



Clinton Christian Academy

2008-2009

Student, Parent/Guardian Handbook

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www.clintonacademy.org



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CLINTON CHRISTIAN ACADEMY CALENDAR

2008-2009

September

Tuesday	2	First Day of School
Friday	26	Grandparent's Tea Early Dismissal (1/2 day)*

October

Friday	31	End of 1 st quarter
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November

Friday	7	Parent/Teacher Conference (No School)
Wednesday	26	Early Dismissal (1/2 day)*
Thurs.-Fri.	27-28	Thanksgiving Break (No School)

December

Mon.-Fri.	22-26	Christmas Break (No School)
Mon.-Wed.	29-31	Christmas Break (No School)

January

Thursday	1	New Year's Day (No School)
Friday	2	Christmas Break (No School)
Friday	16	End of 2 nd quarter/First Semester

February

Monday	16	President's Day (No School)
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March

Friday	20	End of 3 rd quarter Early Dismissal (1/2 day)*
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April

Friday	10	Easter Break (No School)
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May

Friday	22	End 4 th quarter/Second Semester Last Day of School (1/2 day)*
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*School will be dismissed at noon on the early dismissal or 1/2 days with NO lunch served.

*NO After School Study Program (ASSP) on early dismissal days.

BACKGROUND INFORMATION

The Clinton Christian Academy (CCA) is a 501(c)3 non-profit corporation. It was established in the year 2000 as a non-denominational private Christian elementary school, believed by the founders to be commissioned by God. CCA is governed by a board of directors and operated by a God-centered administrator and God-centered teachers. Through prayer, God has shown numerous miracles and overwhelming blessings. Please pray for your teachers and the board to have Christ-centered lives and to have wisdom while serving.

MISSION STATEMENT

Colossians 2:2-4 6-8 "That their hearts might be comforted, being knit together in love, and unto all riches of the full assurance of understanding, to the acknowledgement of the mystery of God, and of the Father, and of Christ; In whom are hid all the treasures of wisdom and knowledge. And this I say, lest any man should beguile you with enticing words. As ye have therefore received Christ Jesus the Lord, so walk ye in him: Rooted and built up in him, and stablished in the faith, as ye have been taught, abounding therein with thanksgiving. Beware lest any man spoil you through philosophy and vain deceit, after the tradition of men, after the rudiments of the world, and not after Christ."

Clinton Christian Academy's (CCA) mission is to reinstate Christian principles in the educating of our children as our forefathers intended while fostering a Christ-centered life. This will be accomplished through the combination of Christian teachers and an aggressive Bible-based curriculum in an environment of love and discipline.

STATEMENT OF FAITH

Each member of the Board of Directors, and each employee of the Corporation, having accepted Jesus Christ as personal Savior, shall subscribe annually in writing to the following Statement of Faith:

- 1. We believe the Bible to be the inspired Word of God.**
- 2. We believe that there is only one God, eternally existent in three persons: Father, Son and Holy Spirit.**
- 3. We believe in the deity of Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.**
- 4. All humans are sinful by nature (Romans 3:23; 5:12) and can only be forgiven by the expression of trust in Jesus as Savior (John 3:16), brought about by the regenerating work of the Holy Spirit (Titus 3:5-7).**
- 5. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.**
- 6. We believe in the resurrection of both the saved and the lost, they that are saved unto the resurrection of life.**
- 7. We believe in the spiritual unity of believers in our Lord Jesus Christ.**
- 8. We affirm the sanctity of human life as established by God the Creator and believe that such sanctity extends to the child not yet born.**
- 9. The Christian home should serve as a setting for teaching children the sacred character of human sexuality and for showing them how its meaning is fulfilled in the context of love, fidelity, and patience within a heterosexual marriage.**
- 10. We believe in the biblical account of creation ("*In the beginning God created the heavens and the earth . . .*"-Genesis 1:1).**
- 11. We believe the ultimate responsibility for the education of children belongs to parents (Deuteronomy 4:9; 6:1-25; 4:1-4). We believe this is an inalienable right given by God, which the State cannot create, destroy, or alter.**

PHILOSOPHY OF EDUCATION

The educational process in a Christian school is dependent on Biblical philosophy so that children may be prepared to assume their proper place in the home, the church, and the state. Accordingly, the philosophy of education for Clinton Christian Academy is as follows:

The philosophy of Clinton Christian Academy is based on a God-centered view and that the Bible is the inspired Word of God. God created all things and sustains all things. Therefore, the universe and humanity are dynamically related to God and have the purpose of glorifying Him. Because humans are sinners by nature and choice, they cannot glorify or know God. A person can do this only by choosing God's free gift of salvation through his Son, thereby committing his or her life to the Lordship of Jesus Christ.

