Spirit of God.

## **SCHOOL CALENDAR, ANNOUNCEMENTS, AND BULLETINS**

The master calendar of all school activities is maintained by the Administrator's Executive Assistant. Any changes in the calendar must have the approval of the Administrator. All notices of club meetings, athletic and social events, general information for the day, and specific instructions are announced daily. Plans are underway to launch a new website which will allow parents to access grades and homework assignments via the Internet. Currently, students are responsible to write all assignments in a homework pad provide by the parents. Special notices are posted on bulletin boards or in appropriate areas throughout the school. The office of the administrator must approve all posters, signs, banners, announcements, invitations, etc.

## **SCHOOL CLOSINGS**

CCS will post all school closing information to [www.schools-out.com](http://www.schools-out.com) or [www.clintonchristian.org](http://www.clintonchristian.org). CCS generally closes when Prince George's County Public Schools are closed for weather emergencies. Parents may confirm CCS' closing by viewing WUSA Channel 9, NBC Channel 4, ABC-7 WJLA-TV OR News Channel 8. Radio listeners may tune to WTOP-1500 AM, 103.5 FM, OR WFSI-107.9 FM.

**THE ADMINISTRATION ASKS PARENTS TO REFRAIN FROM CALLING THE SCHOOL DURING INCLEMENT WEATHER IN AN ATTEMPT TO CHECK ABOUT SCHOOL CLOSING OR DELAYED OPENING.**

## **SNOW DAYS & INCLEMENT WEATHER**

When school opens late because of snow or bad weather, our AM Extended Time Program will open late also. For example, if school opens two hours late, students will be allowed to enter school at 10:00 A.M. If they are enrolled in AM Extended Time, they will be allowed to enter the school no sooner than 8:30 A.M.

When Prince George's County Public Schools are closed for inclement weather, Clinton Christian School will also close. **PLEASE NOTE: THIS RULE APPLIES ONLY TO INCLEMENT WEATHER CLOSINGS.**

## **SCHOOL LOCKER POLICY**

A classroom locker for books and personal items is provided by the school and assigned by the appropriate principals for students in 9<sup>th</sup> through 12<sup>th</sup> grades. Due to lack of space, student may be required to share lockers. Students are not permitted to change lockers unless they have permission from the divisional principal.

Gym lockers are available for PE students during their respective class periods, but for security reasons access to the locker rooms may be restricted other than during the changing times at the beginning and end

of PE class periods. Except in the case of students who are playing on a school team during the season or are assigned to an athletic period, locker room lockers are to be used only during the student's PE period; the locker room lockers are not to be used as a secondary personal locker. Students may use locks provided the appropriate principal. Students taking PE classes, assigned to an athletic period or playing on a school team during the season are assigned a school lock for use on a locker in the appropriate locker room.

Clinton Christian School has adopted a policy with regard to the use of student lockers:

1. Every student is responsible for the contents of his or her own locker and may not permit any other student to use the locker. Anything found in the locker will be the responsibility of the student to whom the locker is assigned. If a student's locker is not locking correctly, it is the student's responsibility to fill out a Maintenance Request Form from the office so that any needed repairs can be made promptly.
2. Only the following items may be kept in the locker:
  - a. Clothing necessary for gym class and/or non-school outerwear
  - b. Necessary hygiene items
  - c. School-related books and supplies
  - d. Electronic devices not permitted on campus at any time.
3. Students should not bring to school any items that cannot fit into their hallway locker. Items that are left on top of lockers, under lockers, or in the hallway may be periodically placed in the Lost and Found storage area during routine cleaning of the halls and locker area.
4. No lock other than a school-supplied lock may be used.
5. Illegal items cannot be kept in a locker.
6. Individual lockers are subject to random search at any time. There is no "right to privacy" with regard to school lockers, including those in dressing/locker rooms.

Violation of this policy may result in a school-imposed penalty. Any illegal item(s) found in school lockers may be turned over to the proper law enforcement authorities.

#### **K-4 THROUGH 6<sup>TH</sup> GRADE LOST AND FOUND**

A Lost and Found area is located in the elementary building. Students are asked to check there if an article of clothing or other belongings have been misplaced. Unclaimed articles are disposed of on a quarterly basis. It is suggested that removable clothing be labeled, especially jackets and sweaters.

#### **7<sup>TH</sup> THROUGH 12<sup>TH</sup> GRADE LOST AND FOUND**

Lost and Found is located in the gym. Items left by students will be taken to lost and found on a regular basis. Seventh through twelfth students may look for and redeem lost items before and after school only. Students are expected to take care of their belongings and store them in lockers. Items left lying about and book bags not in appropriate places will be placed in lost and found. Individual items may be claimed for fifty cents, book bags for \$1.00. Unclaimed articles in Lost and Found are cleaned out at the end of each quarter. To assist in identification, backpacks, clothing, books, and other personal items should be labeled with the student's name.

#### **OFFICE & CLASSROOM TELEPHONES**

Office phones are for school business only. Students should not expect to use office phones. On occasions when students must make phone calls deemed necessary by school personnel, office staff members will

take messages for students during the day. The staff member will not call them out of class except for emergency situations.

In order to prevent a student from missing valuable classroom instruction, students will be permitted to call their parents from the classroom if a need arises. Teachers may verify all calls placed from school telephones.

## **PLAYGROUND**

Students often take advantage of the CCS Playground. We are delighted to see our K4 – 6<sup>th</sup> grade students enjoy our playground. To ensure that our children are able to play safely, the following guidelines for playground use are in effect at all times:

- DO NOT throw wood chips! Keep all chips in the playground area on the ground.
- DO NOT climb or lean against the fence.
- DO NOT climb along the beams.
- DO NOT go down the slide incorrectly.
- DO NOT play chase on the top of the platforms.
- DO NOT jump off of the sides of the platforms.
- DO NOT push others off of the equipment.
- DO NOT jump off of swings.
- DO NOT use the equipment in any way other than its intended purpose.
- Have fun, but don't get hurt.

## **LUNCH PROGRAM**

Unfortunately, CCS does not have the facilities to prepare a hot lunch for students. The administration is constantly looking for good reliable vendors to provide a safe lunch for our students. Information about the program will be available at parent orientation or at the Welcome Center.

### **K-4 THROUGH 8<sup>TH</sup> GRADE LUNCH RULES**

Students eat lunch in the classroom. Students are responsible for leaving the tables, chairs, and floors clean of food and trash. Please do not send carbonated drinks, microwave popcorn packets, or lunches that need heating in student lunches. Students in K-4- 8th grade are not permitted to use the microwave because of the safety factors involved. Only on special occasions may students make purchases from the vending machines.

### **9<sup>TH</sup> THROUGH 12<sup>TH</sup> LUNCH RULES**

Students are asked to enter the lunch area in an orderly manner. Students are responsible for leaving the tables, chairs, and floors clean of food and trash. High School Students should conduct themselves with good manners at all times, and especially when eating. High School Students may use the vending machines at lunch without prior approval. However, abusing this privilege or misusing carbonated beverages will result in loss of this privilege.

## **APPEARANCE/ENVIRONMENT**

Students are responsible for helping to keep the school clean of litter. This is especially helpful as it applies to the lunch area. Students are to clean their eating area before leaving the cafeteria. Students are expected to clean after themselves at all times. Penalties will be assigned to students who consistently leave their personal items and school supplies in inappropriate places. Such items will be removed to Lost and Found. A minimum fine of \$1.00 will be required before items will be returned to the student or to the parent.

## FIRST AID TREATMENT

An office staff member assesses the health needs of injured and sick students, administers the appropriate treatment in accordance with the information provided on their Medical Emergency Form, and sends them back to class. If the symptoms or injury are beyond the treatment stated on the form or requires medical treatment, a parent/guardian is contacted. In the event that school personnel cannot reach a parent/guardian or emergency contact person for instructions, an Emergency Medical Release is included as a part of the Enrollment Application. This release allows school personnel to administer emergency first aid until professional help can be obtained, and/or parental instructions are received. If the situation is life threatening, they call 911 and the parent/guardian immediately.

If a student has a temperature of 100.6 degrees F, he/she is sent home. Requests for alternative procedures must be made in writing **and** on file in the office. Medication given on consent to relieve a fever over 100.6 degrees F will not be given for the purpose of the student remaining at school. An ill student should be removed from the school premises as soon as possible. The school will cooperate with the home in any way to comfort the student.

## MEDICATIONS

The faculty and staff of Clinton Christian School are not able to dispense medicine. Should your child need to take medicine at school, please send a pre-measured amount in a secure container. If you would like the teacher to remind your child that the medication is to be taken, please send a note to the teacher

## HALL PASSES

Teachers issue a Hall Pass when a student leaves the classroom. It is the student's responsibility to see that he/she has a proper Hall Pass. Students who are out of class without a Hall Pass will receive a detention.

## EXTENDED CARE HOURS AND POLICIES

Clinton Christian School offers before and after school care for the convenience of working parents. **All discipline and conduct policies in Extended Care are the same as those for the CCS school day.** There will be no Extended Care on days that Clinton Christian School is not in session.

**AM EXTENDED TIME:** Students arriving at school between 6:30 and 8:00 a.m. should report immediately to the classroom and check in. Students may not go anywhere else in the buildings on the campus without express permission from workers. It is extremely important that no student go to the classrooms before 8:00 as there would be no guaranteed supervision at that time. The only exception to this rule is when students are reporting to help classes or pre-arranged tutoring sessions. Students reporting to either help class or tutoring must first report to the Welcome Center to sign-in. The student must wait until the help class and tutoring session is confirmed with the teacher.

**PM EXTENDED TIME:** All students remaining at school after dismissal must report to their designated room by 3:30 p.m., unless they are involved in an after-school CCS team sport. All students are required to be under the supervision of an adult while on campus. A light snack is provided around 4:30. Students enrolled in PM Extended Time who are also scheduled for after-school tutoring must check in with the appropriate worker before proceeding to tutoring. When tutoring is completed, the student must have a pass to return to the appropriate room. Extended time workers must be notified of all students who remain on campus unless they are participating in a CCS team sport.