Our aim socially is to provide a Christian perspective on life and the world from which will come a balanced personality and a proper understanding and acceptance of one's role in life at home, at work, at play, and at worship---all grounded in the Christian concept of love.

This philosophy channels our energies to promoting high academic standards while helping students to achieve skills in creative and critical thinking, using the best integrated curriculum materials available. The objective of our instructional program is to enable students to pursue the post-secondary education of their choosing, whether in college, university, or vocational training.

Our responsibility for the student encompasses the spiritual, intellectual, physical, social, and emotional areas. These are inseparable, and through them all runs the thread of the spiritual. Therefore, it must be our aim to shun the tendency to teach the Bible compartmentally or on the intellectual level alone---the spiritual thread must be woven throughout the total curriculum.

It is apparent, then, that the types of activities we participate in and promote are consistent with our basic philosophy. The spiritual must permeate all areas---or else we become textbook oriented rather than student centered.

This philosophy dictates that we encourage parental involvement and respect for authority in every phase of the student's development, always seeking God's guidance in training up the child in the way that he/she should go.

THE AMERICAN'S CREED BY WILLIAM TYLER PAGE

I believe in the United States of America as a government of the people, by the people, for the people, whose just powers are derived from the consent of the governed, a democracy in a republic, a sovereign Nation of many sovereign States; a perfect Union, one and inseparable; established upon those principles of freedom, equality, justice and humanity for which American patriots sacrificed their lives and fortunes.

I therefore believe it is my duty to my country to love it, to support its Constitution, to obey its laws, to respect its flag, and to defend it against all enemies.

PATRIOTISM

“Patriotism is an inner feeling that is difficult to define; for each of us it has a different meaning and each of us meets it with a different emotional reaction—feelings of pride, gaiety, a lump in the throat and a tear in the eye, a swelling of the chest and quickened breath, a fierce desire to battle for that which we believe, and even the dedication of one’s life to a cause. Where and when these feelings begin, we do not know, but we feel that the school should play an important part in developing patriotism in all its aspects. The small child is just beginning to have feelings of loyalty and pride, and these will grow best in a atmosphere of love and security, in aroused interest and broadened fields of knowledge, in chances to work with others, and through good examples in everyday living.” (Excerpt from Planned Patriotism)

We suggest that all the parents find time to watch “America’s Godly Heritage” video (available in the CCA Library). Please help us to stay informed if you hear of laws that violate our Christian philosophy of education. From time to time we will send home information on said laws that will need your attention to write letters addressing these laws to our President and Congressmen.

ADMISSION POLICY

Enrollment is limited to no more than 18 students per classroom in the 1st through 8th grades, 15 students per classroom in Kindergarten 5 years old (K5) and 12 students per classroom in Kindergarten 4 years old (K4).

Students enrolling in K4 or K5 must be age 4 or 5, respectively, on or before August 1st of the current school year.

Clinton Christian Academy admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities, generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of educational policies, admissions, policies, scholarship and loan programs, athletic or other school administered programs.

The Admissions Application and Request for School Records are required prior to scheduling an enrollment conference. All new students and parents are required to attend an enrollment conference.

The following forms must be completed prior to enrollment:

- Admissions Application
- Student Immunization Form
- Parent/Guardian Agreement Form
- Request for School Records (for transfers only)
- Family Financial Form (optional)
 - This form is available upon request because CCA purchases the forms from FFNA.
 - FFNA must receive the completed forms by April 30, to be eligible

Enrollees will be given preference based on the following (in order):

1. Returning Students
2. Teacher’s Children
3. Non Teaching Staff Children
4. Siblings of Returning Students (number of siblings is considered)
5. According to the date they were added to the waiting list.