CCS makes every effort to provide for the safety of all students, so students only leave the campus with

those authorized to take them. The office staff maintains a listing of with whom each child may leave. Should the need arise for someone not on the list to pickup a student(s), parents should notify the school in writing. To confirm the identity of anyone with whom the staff is not familiar, driver's licenses or other picture identification will be checked. In the event that an unauthorized person arrives to pickup a child without having written permission to do so, the student will not be released.

#### **PROCEDURES**

A bell rings at 3:30 p.m. every school day, and it is the student's responsibility to be in the designated room for their grade or off campus at the time that the bell rings, unless one of the exceptions set forth above is applicable. Extended Time workers may permit students to attend CCS athletic contests occurring on the grounds of CCS, but this is a privilege, not a right, and permission may be denied for any appropriate reason, which will be determined at the sole discretion of Extended Time personnel. These procedures allow the Extended Time staff to make reasonable efforts to keep track of students remaining on campus after 3:30 p.m. As long as students remain on campus they are subject to Extended Time, whether they are using school resources or attending a CCS athletic event.

#### **STUDENTS WHO ARE ON CAMPUS AFTER 3:30 P.M. AND FAIL TO REPORT TO EXTENDED CARE WILL RECEIVE A DETENTION.**

All students waiting for rides who arrive after 3:30 p.m. are required to report to Extended Time. Students who are not picked-up at 3:30 will be assigned to the Late Car Room in the lobby of Life Church. An additional charge will be assessed to parents who arrive after 3:40. Because of our accountability for and the safety of the students, we have NO other option. *The purpose for this procedure is to assure the safety of the student.* Parents are requested to **not** instruct their student(s) to avoid Extended Time rules, regulations, and procedures. Parents must sign their child out from Extended Time. CCS staff members are not authorized to sign a student out. Failure to follow this procedure will result in the denotation of DNS (Did Not Sign) being marked on the student's sign-out card. The drop-in rate of \$15/hour will be assessed for any part of the time used. Once a student leaves campus after 3:30 p.m., they are not permitted to return to campus again that day, except for school events that begin after 6:00 p.m. If an event begins earlier than 6 p.m. the student may leave and then return for the event.

#### **ADDITIONAL EXTENDED CARE DISCIPLINE**

Parents will receive warning letters if students persist in disciplinary problems. Suspension and eventual expulsion from the Extended Care program are possible consequences. All decisions regarding suspension and expulsion will be made by both the Extended Time Director and the Administrator.

#### **STUDENT EXTENDED TIME EMPLOYEES**

Only high school students with no grade lower than a "C" may work in extended time. The academic dean and/or administrator reserve the right to deny employment until the student has completed one semester with a "C" in each subject.

#### **CONTRACT ACTIVITIES**

A wide range of activities may be offered to students during afternoon Extended Time. Some occur as part of the fees charged for this service. Others involve a parent contract and additional fees with an outside agency. It is the sole responsibility of the parent/guardian for any damage or loss of property caused by the student to either the schools' or outside agencies' equipment or supplies.

#### **PARTY AND SCHOOL WIDE CELEBRATIONS**

There are a wide variety of parties and celebrations which take place throughout the school year. The following guidelines should be followed. All visitors who come to campus for parties must check in at the Welcome Center and must be dressed appropriately (see dress code section of this handbook). Please contact the office of the appropriate principal's office regarding parties.

**FALL FESTIVAL:** Life Church will sponsor the annual Fall Festival as an alternative to Halloween. There will be no school on the last Friday of October in order to prepare for this community-wide Festival. Please make every effort to come and enjoy the activities.

**THANKSGIVING:** Special emphasis is to be given to the place of praise and thanksgiving in a Christian's life. Thanksgiving recognitions will be carried out at all levels of CCS. Parents are encouraged to participate.

**CHRISTMAS:** Clinton Christian School embraces the celebrations of the Christmas Season with classroom parties and activities designed to emphasize the birth of our Savior and the sharing of blessings during this joyous season.

**VALENTINE'S DAY:** Valentine parties are planned along with the exchange of purchased or handmade valentines. Exchanging valentines is optional, but Clinton Christian School does encourage any exchange of valentines to be extended to ALL students in the classroom.

**EASTER:** An Easter celebration party is held on the date directed by the administration. Seasonal activities and programs in the school at this time of year emphasize the risen Savior as much as possible.

**PARTIES TO HONOR TEACHERS:** Any birthday parties, showers, or other celebrations in honor of a teacher must be approved by that teacher's principal.

***Distribution of information on campus regarding private or parent sponsored events that are not sanctioned by Clinton Christian School is strictly prohibited.***

### **PARTIES IN THE LOWER SCHOOL**

One of the responsibilities of grade parents (room mom or dad) is the planning and preparing of parties. The event coordinator sets and publishes the dates for all parties other than birthday parties; grade parents coordinate the affair with the teachers' approval. Refreshments are permitted in the classrooms only during these events. Birthday parties must be approved by the principal at least two weeks ahead of time.

#### **Parties in Grades 7 through 12**

All special, non-class parties that are to occur during school hours must be approved by the event coordinator at least two weeks ahead of time. Parties celebrating holidays are scheduled at the beginning of the school year (see list above). Grade parents plan and prepare parties with teacher's approval. Refreshments are permitted in the classrooms only by special approval of the Principal.

### **BIRTHDAYS**

Birthdays may be celebrated at school during lunchtime only. All refreshments are the family's responsibility. Edible birthday items may be delivered to the Welcome Center between 8:00 and 8:30 a.m. Before 8:00, please deliver items to the AM extended time worker. Non-edible deliveries to the school honoring birthdays will be held in the welcome center until the end of the school day. If possible, the parent/guardian or another responsible adult must be present to set-up, serve, and clean-up after the party.

**LOWER SCHOOL:** Parents may send cookies or cupcakes. Do not send sheet cakes, drinks, party favors, decorations, candy, or other food items **unless a parent/guardian or another responsible adult will be present to set-up, serve, and clean-up after the party** as teachers will not be able to do so and properly supervise their students.

**JR. HIGH & HIGH SCHOOL:** Parents may send cookies, cupcakes, cakes, etc. Do not order or send pizza or other food items without the permission of the principal. Special deliveries to the classroom will not be made; all deliveries are to be made at the Welcome Center.

### **MUSIC POLICY**

To enhance the Christian nurturing environment desired at CCS, music that appeals to the suggestive and lascivious nature shall be omitted from all activities supervised by the school. Students are encouraged to listen to music that will not detract from their spiritual growth and awareness. The school retains the right

to supervise the kind of music performed by any school-related group at any time.

On occasions when students are permitted to bring music to school for a class or other function, it is the divisional principal's responsibility to approve all music CDs, cassette, etc. All music must be approved prior to it being played on campus or for a school function. All inappropriate music and players will be confiscated and will only be returned to the parent/guardian. Also, a Saturday detention will be issued upon the first offense of failing to follow the approval process. Continued violations of the music policy will result in additional and more severe disciplinary actions.

## FIELD TRIPS

Field trips are an integral part of the educational process, so every trip must have clearly stated objectives. Each class will take individual and group trips throughout the year. Although there are grade and department specific planned trips, teachers are able to plan other special class trips with the Administrator's approval as funds and time allows. Parents are encouraged to share these experiences with their children; they should follow the dress code explained on the permission form and may ride on busses as room is available. The cost of scheduled field trips has been included in the tuition and covers the event, meals for K4 – 1<sup>st</sup> grade students, supervision, and transportation charges

Students on school-sanctioned field trips are representing CCS and their families. Exemplary conduct is expected and all campus regulations, including dress code, apply to school related off-campus activities.

Students will be expected to observe the following:

1. The sponsor will determine specific rules and regulations.
2. All class work that is missed (including work that is due on the date of the field trip) must be made up in accordance with the respective teacher's instructions.
3. Only students whose parents are driving may ride with their parents, other students must ride the bus unless accompanied by their own parent in another's vehicle.
4. Students who ride to an activity on school transportation must return on school transportation. Only the parent or sponsor can interrupt the round trip transportation of a student. Other arrangements must be made in advance.
5. Each student must turn in a signed permission slip at least a week in advance of the trip. This permission slip will provide all relevant data and have a place for a parent/guardian's signature.

## REQUEST FOR RECORDS/TRANSCRIPTS

CCS is happy to comply with requests for release of student records to parents/guardians or educational institutions. Parents must request transcripts in writing from the Admission Office. The records office releases the records/transcripts, provided that the student and family business account is current. A forty-eight (48) hour notice is necessary to pick up records from the Admission Office..

## PARENT COMPLAINT PROCEDURES

Matthew 18 lays out for believers the scriptural manner in which offenses are to be addressed. In the interest of unity and maintaining fellowship, as well as pleasing the Lord Jesus Christ, we ask that the following procedures be used in accordance with Scriptural guidelines. **The Administrator expects full compliance with the *Matthew 18 Principle*. Violations will result in disciplinary action. For example, sending a copy of an e-mail to the divisional principal before first meeting with the teacher is a violation of the *Matthew 18 Principle*. PARENTS SHOULD NOT COMMUNICATE DISAGREEMENTS WITH THE TEACHER ON REFERRALS OR OTHER NOTES WHICH**

**STUDENTS CAN SEE. PARENTS SHOULD SIGN ALL REQUESTED REFERRALS AND FORMS, AND THEN ASK QUESTIONS OR COMMUNICATE DISAGREEMENT BY PHONE, E-MAIL, OR IN A SEALED ENVELOPE.**

Complaints from parents concerning academic problems should first be made to the appropriate teacher. If the complaint concerns a teacher, the appropriate Principal will consult the teacher.

Complaints from parents concerning behavioral problems should first be made to the appropriate teacher and then to the appropriate principal. If the complaint questions the action of a classroom teacher, the appropriate principal will consult the teacher. Should this procedure not resolve the problem, the parents may request a meeting with the Administrator. All parties, including the teacher(s), principals, parents, student and other pertinent personnel will meet in a joint effort to resolve a serious problem.

If problems remain unresolved after the above procedures have been completed, the complaint may be submitted in writing to the Administrator. The problem will be addressed within 72 hours. The parents will be advised of the time and place of the meeting. The decision of the Administrator is final.