New Enrollees: The CCA Administrator will notify parents within the week following the enrollment conference to confirm or deny their child's acceptance for enrollment. Parents also will be given one week from the date of the enrollment conference to confirm enrollment by signing the Parent/Guardian Agreement form (see Appendix B in this handbook), and paying book fees and a deposit equal to 10% of tuition. If enrollment is not confirmed the seat will be considered open to other students on the waiting list. CCA is not currently able to provide for children with special needs.

Returning Students: Returning students may secure a seat for the upcoming school year by returning the signed Parent/Guardian Agreement form, paying book fees by May 1st and a deposit equal to 10% of tuition by June 1st.

All fees (tuition, book, lunch/milk, volunteer hours, & after school study program) must be paid from the previous year before enrollment for the following year is accepted.

Home School Students: Home School students who wish to enroll in CCA will be administered in an assessment measurement for grade placement, prior to enrollment.

TRANSFER POLICY

CCA will not enroll students that have been expelled from his/her previous school.

Student's records (Request for School Records Form) and standard enrollment forms are required for students wishing to transfer to CCA.

TUITION

I Timothy 5:18 *"For the scripture saith, thou shalt not muzzle the ox that treadeth out the corn. And, the labourer is worthy of his reward.."*

CCA is primarily funded by tuition. CCA budgeting requires parents/guardians to maintain their financial commitments in a timely manner for the entire year. As part of the tuition, parents/guardians are also required to pay volunteer hours. See Parent/Guardian Agreement on page 16.

The tuition schedule for each school year can be found in Appendix A of this handbook as well as the school's web site: www.clintonacademy.org.

Tuition paid in full by July 1, for the upcoming school year will receive a 5% discount. Tuition can also be paid on a 10-month (***July thru April***) payment schedule. If tuition is not paid by the tenth of the month, a late fee of \$10.00 will be automatically assessed. An account that falls one or more months behind may cause suspension or dismissal of the child from CCA unless arrangements have been made with the Treasurer of the CCA Board of Directors. A charge of \$25.00 will also be assessed if a check does not clear the bank. **Final report cards and all records will be withheld until tuition, volunteer hours, and other accounts have been paid-in-full.**

In order to keep tuition costs low, CCA parents are required to be involved during the fundraisers; financially as well as volunteering. Parents are required to perform 20 hours of volunteer work per child (10 of those hours must be spent at a fundraiser function or meeting). Families may opt out of the volunteer hour requirement by paying \$200 per child by July 1st. Volunteer tasks include, but are not limited to, building maintenance, lunchroom duty, classroom helpers, fundraising events, and work supporting school committees.

CURRICULUM

Luke 2:52 *“And Jesus increased in wisdom and stature, and in favour with God and man.”*

CCA utilizes "A Beka Book" curriculum, with the exception of the grades 5-8 Science books, which are supplied by Bob Jones University. A Beka Book is a challenging, aggressive curriculum with over 40 years of experience in Christian schooling. Their curriculum is NON-denominational in that its teachings are biblically based. They do not include ceremonial or doctrinal beliefs of different denominations. Bob Jones is also a highly regarded Christian curriculum provider, and in the particular instance listed above, CCA believes it does a better job of preparing students for higher learning.

Additionally, in an effort to enhance the student's learning experience, students in grades 2nd through 8th will have weekly instruction in the computer lab to learn proper use of a computer, safe surfing on the Internet and proper keyboarding technique. All computers in all of the classrooms have filtered Internet available. When used properly, it offers a tremendous amount of learning possibilities and educational enrichment to the students. Students will be instructed that they are only to access sites for educational purposes, and this should only be done with a staff member in the room with them. As is the case with any computer that uses the Internet (even with filtering software), safe surfing cannot be positively guaranteed. Students and parents are expected to read the Computer Use Policy (see Appendix D of this handbook) and indicate their compliance and understanding by signing the Use Agreement annually.

BOOK FEES

The book fee schedule for each school year can be found in Appendix A of this handbook as well as the school's web site: www.clintonacademy.org.