**FREE HELP CLASSES**

All teachers will be available for help classes in their respective classrooms on days scheduled by the teacher. This schedule will be published in the September newsletter. Teachers may assign a student to these free help class sessions or a student may elect to attend. All classroom rules apply to help classes. Students are encouraged to utilize this service. If a student leaves help class for any reason, he/she must possess a valid hall pass to his/her destination in order to avoid consequences.

**PAID TUTORIALS**

If, in the teacher's judgment, based on classroom performance, homework, and/or tests and quizzes, a student requires additional instruction beyond that received in help class and the regular classroom, tutoring in any subject is available for an additional fee. Paid tutorials may be arranged directly with the classroom teacher, if he/she is available, or with a peer tutor recommended by the appropriate principal. The standard individual tutorial rate is \$30 per 45 minute session. Occasionally, tutorial sessions will be scheduled before or after school or on a Saturday. Students who regularly fail to turn in homework and are failing the class may be required by the appropriate dean, principal, or the administrator to attend tutoring on Saturday where the missing work will be made up under the supervision of a teacher. This make-up work will not change any grade-consequences for the late work but will allow the student to learn the needed material. Parents will be required to pay \$25 per hour for this special tutoring session.

**LIBRARY**

Students are encouraged to use the Library. As is expected at all times, students are to demonstrate respect for the LORD'S property by maintaining a neat and clean work space. Library hours include during the school day and after school. Use of the library after school is reserved for students to work on projects and assignments if given a pass by the assigning teacher. In order to use the Library after school, the student first checks in with the appropriate Extended Time Care teacher, and presents the Library pass. As students must be supervised at all times while on campus, students who use the Library after school will be charged the regular Extended Care fee. Upon completion of library work, students must return to Extended Care to await their ride home. Student drivers must check out of Extended Care before leaving campus to avoid being over-charged for Extended Care. Only Library staff will check books in and out. Every school year,

specific Library hours and regulations are determined and communicated to the student body. Fines are assessed for overdue library books. Lost library books are the responsibility of the student borrower..

### **EMERGENCY CONTACT INFORMATION**

If there is a change of student's address, phone numbers, or parent's work location or e-mail address, etc., the school must be notified immediately. Clinton Christian School cannot accept responsibility for outdated emergency information being on file.

### **INSURANCE**

The school participates in an insurance program that provides limited coverage for medical expenses not covered by a family's insurance. The school insurance policy will pay eligible expenses not paid by the parent/guardian's own coverage. Students are covered...

- A. When injured at school.
- B. When injured on school provided transportation.
- C. When injured while representing the school in approved athletic or other school sponsored events.

## **CHILD ABUSE REPORTING**

1. **CODE OF MARYLAND REGULATIONS**, Section 07.02.07 requires reporting child abuse or neglect in the following manner: An individual shall immediately report suspected child abuse or neglect to the local department of social services, or report the suspected incident to a local law enforcement agency.
2. Clinton Christian School recognizes and will exercise its responsibility to report suspected cases of child abuse, neglect, or concern for a student's welfare to the appropriate government agency(ies).
3. Health practitioners, educators, human service workers, and police officers are required to report, both orally and in writing, any suspected child abuse or neglect, with oral report being made immediately and the written report being made within 48 hours of the contact which disclosed the suspected abuse or neglect.
4. A report shall include...
  - a. The name and home address of the child and the parent or other individual responsible for the care of the child;
  - b. The present location of the child;
  - c. The age of the child;
  - d. The names and ages of other children in the home;
  - e. The nature and extent of injuries or sexual abuse or neglect of the child, including any information known to the individual making the report of previous possible physical or sexual abuse or neglect;
  - f. The information available to the individual reporting:
    - i. Which might aid in establishing the cause of the injury or neglect;
    - ii. About the identity of the individual or individuals responsible for abuse or neglect.

## COMPUTER RESOURCES

As a means to further technological education at CCS, every attempt will be made to integrate a computer curriculum into all areas of study. Students will make use of the Computer Resource Lab when a teacher brings a class to the lab. In addition, this lab is open to students for work on projects and assignments when it is supervised by a teacher or other authorized individual and when one of the student's teachers has issued a pass to the student for the use of the computer lab. This is a work time, not a play or socializing time; student are expected to comply with all school rules.

The rules for the use of the school's computer labs and other computer resources are stated in the Network/Internet Acceptable Use Policy, which is set forth below. The agreement to abide by this policy must be signed before a student may use CCS computers in any capacity. Any additional, supplemental rules applicable to specific computers or labs are posted in the areas to which they apply and are in effect at all times.

### NETWORK/INTERNET ACCEPTABLE USE POLICY AND USER AGREEMENT

Clinton Christian School's Network/Internet access is available to students, teachers, and staff at CCS. The internet enables worldwide connection to databases, and other information sources, such as libraries and museums. CCS provides Network/Internet access to promote educational excellence at CCS by facilitating resource sharing, innovation, and communication. CCS believes that the valuable information and interaction available on the Network/Internet outweighs the possibility that users may procure material that is not consistent with the educational goals of CCS.

Although CCS will make reasonable efforts to attempt to limit access to objectionable material, controlling all materials on the Network/Internet is impossible, and students may find ways to access non-educational, inappropriate materials. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. However, students who misuse this resource to access materials contrary to behavioral guidelines clearly stated in this handbook will be subject to severe consequences as set forth in the *CCS CONDUCT MANUAL*.

### USER RESPONSIBILITIES

Network/Internet users, like traditional library users, are responsible for their actions in accessing available resources. Should a student access a site from which he/she orders materials and there is any cost associated with that order, the cost of the order must be paid by the student. If the student fails to pay those costs, they will be added to the student's account, and the student will be restricted from further use of this resource.

### NETWORK/INTERNET - TERMS AND CONDITIONS

**Appropriate Use:** Network/Internet access may be used to improve learning and teaching consistent with the educational goals of CCS. CCS expects legal, ethical, and appropriate use of the Network/Internet. Students are responsible for appropriate behavior on the school's computer network, just as they are in a classroom or on a school playground.

**Assignment of Accounts:** Each student is personally responsible for his/her actions in accessing and utilizing CCS' computer resources and when using CCS equipment to access computer resources outside the CCS network. The student may also be held personally responsible for actions of other people using his/her account (password). In the event a student forgets his/her password and must be issued another one, the first such new password will be provided without charge. **Any subsequent passwords that must be issued to a student will result in a ten-dollar (\$10) charge to the student's account.**

**Subject to School Administration:** Communications on the network are often public in nature. All CCS Network/Internet account usage is subject to CCS's review for inappropriate use. This review may include activity logging, virus scanning, and content scanning. Computer storage space may be treated like school lockers; the administration and technical support personnel may review contents to maintain system integrity and ensure that students are using the system responsibly. Students should never access, view, keep, or send anything that they would not want their parents or teachers to see. Should students encounter such material, they should immediately report it to their teacher.

Proper use: The following guidelines to prevent the loss of computer privileges at CCS:

1. Do not use a computer to harm other people or their work.
2. Do not damage, deface, or alter the computer system, desktop settings, or the network in any way.
3. Do not interfere with the operation of the network or any workstation by installing or loading software, shareware, or freeware.
4. Do not violate copyright laws or license agreements.
5. Do not view, send, or display offensive materials.
6. Do not share your password with another person or leave a machine while you are logged on to it.
7. Do not print excessively or print material not related to schoolwork. **Printing any material must be authorized by staff or faculty.**
8. To cover ink and paper costs, authorized printing related to schoolwork will incur per page charges as follows: 25¢ - black ink only, 50¢ - black with minimal color usage; 100¢ for full color pictures.
9. Do not save files in any location other than your home directory, which is your storage space on the network. The only exception to this is if you need to take work home to finish. In this case you may purchase a disk for \$1.00, copy the work to that disk, and take it home. That disk may never be used at school again.
10. **No use of outside disks or CD's is allowed; school disks and CD's only must be used!**
11. BE PREPARED to be held accountable for your actions and for the loss of privileges and/or other disciplinary actions if these rules are violated.

**To ensure the stability of our computer systems and equipment, it is mandatory that these guidelines be strictly followed.**

**Privilege:** Access to the CCS Network/Internet is a privilege, not a right and may be revoked if abused.

**Inappropriate Use:** Inappropriate use includes, but is not limited to, those uses that violate the law, that are specifically named as violations in this document, that violate the rules of network etiquette, or that hamper the integrity or security of this or any network(s) connected to the Network/Internet.

**Violations of Law:** Transmissions of any material in violation of any International, US, or state law is prohibited. This includes, but is not limited to, copyrighted material; threatening, harassing, or obscene material; or material protected by trade secret. Any attempt to break the law through the use of an CCS Network/Internet account may result in litigation against the offender by the proper authorities. If such an event should occur, CCS will fully comply with the authorities to provide any information necessary for the litigation process.

**Commercial Use:** Use for commercial, income-generating or "for-profit" activities, product advertisement, or political lobbying is prohibited. (This does not apply to fundraising activities approved by the Administration.)

**Vandalism/Mischief:** Vandalism and mischief are prohibited. Vandalism is any malicious attempt to harm or destroy data of another user, the Network/Internet, or any networks that are connected to the Network/Internet. This includes, but is not limited to, the creation or propagation of computer viruses. Any interference with the work of other users, with or without malicious intent, is mischief.

**File/Data Violations:** Deleting, examining, copying, or modifying files and/or data belonging to other users, without their permission, is prohibited.

**SOFTWARE:** STUDENTS MUST NEVER DOWNLOAD, LOAD, OR INSTALL ANY SOFTWARE, SHAREWARE, OR FREeware ONTO CCS COMPUTERS OR LOAD ANY SUCH SOFTWARE FROM DISKS OR CD'S.

**Inappropriate materials or language:** No profane, abusive or impolite language shall be used to communicate with others nor shall materials that are not in keeping with CCS standards be accessed.