LUNCH / MILK

CCA offers two options for lunch: bring your own lunch or purchase a catered lunch that includes milk. Microwaves are available and lunchroom helpers can assist in their use. White milk, chocolate milk, or juice is available for purchase.

For catered lunch, a monthly menu will be sent home. Hot lunch can be selected on a daily basis, as the lunch count is done each morning.

K4-5th grades enjoy snacks everyday. Students may purchase milk/juice to accompany the snack, bring their own drink, or drink from the water fountain.

All payments for catered lunch or milk should be made payable to CCA and delivered to the Administrative Assistant. Cash must be in an envelope marked with the child's name and teacher's name.

The Administrative Assistant will keep track of each student's lunch/snack account on a weekly basis. If an account becomes under funded, a notice will be sent home on Friday. If payment is not received within one week, these services will be discontinued to the student.

AFTER SCHOOL STUDY PROGRAM

CCA provides an After School Study Program (ASSP) from 3:15 pm – 5:30 pm each school day for only \$5.00/day for any family's first child and \$2.50 for each additional child.

Students in ASSP participate in Christian enrichment activities, snacks, and study time with experienced workers supervising, while waiting for pick up by their parents. Any student left at CCA after the normal pick up time of 3:15 will automatically move to the ASSP and will be charged the daily fee. A late fee of \$1 per minute will also apply for a student left past the 5:30 closing time. Parents/Guardians will receive a bill on the first day of the each month for the previous month's charges for ASSP. Payment is due on or before the 15th of every month.

All fees (tuition, book, lunch/milk, volunteer hours, & after school study program) must be paid from the previous year before enrollment for the following year is accepted.

STUDENT DRESS AND APPEARANCE (UNIFORMS)

Romans 12:1-2 *“I beseech you therefore, brethren, by the mercies of God, that ye present your bodies a living sacrifice, holy, acceptable unto God, which is your reasonable service. And be not conformed to this world: but be ye transformed by the renewing of your mind, that ye may prove what is that good, and acceptable, and perfect, will of God.”*

I Corinthians 6:19 *“What!” know ye not that your body is the temple of the Holy Ghost which is in you, which ye have of God, and ye are not your own?”*

Students attending CCA are required to wear uniforms so that all students regardless of their parents'/guardians' economic level are equal in social appearance. Parents are responsible for ensuring that the proper uniforms are acquired and worn to school and school events. (See parent/guardian agreement in Appendix B of this handbook).

The student's uniform must be purchased through Lands' End or Dennis Uniform, except 5th thru 8th grade PE uniforms, which must be red or blue shorts (mid-thigh), and red or blue plain shirts. All articles of the uniform are required to be purchased from Lands' End or Dennis Uniform. CCA can provide you with color and style information from which you may choose.

Though uniforms make us LOOK the same, they do not make us BE the same. Underneath our identical covers we have different hearts, different minds, different temperaments and that is what makes us all different.

Girls' hair should be clean, neat, and appropriate in color. At the most two earrings per ear positioned in the lower lobe are allowed. No other body piercing or body art (including temporary tattoos) is allowed.

Boys' hair should be clean, neat, and appropriate in color, cut above the collar. No earrings or other body piercing or body art (including temporary tattoos) is allowed.

ELECTRONIC DEVICES

Students are discouraged from bringing electronic devices or cell phones to school. If brought to school, they **must be checked in at the office upon arrival** and may be picked up at the end of the school day. CCA is **not** responsible for lost or theft of student property.

DISCIPLINE

Proverbs 22:15 *“Foolishness is bound in the heart of a child; but the rod of correction shall drive it far from him.”*

Proverbs 29:17 *“Correct thy son, and he shall give thee rest; yea, he shall give delight unto thy soul.”*

A student’s discipline is determined by the teachers and, in many circumstances, the school Administrator, based on what they believe is appropriate, considering the child and the circumstance. Corporal punishment will be used with parental/guardian consent when other means of discipline have been exhausted and the problem is reoccurring. The teacher or Administrator will administer corporal punishment with a witness present and parents will be notified after the incident via a letter home to the parents. The individual administering corporal punishment will either be of the same gender or a female administering the punishment to a male child.