**Because of the ever-changing nature of technology, not all possible violations will be covered in this policy. CCS will take immediate action when individuals violate system integrity, the Student Code of Honor Pledge, the applicable Parent/Student Handbook, or the rights of anyone associated with CCS.**

**Consequences of Agreement Violation:** Any attempt to violate the provisions of this agreement may result in revocation of the user's access to the CCS Network/Internet, regardless of the success or failure of the attempt. In addition, further school disciplinary action and/or appropriate legal action may be taken.

**Final determination:** CCS will make the final determination as to what constitutes inappropriate use.

**Denial, Revocation, or Suspension of Access Privileges:** CCS may deny, revoke, or suspend Network/Internet access if, in its sole discretion, that denial is necessary to serve any educational purpose or to protect the CCS Network/Internet from possible problems.

**Security:** Students must not engage in activities designed for the specific purpose of bypassing the security systems. Anything that disrupts the function of the computer system(s) will result in disciplinary action. Students may not have in their possession anything that can be used for the purpose of bypassing computer security.

**Reporting a Security Problem:** If a user identifies or has knowledge of a security problem on the Network/Internet, the user should immediately notify the Administrator. The security problem should not be shared with others.

**Impersonation:** Attempts to log on to the CCS Network/Internet impersonating anyone else will result in revocation of the user's access to the CCS Network/Internet and a detention will be issued.

**Other Security Risks:** Any user identified as having had access privileges revoked or denied on another computer system may be denied access to the CCS Network/Internet.

**Disclaimer:** This agreement applies to stand-alone computers as well as computers connected to the Network/Internet. CCS makes no warranties of any kind, whether expressed or implied, for the services it is providing and is not responsible for any damages suffered by users. This includes loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions caused by its negligence or user errors or omissions. CCS is not responsible for phone/credit card bills or any other charges incurred by users. Use of any information obtained via the CCS Network/Internet is at the user's own risk. CCS specifically denies any responsibility for the accuracy or quality of information obtained through its services.

## LEAVING CAMPUS PROCEDURES

For the safety and welfare of our students, Clinton Christian School operates a closed campus. This means that NO student may leave the campus without valid, written permission. No student will be permitted to leave class or campus except with a parent, legal guardian, or other designee who is listed on the enrollment forms. All students must clear departures with the office and follow designated procedure so they are accounted for and not considered absent. High school students who drive a registered vehicle to school may sign themselves out **if they have written permission** from a parent/guardian. If the name of the person picking up a student is not listed on enrollment forms, a note must be sent to school prior to the scheduled departure. The note must contain the signature of the parent or guardian and information identifying the designee before school personnel will grant permission to the student to leave campus.

Secondary students are permitted to leave the campus at the end of the school day, pursuant to the directions of their parents/guardians. CCS cannot and does not assume any responsibility for the whereabouts or safety of students who leave campus after school, whether or not students are doing so with their parents'/guardian's permission. If parents/guardians want their children to stay on campus after school is out, it is the parents'/guardians' obligation to instruct the child to stay and make sure that they are doing so. Students who stay on campus after school must do so in compliance with the school's Extended Time rules and regulations.

## STUDENT DRIVEN VEHICLES

Students who drive vehicles to school must register their vehicles in the Dean of Students office within the first month of school. To receive a parking permit, the student and parent/guardians must complete and sign a Student Driver's Request Form and provide copies of the student's valid driver's license and proof of insurance. Students may not return to their vehicle during the school day. Speed limits, traffic patterns, and safety rules are to be observed at all times. The careless operation of a student driven vehicles is justification for not only school-issued tickets, but also the denial of parking privileges. Two-wheeled, motorized vehicles are not approved for school parking.

Students may not drive other students to or from school activities without written permission of both students' parents. The written permission statement must state the names of both the driver and the passenger.

## VISITORS TO CAMPUS

The campus of CCS is private property, and unauthorized individuals on campus may be removed as trespassers. To protect CCS students from "unwanted" visitors, visitor access to the campus is restricted. ALL VISITORS coming onto the campus during school hours must register in the Welcome Center just inside the main entrance upon their arrival, including parents, alumni, chapel visitors, business vendors, etc., and obtain a **Visitor's Pass that must be worn visibly during their entire visit.**

Friends of students are not permitted to visit campus during the school day unless permission has been obtained in advance from the appropriate principal. Friends of students who are interested in possible enrollment at CCS are encouraged to make an appointment for a tour of the campus by contacting the Welcome Center. Should students see people on campus who are not familiar to them and do not have a *Visitor's Pass*, they should immediately notify the nearest faculty/staff member.

# CONDUCT MANUAL

All students are expected to be familiar with this manual and to abide by it at all times. All 7<sup>th</sup> through 12<sup>th</sup> grade students will be issued a manual which they are expected to have access to at any time. Ignorance will not be accepted as an excuse for conduct infractions.

## STANDARD OF CONDUCT

Clinton Christian School holds that the Bible is the infallible, divine Word of God and that salvation by faith in Christ is the initial step in the Christian life. There is adequate Biblical basis for the idea of spiritual growth into the image of Christ (Romans 8:29) which is the work of the Holy Spirit (2 Corinthians 3:18). This growth begins with the initial act of saving faith and continues throughout life. The Holy Spirit makes the Christian conscious of the Biblical demands for a holy life which fulfills both God's moral law and His law of love (Matthew 22:27-29; Romans 13:8-10; Galatians 5:14). The result should be a life consecrated unto God and separated from worldly activities.

Therefore, a goal of CCS is to provide an environment conducive to the spiritual growth and development of young people. A standard for conduct based on Biblical imperatives is necessary to provide such an environment. All of the activities of the Christian are to be done to the glory of God who indwells him (1 Corinthians 8:9; 12-13; 10:32). The Christian must endeavor to avoid practices which cause the loss of sensitivity to the spiritual needs of the world and other Christians, and a loss of the Christian's physical, mental, and/or spiritual well-being (1 Corinthians 9:27).

A sense of the need for spiritual growth in the light of these principles has led Clinton Christian School to adopt the following standards which it believes are conducive to the environment that will best promote the spiritual welfare of the student.

Although we recognize that the personal lifestyle for each student/family will be unique, we consider the lifestyle of each student/family an important matter. Thus, it is expected that each student will refrain from attitudes and activities which are not pleasing to the Lord and which are inconsistent with the godly Christian life. This principle is expressed in Philippians 1:27: "*Only let your conversation (conduct) be as it becometh the gospel of Christ: . . . that ye stand fast in one spirit, with one mind striving together for the faith of the gospel.*" Students are expected to abide by this principle at all times (at home, school, or elsewhere during the school year and during breaks) throughout their enrollment at CCS. Students found to be out of harmony with the standards of Scripture and the school may be asked to withdraw from CCS for the general welfare of the student body and the school. **Since a positive attitude and unity in the school community is essential for the good of all, students who maintain that they do not want to attend CCS may be asked to withdraw from school.** Parents are expected to support the school and its guidelines and not criticize the school or its guidelines before their child(ren) or other adults. They should address concerns immediately to the appropriate staff personnel.

Our desire is to create an atmosphere of definite and positive Christian standards of conduct, scholastic planning, and personal relationships between faculty and students. In such an atmosphere, there is the opportunity for the development of strong Christian character.

However, we also realize that from time to time a student may become involved in sin, realize his/her sin, forsake it, and get his/her life right with God. In such cases, according to Galatians 6:1, we are to restore those who, once they see their sin as God sees it, repent, and again conform their lives to the Scriptures. In such cases, a student who has been "...overtaken in a fault"...and then repents of that sin and gets right with God, may not be expelled, but will be placed on probation for a period of time so that he or she can demonstrate the reality of the change in his/her life. (The length of the probation will be determined by the administration.)

In the event that a student continually fails to comply with the guidelines of the school and after prayerful individual counseling and conferences between the home and school, suspension or expulsion will result.

It shall be the responsibility of every student at Clinton Christian School to conduct himself so as not to impair the spiritual development, social development, the physical welfare, or the educational opportunities of others in the school. This statement prohibits lying, cheating, stealing, inappropriate communication, inappropriate behavior, and anything that violates the guidelines of the Word of God or the school. Honor requires that a student not tolerate those who are involved in dishonorable activities and will confront those who do wrong. Also, the student assumes the responsibility of informing the staff and/or administration of CCS when he/she is aware of one who is involved in doing wrong. **A student who subsidizes sin through silence accepts potential discipline if he/she does not inform the staff/administration.** The goal is that the student goes beyond the “letter” of the code to abiding by the “spirit” of the code, thereby protecting and advancing the honor and positive spiritual atmosphere of the student body as a whole.

## CHURCH ATTENDANCE

It is understood and expected that not all of our students and their families are regular attendees of a Bible-believing church of like faith. We believe that, as a school, we can better accomplish all that God would have for our students if they regularly attended church. Consequently, although not a requirement, the administration, faculty, and staff will strongly encourage students to attend church on a weekly basis.

## CONDUCT GUIDELINES

Clinton Christian School strives to develop character in its students and a part of character building is discipline. The Bible speaks often on the subject of discipline, the Christian walk, and self-control. Christians should manifest their loyalty and love for the Lord Jesus Christ by willingly living in obedience to His commands. While what is and is not acceptable becomes increasingly more relativistic in today’s world, there are definite principles in Scripture that are to serve as guidelines for Christian living. Since God’s Word is unchanging, these principles are timeless.

1. Being an example - I Timothy 4:12
2. Obedience to Christ - Romans 12:1-2
3. Deference to the Weaker Brother - Romans 14:19-21
4. Moderation - Philippians 4:5a

The Bible teaches, and CCS expects, respect for authority, property, and for the rights of others. Discipline and behavioral guidelines are essential to a proper learning environment. Biblical instruction reveals the following:

1. The responsibility and authority to discipline comes from God Himself (Hebrews 12:5-11).
2. Because disobedience is the root of sin, discipline has a moral context (1 Peter 1:16).
3. Sin has consequences which require payment (Romans 3:23).
4. Christian concern and biblical love must be at the heart of all discipline (Proverbs 3:11-12).
5. All discipline is designed to direct a student to implant God’s will into every area of life and to lead him/her to trust Christ as personal Savior (Galatians 3:19-24).