Offenses that may result in corporal punishment include:

- Using the Lord’s name in vain
- Swearing
- Stealing
- Violent acts, threats, or any display of hostility towards others
- Class disruption
- Demonstrated lack of respect for teacher(s) and/or staff

CCA supports high academics and will not exhaust its energies on discipline. Full cooperation is expected of students and parents/guardians in resolving classroom disruption. Attendance at CCA is a privilege. Students that do not adhere to the policies forfeit this privilege.

PARENT/GUARDIAN SUPPORT

Deuteronomy 6:5-7 *“And thou shalt love the LORD thy God with all thine heart, and with all thy soul, and with all thy might. And these words, which I command thee this day, shall be in thine heart: And thou shalt teach them diligently unto thy children, and shalt talk of them when thou sittest in thine house, and when thou walkest by the way, and when thou liest down, and when thou risest up.”*

The Christian characteristics and morals that CCA impresses on your children during school need to be impressed on them while they are at home as well.

Parents/Guardians are kept informed via a monthly calendar, newsletter, and notes from staff.

CCA appreciates the vital support and safety provided by parents/guardians during school events and classroom field trips (See Field Trip Policy in Appendix C of this handbook).

RESPECT FOR AUTHORITY

Hebrews 13:17 *“Obey them that have the rule over you, and submit yourselves: for they watch for your souls as they that must give account, that they may do it with joy, and not with grief: for that is unprofitable for you.”*

Ephesians 6:1–2 *“Children, obey your parents in the Lord: for this is right. Honour thy father and mother; which is the first commandment with promise”;*

Disrespect to a teacher or any person in authority will not be tolerated.

RESOLUTION OF CONFLICTS

Ephesians 4:29 *“Let no corrupt communication proceed out of your mouth, but that which is good to the use of edifying, that it may minister grace unto the hearers.”*

CCA would like to glorify God in all things including disagreements, discouraging gossip, and the like. Please help us to glorify God by resolving all matters through biblical principles found in 1 Corinthians 6:1-8, Matthew 5:23-24 and Matthew 18:15-20.

If a concern regarding your student arises, please prayerfully consider the situation and follow the resolution progression as it is outlined below.

1. Conference with classroom teacher
2. Conference with Administrator and classroom teacher
3. Letter to the CCA Board of Directors outlining your concerns

In the event that a parent/guardian is not satisfied with CCA’s course of action (or inaction) in response to their communication of a concern per the above listed progression, and the issue is one that the parent/guardian feels strongly enough about that they can not accept CCA’s decision, then CCA will strive to help make the student’s transition into a different learning facility as smooth and uninterrupted as possible. CCA will not usurp the God-given authority a parent has over their children by requiring the student to abide by guidelines and policies that the parents/guardians are not in harmony with. By the same token, once a parent/guardian has usurped the authority CCA’s staff has with a student; our ability to effectively educate the child has been damaged. Therefore, it is simply inevitable that there may be cases where children will be better served by attending a different learning facility.

Further, CCA staff will handle all discussions with parent/guardians in a private, polite, reasonable, and Christian manner (*“...clothe yourselves with compassion, kindness, humility, gentleness and patience.”* Colossians 3:12). We require the same courtesy be extended to our staff. Deviation from this requirement will result in the removal of the family’s children from CCA’s enrollment.

WITHDRAWALS

Circumstances beyond a parent's control may force the withdrawal of a student from CCA. In this case, 10% of the full tuition and paid book fees are non-refundable. If a child is withdrawn after the beginning of the school year, the refund will be pro-rated for the remaining school year upon written request, and books will be sent with the child.

EXCUSED ABSENCES

1. The child is sick
2. Death in the family
3. Doctor/Dentist appointments: please try to make these after school hours. If it is necessary to be excused early, please send a note the day before so the teacher may have assignments ready.
4. Inclement weather or hazardous road conditions
5. Pre-approved absences: these absences need to be approved by the teacher and administrator.

Any absence that does not fall under the above excused absences will be considered unexcused and will result in the child receiving all zeroes for the day's work. If a student does not provide a dated note signed by the parent/guardian for an excused absence, the absence will be considered unexcused.