## STUDENT BEHAVIOR

Clinton Christian School expects that each student will be above reproach, showing respect for God, country, family, faculty, fellow students, and self. Therefore, continuous displays of inappropriate behavior will not be tolerated in the lives of CCS students.

Enrollment and attendance at Clinton Christian School is a privilege, not a right. CCS reserves the right to discipline or expel any student who does not fit into the spirit of the school (spiritually, morally, or academically), regardless of whether he/she has conformed to the specific rules and policies of the school.

Clinton Christian School feels very strongly that attitude is of supreme importance in a person's life. Therefore, students who manifest a hostile attitude toward the Bible, parents, prayer, teachers, the administration, etc., or those who willfully violate the rules will be asked to remove themselves from the school family. It would be impossible to make rules to govern every type of infraction; consequently, we seek to teach our students principles relating to behavior. However, it will be important that each child abide by the following at all times.

1. Respect for the administration, faculty, and staff. In order to help achieve this, students will address all staff personnel with the proper prefix of "Miss, "Mrs.," or "Mr." Replies should be respectfully given by using "Ma'am" or "Sir." This standard is applicable at all times. Disobedience or disrespectful speech will not be permitted.
2. Proper and kind speech is expected. Vulgarity, profanity, taking the Lord's name in vain, and lying shall have no place in the school.
3. Stealing and/or cheating will result in immediate disciplinary action. (This is discussed further later.)
4. In order to prevent damage or defacement to school carpets, furniture, or other school property, **there is to be no gum chewing at school.** Candy, food, and drinks are to be consumed only in designated areas and at proper times.
5. The testimony of CCS to the community is important. Behavior of any student that may damage the testimony of the school or the individual while away from school shall be subject to disciplinary action.
6. Uncontrolled boisterous action or talk shall be out of order at all times. Rough-housing, running or jumping in the hallways, and yelling are not permitted.
7. When arriving at school, students are to go directly to the designated waiting area until given permission to enter their classroom.
8. Areas off limits to students without specific permission include a teacher's desk and personal property, offices, janitor's closets, kitchen, automobiles, and any other designated area.
9. Students are not to show physical affection toward one another at school or at any school function.
10. Mutilation and destruction of school property are considered to be a serious matter, and students will pay for any damages. (This is further addressed later.)
11. All homework assignments, graded tests and quizzes, projects, etc., must be turned-in or returned by the designated time in order to avoid disciplinary action (generally a teacher-assigned detention).
12. **Our most important rule is that students maintain a good attitude.** Students with bad attitudes affect others and if not changed, those students shall be subject to dismissal.

## **PROPERTY DAMAGE OR DEFACEMENT**

Damage to or defacement of school property by a student becomes the responsibility of the student's family. A fine of no less than \$50 per incident will be charged to the student's account in order to cover the total cost of the repair work and the inconvenience caused by the student's actions. The administration considers the lack of respect for God's property a very serious offence. Therefore, additional fines and disciplinary actions may be assessed at the discretion of the administration. In the event the damage exceeds the \$50 minimum, the administration will bill the student's family for the total expense of any repairs.

## **FORBIDDEN ITEMS**

The items on the following list should not be brought to school at any time. Exceptions to this rule must be obtained in writing from the administrator. Any items found at school without written permission will be confiscated and will not be returned to the student. A parent/guardian must make an appointment with the dean of students in order to redeem confiscated items.

**Forbidden Items Include:** \*Cell phones, i-Pods, MP3 players, radios, tape/CD players, music CD's (other than approved Christian), cameras (except for yearbook staff), video game players, hand-held games, magazines, knives, guns, weapons of any sort, explosive devices, occultist materials, horoscope materials, obscene or pornographic materials.

During special events and activities, parents will be informed in writing when video games and other electronic devices will be permitted on campus.

CELLULAR TELEPHONES and other electronic communication devices can be or cause a distraction in the classroom and other common areas during the school day, and therefore they ARE NOT ALLOWED TO BE IN A STUDENT'S POSSESSION DURING NORMAL SCHOOL HOURS. The student **must place the cellular telephone in his/her vehicle**; students **may not have it on their person, in purses, bags, pockets, or locker**. Use of cellular telephones or other electronic communication devices during normal school hours is strictly prohibited. Confiscated cellular telephones and other communication devices will not be returned directly to a student until a scheduled parent conference with the dean of students is satisfactorily completed. A phone is provided in the Welcome Center for emergency calls.

*The Forbidden Item list may not include all items inappropriate to school. Other items may be added at the discretion of the Administration.*

## DISCIPLINE SYSTEM

The CCS discipline system has two basic aspects. First, we work hard on *preventative discipline*. Through the information in this handbook and instruction during the school year, our students should understand the rules and expectations of the school. Ignorance of a rule is never an excuse!

Secondly, we apply *corrective discipline*. We desire to see a change in attitude as well as in behavior. Every attempt is made to see that firm, fair, and consistent discipline is administered. The Administration has the right to be discretionary and/or flexible in the administration of discipline, depending upon mitigating circumstances and the attitudes of both students and parents.

CCS has instituted a system of discipline whereby there is a specific penalty for a specific offense. As offenses recur, the penalty becomes more severe. Very serious matters are handled with more severe discipline. **Students are required to know the rules and responsibilities for which they will be held accountable.** When violations occur, it will be assumed that the student has done so knowingly and discipline will be administered accordingly.

## DEFINITIONS

**Referrals:** Referrals are issued based on the structure explained below to deal with minor violations of the guidelines of CCS. It is also a way of identifying recurring problems, as well as keeping parents, students, and teachers informed regarding a student's disciplinary status. **The goal of the discipline system is preventative.** The goal is that the issuing of referrals for minor infractions will help the student to correct a small matter so that it does not become a large problem. Referral slips are required to be signed by a parent/guardian and a copy returned to the school the following day.

**Probation:** Probation is a period of time during which a student is suspended from involvement in extra-curricular activities due to disciplinary problems. Other restrictions may apply based on particular circumstances.

**Detention:** A detention is a period of time when the student is required to remain after school due to a disciplinary matter. There is a \$10.00 fine for a 1-hour detention, \$25.00 fine for Saturday detention (1-hour), and \$100.00 fine for Saturday detention (4-hour). The purpose of the fine is two-fold. First, students need to be conscious of the consequences of their actions, and in today's society, money does "talk"; it is recommended that the student earn the money to cover his/her own fines. The reality of spending their hard-

earned cash often is a great reminder that obedience is preferable to the consequences of disobedience. Secondly, detention supervisors have to be compensated for their time, especially when it requires giving up Saturday hours. Students who are assigned Saturday detentions will come to school in dress code and complete assigned written work. Notification of a detention will be sent home in written form. The form must be signed by a parent and returned the following day. If a student fails to report to an assigned detention for any reason, the appropriate fine will remain due and the next available detention time will be assigned with the appropriate fees for that time. Students (including team members) who are assigned detention may not participate in practices or games or other extra-curricular activities in lieu of serving assigned detentions. No such participation may take place until assigned detentions have been served. Additional penalties may be levied by the Athletic Director for missed practices, games, or portions of either one. Circumventing the disciplinary process by skipping detentions will result in additional penalties (minimum of Saturday detention). Parents are responsible for transportation of the child to and from detention as needed. Students not picked up after a detention will be sent to extended care and charged accordingly.

**Saturday Suspension:** Students will attend Saturday Suspension when assigned. Full-day suspensions will be from 8 a.m. to 4 p.m. The fine for full-day Saturday Suspension is \*\$200.00. The purpose of the fine is two-fold. First, students need to be conscious of the consequences of their actions, and in today's society, money does "talk"; it is recommended that the student earn the money to cover his or her own fines. The reality of spending their hard earned cash often is a great reminder that obedience is preferable to the consequences of disobedience. Secondly, detention supervisors have to be compensated for their time, especially when it requires giving up Saturday hours. Students assigned Saturday Suspension will come to school in dress code and complete assigned written and manual work.

**Out-of-School-Suspension:** Out-of-School Suspension means a student is not allowed to attend class or participate in any CCS activity. Students may not attend or participate in sporting activities or other extra-curricular activities until Suspensions have been served in full. Pending Suspensions which have been appealed will be decided upon an individual basis. All daily assignments are to be completed satisfactorily; however, no academic credit will be given.

**Expulsion:** Students may be expelled from CCS or refused permission to return the following year/semester for continual disobedience or for offenses which threaten safety, order, or moral and spiritual well-being of others. Any student whose life is, in the judgment of the administrator and president, a detrimental influence in the school will be expelled. Expulsions may be issued for the remainder of a school year or may be permanent.

**Appeal:** Students may appeal any disciplinary action should they feel they have been unjustly accused. Making an appeal to authority is biblical, and it is important that these matters be handled in an orderly and respectful fashion. Appeals must be made in the following manner:

1. Student should approach the authority who issued the referral in a respectful manner, **outside of class time.**
2. Student should request from that authority the opportunity to discuss the discipline in question.
3. Student may request a mediator to accompany him/her if initial overtures to authority have been rejected.
4. Student may request that parents be included in meetings with authority.

*Note: In most cases, appeals result in immediate resolution of misunderstandings or confusion. Handled correctly, there is rarely need for outside intervention in the appeal process.*

## ACADEMIC HONESTY

When any member of our community chooses to act in a dishonorable way, this person hurts not only him/herself but also the entire community. Without honor we lose credibility no matter how successful our academics, activities, and athletic programs may be. More importantly, we make a mockery of the name “Christian” and become a stumbling block to the work of God at Clinton Christian School.

### DEFINITIONS

The following policy has been adapted, in large part, from the work of Northwestern University in its policy on academic integrity and from Westbury Christian School, Houston, TX. Additions have been made.

1. **Cheating:** using unauthorized notes, study aids, or information on an examination; altering a graded work after it has been returned, then submitting the work for grading; allowing another person to do one’s work and submitting that work under one’s own name; copying work or portions of work from another student on graded assignments; submitting identical or similar papers for credit in more than one course without prior permission from the course instructors.
2. **Plagiarism:** submitting material that in part or whole is not entirely one’s own work without attributing those same portions to their correct source(s).
3. **Fabrication:** falsifying or inventing any information, data or citation; presenting data that was not gathered in accordance with standard guidelines defining the appropriate methods or collecting or generating data, and failing to include an accurate account of the method by which the data was gathered or collected.
4. **Obtaining an Unfair Advantage:** stealing, reproducing, circulating, or otherwise gaining access to examination materials prior to the time authorized by the instructor; unauthorized collaboration on an academic assignment; retaining, possessing, using, or circulating previously given examination materials without permission; otherwise undertaking activity with the purpose of creating or obtaining an unfair academic advantage over other students’ academic work.
5. **Aiding and Abetting Academic Dishonesty:** providing material, information, or other assistance to another person with knowledge that such aid could be used in any of the violations stated above; providing false information in connection with any inquiry regarding academic integrity, or failing to provide information in such an inquiry.
6. **Falsification of Records and Official Documents:** altering documents affecting academic or disciplinary records; forging signatures of authorization or falsifying information on an official academic document, grade report, progress report, demerit slip, detention notice, letter of permission, petition, ID card, or any other school document.
7. **Destruction of Official School Documents:** defacing or destroying, either for purposes of deception or any other reason, any official notice sent from school personnel including demerit or detention slips, suspension letters, grade records, progress reports, notes from teachers or office, etc. This would include removing or defacing communication in school agendas.
8. **Unauthorized Access to Computerized Academic or Administrative Records or Systems:** viewing or altering computer records, modifying computer programs or systems, releasing or dispensing information gained via unauthorized access, or interfering with the use or availability of computer systems or information.

\*See Computer Use Policy in Handbook.

## MUTUAL RESPONSIBILITY

The following lists describe the responsibilities of students, faculty, and administrators in upholding academic integrity, while at the same time respecting the rights of individuals to the due process offered by administrative hearings and appeals. All persons enrolled in any course and all persons supervising the learning of any student are responsible for acting in accordance with the provisions of this policy.

### **Students are responsible for the following:**

1. Understanding the types of conduct that are deemed unacceptable and, therefore, are prohibited by this policy.
2. Refraining from committing any act of cheating, plagiarizing, facilitating academic dishonesty, abusing academic materials, stealing, or lying.
3. Alerting teachers or principals of instances that violate this policy.
4. Reporting every instance in which the student has a suspicion or knowledge that academic conduct that violates this policy or its spirit has taken place to the faculty member responsible for instruction, or to a member of the Administration.

### **Faculty members are responsible for the following:**

1. Understanding the procedures of this policy relative to how faculty are to handle suspected instances of academic dishonesty.
2. Developing an instructional environment that reflects a commitment to maintaining and enforcing academic integrity.
3. Addressing every suspected or admitted instance of the violation of the provisions of this policy in accordance with the procedures set forth in this document.

### **Deans and Administrator are responsible for the following:**

1. Making provision for the education of students, faculty, and persons with designated responsibility under the provisions of this document concerning their responsibilities.
2. Making final decisions regarding policy violations and administering disciplinary action for violations of this policy in accordance to stated procedures herein.
3. Annually evaluating the effectiveness of the various measures taken to promote academic integrity.

*The failure of one party to fulfill his or her responsibilities may not be used by another party to excuse his or her own failures to comply with the responsibilities stated above.*

## STATEMENT OF INTEGRITY

The statement of integrity is as follows:

***“I have neither given nor received an unfair advantage in completing this learning exercise.”***

Students are expected to sign this statement on a quiz, test or final exam. Should the statement not appear, students are expected to adhere to its letter and spirit.

### **Basic Considerations**

In completing various types of assignments, students demonstrate what they have learned, or what they are in the process of learning. Whether doing homework, taking a test, or submitting an essay, a student is reporting his/her progress. Dishonesty at this point not only inhibits a student's ability to learn but also undermines the ability of his/her teachers to measure the student's progress.

### **Homework**

Teachers assign homework to...

1. Have students practice material in order to build and master skills needed in the particular subject area.
2. Introduce students to new material and prepare them for class discussions or other activities.

3. Develop academic discipline that helps students organize their time and resources to achieve the course goals.

Consequently, cheating with regard to homework includes, but is not limited to, the following...

1. Submitting an assignment done by someone else.
2. Preparing an assignment to be submitted by someone else.
3. Selling any assignment.
4. Copying someone else's work.
5. Allowing someone else to copy one's work.
6. Depending significantly on someone else's ideas in completing an assignment.

### **Testing**

Teachers test in order to determine what a student knows and/or how he/she can apply what he/she has learned. In this context student cheating includes:

1. Allowing another to view answers during a test or evaluation.
2. Unauthorized communications of information during a test or evaluation.
3. Use or possession of unauthorized materials during a test.
4. Providing any substantive information about a test to other students who have not yet taken it.
5. Any behavior that a teacher can reasonably construe as cheating. (Avoid the appearance of evil.)

### **When a teacher or proctor observes cheating...**

1. His/her judgment as to the facts of cheating is final.
2. He/she will report the incident to the appropriate dean.

It is the responsibility of each student to "abstain from all appearance of evil" (I Thessalonians 5:22). No instance of suspected cheating will be ignored.

### **Papers, Essays, Etc.**

In order to develop students who are able to assimilate, analyze, synthesize, and evaluate information, teachers assign essays, papers, worksheets, and other kinds of writing. The student should write the assignment in his/her own words that reflect his/her own understanding. Plagiarism is a serious offense that inhibits learning.

1. Plagiarism is the act a student commits when he gives the impression that he is writing or thinking something on his/her own when in fact he/she is stealing it from someone else. It is a form of cheating that involves a student's attempt to gain credit for someone else's work.
2. When a student is submitting a written paper, that student must clearly document those ideas, interpretations, words, phrases and other expressions that come from an outside source. (Forgetting to cite a source does not excuse a student from the charge of plagiarism.) The teacher is the final judge as to whether plagiarism has taken place. Students should consult with their teacher or English handbooks on understanding the dynamics of plagiarism.

**Note:** *Work of any kind obviously completed in whole or part by a party other than the student whose name it bears is unacceptable. This includes work done by parents, siblings, peers, or unrelated parties. Projects assigned to students must be produced by students. Acceptable assistance for such projects will be clearly defined by the individual teacher who assigns the project. Projects for which no such provisions are made must be completed exclusively by the student. The teacher is the final authority in determination of inappropriate assistance in assigned projects.*

### **CONSEQUENCES**

Because cheating undermines the process of learning and teaching, it is a very serious breach of discipline. In all cases of cheating, whether on homework, class work, quiz, test, examination, report, or essay assignment, the student's infraction will be reported to the appropriate dean of students. The teacher in whose class the infraction occurred will notify the student's parents of the infraction. Furthermore, the student will lose all credit for the assignment in question. For repeated offenses of cheating, more stringent consequences will apply. The following guidelines or consequences are applicable to instances of cheating:

## **Homework, Quizzes, Test**

### 1<sup>st</sup> offense

1. Teacher reports to the appropriate dean of students.
2. Student receives a "0" on the assignment.
3. Parents are notified and a conference with the teacher and the dean of students is required.
4. Student receives no less than two detentions (\$10 each to reinforce consequences and compensate detention supervisor).

### 2<sup>nd</sup> offense

1. Teacher reports to the appropriate dean of students.
2. Student receives a "0" on the assignment.
3. Parents are notified and a conference with the dean of students and the divisional principal is required.
4. Student receives no less than two one hour Saturday detentions (\$25 each to reinforce consequences and compensate detention supervisor).

### 3<sup>rd</sup> offense

1. Teacher reports to the appropriate dean of students.
2. Student receives a "0" on the assignment.
3. Parents are notified and a conference with the dean of students, the divisional principal, and the administrator.
4. Student is assigned a four hour Saturday detention (\$100 to reinforce consequences and compensate detention supervisor.)

Subsequent offenses will be considered chronic dishonesty and will be dealt with by the discretion of the Administrator and President.

## **Plagiarism**

Determination of plagiarism is the responsibility of the teacher. When suspecting plagiarism, the teacher is required to submit the questioned material to the appropriate dean of students. The student may be asked to submit all sources of information for his/her work and be interviewed to obtain any other information. Once the teacher determines that the product in question is purposeful plagiarism that disregards these standards, the teacher is to inform the student and the appropriate dean of students of this decision. Any grade given for a fraudulent paper will be revoked and disciplinary action will be taken.

Consequences are the same as for cheating

## **Mid-Terms/Final Exams**

### 1<sup>st</sup> offense

1. Teacher reports to the appropriate dean of students.
2. Student receives an "F" grade for the semester.
3. Parents are notified.
4. Automatic 3-day suspension.

**Note:** If a senior cheats on a final exam in the spring semester, he/she will not be permitted to participate in graduation exercises.

### 2<sup>nd</sup> offense

1. Teacher reports to the appropriate dean of students.
2. Student receives an "F" grade for the semester.
3. Parents are notified.
4. Automatic expulsion.

## CHEMICAL PHILOSOPHY STATEMENT

Clinton Christian School seeks to enroll students who, with the support of their parents, pledge to remain drug, tobacco, and alcohol free. Recognizing that parents bear the major burden of directing the development and behavior of their child, CCS seeks and supports families who want a chemical-free lifestyle for their children.

Clinton Christian School students are not permitted to use, sell, purchase, or possess tobacco products, alcohol, or any other illegal and/or mood-altering substances or drugs at any time, whether on or off campus, and without regard to whether there is any relationship to school sponsored activities. In order to assist in the implementation of this philosophy, the school may use any means to detect contraband, including searching lockers, book-bags, purses, and other personal effects, including student driven vehicles. All such searches will be conducted by at least two school personnel or law enforcement officers summoned to the school by the school administration. Clinton Christian School may require a student to take a drug test at any time during regular school hours at the expense of the parents, not to exceed one test per four weeks. The decision to require a drug test shall be at the sole discretion of school administration.