When returning to school, the student must present a dated note signed by the parent/guardian explaining the absence. It is the student's responsibility to get the assignments from the teacher. In most cases, the student will be given one day per day(s) of absence to complete the missed assignments. (Two days may be given upon consultation and agreement with the classroom teacher).

Homework for an absent student will be ready for pickup only at the end of the school day.

Any absence of more than five consecutive days, or a combined total of eight days per semester, other than illness or extenuating circumstances, may result in dismissal from school.

ACADEMY HOURS AND FLOW OF TRAFFIC

School sessions begin promptly at 8:00 a.m. and students are released at 3:00 p.m. (2:50 K4 & K5 classes). If someone different will be picking up your child, please let the school office know as soon as possible. For the safety of the child, students will not be released to unauthorized escorts.

SCHOOL CANCELLATIONS

Please listen to KDKD 95.3FM and WDAF-TV, Fox 4 News when inclement weather occurs for an announcement prior to 6:30 a.m. regarding the Clinton Christian Academy. Please note that if the parent/guardian determines the road conditions to be unsafe, the absence or tardy arrival will be completely understood and will not affect the student's academic record negatively.

GRADING SCALE AND HONOR ROLLS

A	100-94	Excellent
A-	93-90	
B+	89-87	Above Average
B	86-83	
B-	82-80	
C+	79-77	Average
C	76-73	
C-	72-70	
D+	69-67	Below Average
D	66-63	
D-	62-60	
F	<= 59	Poor
S	Satisfactory	
U	Unsatisfactory	

A student Honor Roll is kept for students in grades 2nd thru 8th. In order to qualify for the Patriot Honor Roll, a student must receive all “A”s for the quarter. In order to qualify for the Standard Honor Roll a student must receive at least all “B”s for the quarter.

Final report cards and all records will be withheld until tuition, volunteer hours, and other accounts have been paid-in-full.

CLOSING STATEMENT

The staff at the Clinton Christian Academy will carry out the aforementioned policies and guidelines as they see most applicable with regard to each specific situation, taking into consideration all circumstances and factors that surround the respective event. It is our sincere desire that your children will be blessed through the dedication of the staff at CCA. Thank you for your fervent prayers and diligent support.

Appendix A

Individual Student Fee Schedule

Tuition Schedule 2008-2009

Tuition paid in full by July 1, 2008 will receive a 5% discount. If you prefer to pay tuition monthly it can be paid on a **10 month (June, August thru April)** payment schedule. As stated in the CCA handbook **if tuition is not paid by the tenth of the month; a late fee of \$10.00 will be automatically assessed.** An account that falls one or more months behind may cause suspension or dismissal of your child from CCA unless arrangements have been made with the Treasurer of the CCA Board of Directors. CCA is primarily funded by tuition. Our budgeting requires parents/guardians to maintain their financial commitments in a timely manner for the entire year.

	Tuition	10 Monthly Payments	1 Annual Payment
First Child	\$ 2,640.00	\$264.00	\$2,508.00
Second Child	\$ 2,440.00	\$244.00	\$2,318.00
Third Child	\$ 2,240.00	\$224.00	\$2,128.00
Fourth Child	\$ 2,040.00	\$204.00	\$1,938.00
Fifth & Additional Children	no tuition	no tuition	no tuition
K4 3-Day per week	\$1,760.00	\$176.00	\$1,672.00

Book Fees – Payment due by May 20, 2008

K4	\$55.00	Fourth	\$180.00
K5	\$85.00	Fifth	\$170.00
First	\$200.00	Sixth	\$170.00
Second	\$185.00	Seventh	\$175.00
Third	\$180.00	Eighth	\$175.00

Appendix B

Parent/Guardian Agreement

PARENT/GUARDIAN AGREEMENT

STUDENT: _____

To indicate that you have read and understood the policies and guidelines as stated in the Clinton Christian Academy Handbook 2008-2009 please initial the following to confirm your agreement.