## CONTRABAND DETECTION

Clinton Christian School may contract for the services of a contraband detection a service that uses trained dogs to locate substances that students are prohibited from possessing on the campus, including, without limitations, illegal and legal drugs, firearms, and explosive devices. Trained dogs search school lockers, vehicles parked on school property, the personal possessions of students in classrooms, and various other areas on the campus. Students are responsible for items that are found in their possession or in their vehicles parked on school property. **Clinton Christian School recognizes no “right of privacy” with regard to anything that students bring to the campus of the school.** In the event that the search located prohibited materials, the student is subject to discipline in accordance with the provisions stated in the Conduct Code Infractions and Disciplinary Procedures section of this handbook. If any suspected illegal substance is detected, it will be field-tested by the detection service, and their determination that a suspicious material is an illegal substance is final. **If there is a suspicion of illegal drug use or if an illegal substance is located in a student’s vehicle, locker, and/or personal possessions, the student will be required to take a drug test (at the expense of the student’s parent(s)/guardian(s)), using a testing facility and test(s) selected by the school.** If the test confirms that the student has been using illegal drugs, the student will be expelled from school. If the test is negative, the student will be disciplined for the possession of an illegal substance on school property. If there is evidence that the student is involved in providing illegal substances to others, the student will be expelled from school. **It is imperative that students not permit others to use their vehicles, lockers, and/or personal possessions to transport or hold illegal substances. The school may provide information and/or materials taken from students to the appropriate legal authorities, and in such cases the school will cooperate with those legal authorities in the prosecution of any charges that might be brought against the student.**

## SCHOOL COMMUNITY

For Clinton Christian School to be a responsible community, all parents, students, and CCS personnel must respect the purpose for which the school exists. Being a member of the CCS community brings with it a commitment to specific regulations that, when respected, creates an environment of trust and achievement between constituents. Everyone must participate without reservation if they are to reap the maximum benefits from the CCS experience.

CCS students and their parents must agree to abide by the rules stated in the Handbook while they are on campus or off campus at school related activities. Parents are asked to cooperate with and support the school administration in enforcing this policy.

## SUMMARY OF CONDUCT REGULATIONS

1. Any damage caused to school property by a student is the responsibility of the parent/guardian. Loss of school issued property is included in the financial responsibility of the parent/guardian. The student's account shall be charged for the cost of needed repairs or replacement and the parent notified of the charge. A minimum fine of \$50 per incident has been established.
2. Students are not permitted to have illegal knives, weapons, explosive items, flammable liquids, or other items or materials deemed dangerous by the administration.
3. **CELLULAR TELEPHONES** and other electronic communication devices can be or cause a distraction in the classroom and other common areas during the school day, and therefore they **ARE NOT ALLOWED TO BE IN A STUDENT'S POSSESSION DURING NORMAL SCHOOL HOURS**. The student **must place the cellular telephone in his/her vehicle**; students **may not have it on their person, in purses, bags, pockets, or locker**. Use of cellular telephones or other electronic communication devices during normal school hours is strictly prohibited. **Confiscated cellular telephones and other communication devices will not be returned directly to a student until a scheduled parent conference with the appropriate principal and dean of students is completed**. A phone is provided in the Welcome Center for emergency calls.
4. **Teachers must require that students not be in any way disruptive or disrespectful in class, including without limitation, the following: sitting on furniture, throwing any item, using inappropriate language, defacing or writing on desks, walls, or furniture, sleeping, eating, drinking, chewing gum, or having radios, CD or DVD players, any electronic devices, hand-held video games or TVs or other toys and/or listening devices in the classroom.**
5. **Students are expected to behave in a manner showing understanding of and respect for Christian ethics and values in connection with peer relationships and associations.**
6. Fighting or any violent disruption may result in the involved parties being sent home immediately, even before the cause or the disturbance is determined. The appropriate dean of students will investigate and take appropriate disciplinary action.
7. Should a student display an attitude or conduct in class that is disruptive to the learning environment, and does not immediately heed correction, he/she will be asked to leave class and go to the dean of student's office. Failure to immediately report to the dean of student's office when sent will be cause for substantial increase in disciplinary penalties. **Students sent from a class will receive "0" grades for any work missed as a result of being sent from the room.**

## SUPERVISION OF STUDENTS

Students are expected to respect the rules and regulations of campus life. One of the objectives of CCS is to foster habits of Christian conduct and attitude in the lives of the student body. The control and supervision exercised by the professional staff members are intended to remind students of their commitment to the Student Code of Honor Pledge that is designed to elicit behavior that will glorify God. Students are expected to respond accordingly to supervision at all times, both on and off campus. Students are expected to be under direct supervision of a staff member or a parent at all times while on campus.

## BOY-GIRL RELATIONSHIPS

Proper boy-girl associations are encouraged through the various student activities at CCS. However, all such friendships and associations are expected to be conducted in a responsible, Christian manner. CCS expects

that unquestionable, exemplary Christian conduct will become the norm for all students. Therefore, public displays of affection (PDA) are not allowed.

### **SAME-SEX RELATIONSHIPS**

Clinton Christian School does not, in any form, support or promote so called alternative lifestyles. Although a reality in our culture, the practice of homosexuality is not acceptable to God, and therefore, its practice is unacceptable for Clinton Christian School. Students who support and/or are involved in same sex sexual relationships will be withdrawn from CCS.

### **BULLYING, HARASSMENT, AND INTIMIDATING BEHAVIOR POLICY**

Clinton Christian School is committed to maintaining at all times a learning and working environment free of bullying, harassment, and intimidation. Therefore, bullying, harassment, and/or intimidation by any board member, parent, administrator, faculty member, staff member, volunteer, student, or guest is strictly prohibited.

In the event a student believes that he/she has been bullied, harassed, and/or intimidated, he/she must report the offending conduct to a parent/guardian, as well as the dean of students, the principal, and/or the Administrator immediately, so that an investigation and any appropriate corrective and/or disciplinary action can be taken. CCS will not retaliate against a student reporting suspected bullying, harassment, or intimidation according to stated procedures. Should any member of the CCS community attempt to retaliate against a student who reports suspected bullying, harassment, or intimidation, he/she will be disciplined appropriately.

### **SEXUAL HARASSMENT POLICY**

Clinton Christian School is committed to maintaining at all times a learning and working environment free of sexual harassment and intimidation. Therefore, sexual harassment of or by any board member, parent, administrator, faculty member, staff member, volunteer, student, or guest is strictly prohibited.

Sexual harassment is a violation of the laws against discrimination (Title VII or the Civil Rights Act of 1964). Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact or reference of a sexual nature. Harassment can include, but is not limited to the following:

- An unwanted physical advance or verbal approach of a sexual nature
- Subtle or overt pressure and/or sexual involvement
- Unwanted reference to one's physical appearance, sexuality, or to sexual activities
- Unwanted physical contact
- Accusation or implication of sexual activity or deviation
- The demand for sexual favors accompanied by implicit or explicit threats against one's employment or academic security or success
- Unsolicited sexual gestures or comments or the display of offensive, sexually graphic materials
- Verbal labeling or characterization of a sexual nature and inappropriate personal questions.

In the event a student believes he/she has been sexually harassed, he/she must report the offending conduct immediately to a parent/guardian, as well as a teacher, dean of students, principal and/or Administrator, so that an investigation and any appropriate corrective and/or disciplinary action can be taken. CCS will not retaliate against a student properly reporting suspected sexual harassment, and should any member of the CCS community attempt to retaliate against a student who reports suspected sexual harassment, he/she will be disciplined appropriately.

## **CONDUCT CODE INFRACTIONS AND DISCIPLINARY PROCEDURES**

Clinton Christian School exists only for the purpose of making Christ and Christian principles the dominating influence in the lives of its students. In order to provide structure for this purpose, the following disciplinary guidelines are utilized. They are intended to help provide for orderly school operation, for personal physical safety, for the establishment of an atmosphere conducive to learning, and for the accomplishment of the aforementioned school purpose.

### **CONDUCT INFRACTIONS**

Students are expected to carefully consider these rules and policies and to comply with them. It should be clearly understood that the stated consequences are guidelines only and that the administrators have the latitude, in their sole discretion, to alter discipline for misbehavior as they consider the conditions of the infraction.

#### **The following minor infractions will result in the issuing of a Discipline Referral Slip per offense:**

1. Running in the halls or on campus at any time
2. Willfully littering school property
3. Class tardiness without permission
4. Talking in class without permission
5. Being out of place during class time without permission
6. Food, snacks/drinks, etc. out of cafeteria area or at times other than break or lunch
7. In high school, for the safety of all, backpacks, book bags, and other carrying cases must be maintained in student lockers. Until lockers are in place for grades seven and eight, students in 7<sup>th</sup> and 8<sup>th</sup> grades may place closed backpacks, book bags, and other carrying cases in an area designated by the teacher. Students will not be allowed to enter the bags or cases unless directed to do so by the classroom teacher.
8. Possession of laser lights
9. Repeatedly having books without book covers (non-consumable books only)
10. Failing to log off the computer network after completion of work on the computer
11. Dress Code violation (will be considered a minor infraction only one time)
12. Minor disruptive behaviors in the classroom or during assemblies/school events
14. Sleeping in class (Refers only to nodding which is corrected when pointed-out)
15. Sitting on furniture/desktops
16. Being unprepared for class (will be considered a minor infraction only one time)

#### **The following intermediate infractions will result in the issuing of two Discipline Referrals or a detention:**

1. Dress Code violations (2<sup>nd</sup> offense)
2. Use of cellular telephones, pagers, beepers, radios, CD/tape players, TVs, video games, etc. during class or on campus without permission (2<sup>nd</sup> offense only)
3. Tampering with items in classroom or teacher possessions without permission
4. Inappropriate boy-girl relations (1<sup>st</sup> offense only)
5. Leaving class without permission
6. Persistent disruption of class or during assemblies/school events
7. Failure to follow specific instructions
8. Gum chewing
9. Horseplay
10. Attitude Problems
11. Disrespect to peers
12. Sleeping in class (2<sup>nd</sup> offense)

**The following serious infractions will result in the issuing of fines, detentions, and/or suspensions:**

1. Profanity (including vulgar slang)
2. Use of vulgar or obscene hand gestures
3. Willful property destruction
4. Lying to teacher or staff person
5. Theft of any description
6. Serious disruptive behavior or disrespect for teachers in the classroom or during assemblies or school events
7. Tobacco in any form on campus (possession or use)
8. Leaving campus without proper authorization
9. Skipping classes (leaving the building or campus)
10. Public display of affection (kissing or intimate embracing)
11. Gambling or engaging in games of chance

**The following major infractions will result in immediate suspension and/or expulsion and/or legal action:**

1. Illegal drug use or possession
2. Possession or drinking of any alcoholic beverages
3. Cheating on a final exam, repeated cheating on quizzes/tests, or repeated plagiarism
4. Major theft (e.g., breaking and entering)
5. Sexual impropriety, including sexual harassment
6. Possession or use of any weapon or object intended for use as a weapon
7. Possession of any items(s), involvement in any activity, or association with any individual(s) that may endanger the health, safety, or well being of any student or staff member
8. Unprovoked, emotional or uncontrollable outbursts
9. Fighting
10. Skipping classes (repeatedly) Skipping school involves being absent from class without excuse or prior administration approval. Such skipping will be disciplined for each class that they miss. Parents may not allow students to miss school for an unexcused reason, and parental approval for skipping school does not exempt students from disciplinary action. (There are no authorized "skip days" for seniors or any other group)
11. Threatening or intimidating students or staff members
12. Blatant disrespect for a member of the faculty, staff, or administration
13. Using racial comments, names, epithets, etc.
14. Possession or distribution of pornographic materials on campus
15. Any illegal activity

**ZERO TOLERANCE INFRACTIONS\*: (require mandatory expulsion)**

1. Conviction of drug possession
2. Cheating on a final exam for the second time
3. Possession of firearms of any kind on school property
4. Striking a teacher or staff member
5. Pregnancy or evidence of sexual immorality (including abortion)

*\* Administered by the Administrator*

**Zero Tolerance (mandatory expulsion) infractions are NOT limited to school sponsored activities and apply whether they occur on or off campus.**

**The Administration may utilize alternative disciplinary procedures other than stated previously. These may include but are not limited to the following:**

## **Discipline Alternatives**

1. Detention and any associated fines
2. Removal from class for the remainder of the grading period
3. Saturday Detention and any associated fines
4. Out of school suspension (number of days may vary) and any associated fines
5. Written Assignments
6. Withdrawal from school activities
7. Loss of privileges and/or honors
8. A combination of the above

## **REFERRAL SYSTEMS - JR. HIGH AND HIGH SCHOOL - GRADES 7-12**

Students will receive a discipline referrals for an infraction. Referral slips are sent home to keep parents informed of student's behavior in and out of class. Each teacher maintains a record of the referrals they write and assigns detention for every third detention. An automatic detention may be assigned for more serious or repeated infractions. (See previous infractions lists)

When it becomes apparent to the Administrator that the behavior of a student is detrimental to the progress of the class or school, the Administrator will give parents the option to withdraw the student. However, the Administrator reserves the right to expel any student, at his discretion, who no longer complies with the standards of Clinton Christian School as was originally agreed upon by the student and parents/guardians.

*Students who reach the expulsion stage may petition the Administrator for permission to remain at Clinton Christian School on a probationary basis. Petitions must be made in writing and submitted to the Administrator for consideration. The petitioning student may not attend school until a decision has been made. Any student who is permitted to remain a probationary student in a given semester and receives permission to return the following semester will be limited in disciplinary Referrals allowed for the succeeding semester before mandatory expulsion occurs. Expulsion may occur at any time the Administration deems necessary during the probationary period.*

NOTE: Any student arrested by a law enforcement agency and convicted of a crime (other than minor traffic violations) will be dismissed from CCS. Any student who loses his/her driver's license due to traffic violations will be placed on probation for an indefinite period of time. This seriously tarnishes the testimony of the student, the school, and the Lord Jesus Christ.

## **VOLUNTEER GUIDELINES**

Clinton Christian School desires to work closely with parents/guardians and other volunteers to help them provide the best education for their child. We believe that the following when subscribed to by volunteers will help make Clinton Christian School an institution that will truly honor the LORD and produce the finest Christian education possible. All volunteers must agree do the following...

1. Pray regularly for the teachers, staff, and administration
2. Cooperate fully in the educational function of CCS by following the requirements of the supervising employee.
3. Support completely the teachers, staff, and administration with other parents or their students.
4. Report promptly to work assignments
5. Complete fully the volunteer application process (including fingerprinting and background checks)
6. Adhere closely to the dress code standards for the assigned area of work.
7. Wear the volunteer pass whenever you are serving as a volunteer.
8. Promote CCS at all times. Concerns should be expressed to the administrative staff ASAP

## **DRESS AND APPEARANCE CODE**

Although dress styles and other personal standards in and of themselves do not denote spirituality, no aspect of Christian testimony is as readily obvious as appearance. While we realize that the Bible does not give specific guidelines on how we should dress or how our hair should be cut, it does give us some principles to follow. In light of these principles, we have set a dress and appearance standard for our school. It is not our intention to say that a Christian who does not meet this standard is sinning. We are only stating that the following standards have been established for our students and that they have been established to aid us in consistent enforcement.

### **Dress Code Regulations**

#### **Young Ladies**

*Skirts	CCS plaid, navy, khaki uniform (top of knee when sitting & standing)
Skorts	CCS plaid, navy, khaki uniform (K4 - 6 <sup>th</sup> only)
*Pants	CCS uniform khaki or navy (All Year)
Shirts	Light blue, light yellow, pink or white, button-down oxford style
Fleece	Navy, red (no sweatshirts, sweatshirt jackets, or jean jackets)
Sweaters	Solid color navy, white, or red cardigans (crew or v-neck; worn over oxfords)
Socks	White or navy knee socks; solid colored tights or hose
Shoes	Brown, navy, or black (solid color) leather or vinyl dress oxfords/loafers (NO TENNIS/ATHLETIC STYLE SHOES, SANDALS OR BOOTS)
Earrings	No hoops larger than 1” in diameter or 1” in length
Belts	Black, navy, or brown dress belts (no extra holes)

#### **Young Men**

*Pants	CCS uniform navy, khaki
Shirts	Light blue, light yellow, pink or white oxford style
Fleece	Navy or red (no sweatshirts, sweatshirt jackets or jean jackets)
Sweaters	Solid color navy or red cardigans (pull-over, crew or v-neck)
Socks	Navy, white, or black
Ties	Any solid color, long dress style (Required on chapel days)
Shoes	Solid color brown or black leather or vinyl dress oxford/loafer (NO TENNIS/ATHLETIC STYLE SHOES, SANDALS OR BOOTS)
Belts	Black, Navy, or Brown dress belts (w/ small buckles and no extra holes)

1. All shirt tails must be tucked in and buttoned (only one button open) at all times (especially when entering the building).
2. Boys are not permitted to wear earrings during school hours or at school sponsored events.
3. Skirts must come to the top of the knee when sitting or standing. Skirts are not to be rolled up.
4. No colored tank tops or t-shirts are to be worn under shirts.
5. Socks are to come to or below the knee cap.
6. Coats and jackets may not be worn in hallways or classrooms.
7. Head coverings and hats are not to be worn in the building during the school day.
8. Slacks should not exceed the tops or sides of the shoe in length nor be excessively baggy or worn below the natural waist. Slacks are not to be tight fitting.
9. Only specified CCS apparel may be worn in the building and in class. All other jackets and coats may be hung up until the end of the day.
10. Boys are not allowed to wear necklaces on the outside of the shirts.
11. Students are to remain in dress code while on campus.
12. Students in violation will be sent to the office to call a parent.

**HAIR CODE:** Boys must maintain a haircut acceptable to the standards of Clinton Christian School, which includes a neat trim on the sides, back, and top. Hair must remain off the ears and collar and must be tapered. Examples of items that do not comply with the dress code for boys include braids, cornrows, dreadlocks, rattails, and skullcaps. Young men are to be clean shaven. Only seniors may wear a neatly groomed mustache which must not extend past the corner of the mouth.

**Styles or fads that, in the opinion of the administration, are not suitable for school, will not be allowed, especially those which are associated with secular music, or other influences which are not in harmony with Christian principles.**

\*Three Dress Code Violations per quarter will result in a detention. When Dress Code Violations become a major issue with a student, he/she may be asked to withdraw from CCS.

## **STUDENT CODE OF HONOR**

Clinton Christian School seeks to provide quality education in a nurturing, Christian environment. Each student is encouraged to realize his or her full potential. An integral part of the educational process is the challenge for students to accept responsibility or their commitment to personal integrity. Therefore, students attending CCS must sign and support the following “CODE OF HONOR PLEDGE” to enhance the quality of life on campus. Should any of the commitments made in this pledge be difficult for the student to affirm, the student should not enroll in CCS. Clinton Christian School exists in order to provide each student with the opportunity to acknowledge and respond through faith to the Word of God while participating in an educational program which stresses academic, social, emotional, and physical development. If your child has a different philosophy of life, then your child may not be a good candidate for the student body at CCS.

### **Code of Honor Pledge**

As a member of the student body of Clinton Christian School, I desire to enhance the quality of the student body by pledging my support to the following **CODE OF HONOR**.

**I PLEDGE** to be truthful and respectful to my God-given home authority (parent/guardian) at all times.  
**I PLEDGE** to be truthful and respectful to teachers, staff members, and administrators at all times.  
**I PLEDGE** not to cheat on class work, homework, quizzes, tests, exams, or projects.  
**I PLEDGE** to follow the rules and regulations in the School Handbook and to actively encourage others to do the same.  
**I PLEDGE** to honor God and classmates through respectful participation in chapel.  
**I PLEDGE** not to use vulgar language, profanity, drugs, tobacco, or alcohol.  
**I PLEDGE** not to be sexually promiscuous.

**BY MY SIGNATURE BELOW, I INTEND TO HONOR GOD, MY FAMILY, AND CLINTON CHRISTIAN SCHOOL WITH MY BEHAVIOR, BOTH ON AND OFF CAMPUS, FOR AS LONG AS I AM ENROLLED AT THIS SCHOOL.**

STUDENT'S SIGNATURE: \_\_\_\_\_  
PARENT'S SIGNATURE: \_\_\_\_\_

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