- | | |
|--|--|
| <input type="checkbox"/> CCA 2008-2009 Calendar | <input type="checkbox"/> Electronic Devices |
| <input type="checkbox"/> Mission Statement | <input type="checkbox"/> Discipline |
| <input type="checkbox"/> Statement of Faith | <input type="checkbox"/> Parent/Guardian Support |
| <input type="checkbox"/> Philosophy of Education | <input type="checkbox"/> Respect for Authority |
| <input type="checkbox"/> The American's Creed | <input type="checkbox"/> Resolution for Conflicts |
| <input type="checkbox"/> Patriotism | <input type="checkbox"/> Withdrawals |
| <input type="checkbox"/> Admission Policy | <input type="checkbox"/> Excused Absences |
| <input type="checkbox"/> Transfer Policy | <input type="checkbox"/> Academy Hours and Flow of Traffic |
| <input type="checkbox"/> Tuition | <input type="checkbox"/> School Cancellations |
| <input type="checkbox"/> Curriculum | <input type="checkbox"/> Grading Scale and Honor Rolls |
| <input type="checkbox"/> Book Fees | <input type="checkbox"/> Field Trip Policy |
| <input type="checkbox"/> Lunch/Milk | <input type="checkbox"/> Computer/Internet User Policy |
| <input type="checkbox"/> After School Study Program | <input type="checkbox"/> Playground Rules |
| <input type="checkbox"/> Student Dress and Appearance/Uniforms | |

Please select one of the following corporal punishment options.

- | |
|--|
| <input type="checkbox"/> If my child's teacher decides administering corporal punishment is necessary for discipline, I will support the teacher's decision. |
| <input type="checkbox"/> Please do not allow my child to be punished using corporal punishment. |

Please select one of the following payment plans.

- | |
|---|
| <input type="checkbox"/> Full Payment: Full payment of tuition and book fees by July 1 (5% discount). |
| <input type="checkbox"/> Monthly Payments: Tuition will be paid in ten (10) equal monthly payments beginning <i>July 1 and the 1st of each month thereafter, through April 1.</i> |

<input type="checkbox"/> I understand that enrollment at CCA is dependent upon the first tuition payment, book fees, and the completed and signed Parent/Guardian Agreement. I also understand the tuition schedule and book fees and the volunteer hours requirement and agree to these terms.

Select one of the following volunteer plans.

_____ I understand that CCA requires 20 hours of volunteer work per child -10 of which per family must be spent at a fundraiser function or meeting, and I agree to perform this duty.

_____ I wish to “opt-out” of the volunteer hour requirement by paying \$200 (20 hrs x \$10/per hr) to CCA by July 1

_____ I understand that CCA utilizes uniforms and, I will comply by acquiring the required clothing from those designated companies, namely Lands’ End or Dennis Uniform. I also understand that only students wearing the appropriate uniform will be permitted to attend class or school field trips (Teachers will notify parents/guardians of proper attire for each outside school event).

_____ I am interested in participating in the After School Study Program

___ 5 days a week (nearly every day)

___ An average of 3 days a week

___ An average of 1 day a week

___ Occasionally (once a month)

___ Never

___ Other _____

Enrolling Parent/Guardian’s Signature _____ Date _____

CCA Administrator _____ CCA Teacher _____

CCA Board Member _____

Appendix C

Field Trip Policy

FIELD TRIP POLICY

Field trips enrich the learning experience and have proven to be a positive incentive for learning at the Clinton Christian Academy. They give the students hands-on experiences of historically significant experiences, or culturally enriching experiences that are not as easily learned on site. Safety is a priority, especially during off-campus excursions. Therefore the following criteria will be followed for all off-campus activities:

1. Parents will be notified of field trips at a minimum of two weeks prior to the activity. On rare occasions when two weeks notice is not available, there will be a personal contact with the parents either via face-to-face conversation or phone call.
2. All drivers of students from 2nd grade and below are required to have two adults per vehicle on out of town trips. The driver should concentrate on driving safely and the passenger adult will be responsible for maintaining civility in the vehicle and reacting quickly to any motion sickness.
3. All drivers must provide proof of a legal driver's license and a copy of proof of insurance to the CCA Administrator to be eligible as a driver.
4. Drivers will be given a set of directions to the location that should be followed (NO SHORTCUTS).
5. The drivers should stay together at stoplights and assist each other in case of any travel emergency.
6. A minimum of one cell phone per vehicle should be registered with the field trip organizer and the number distributed to the Administrator and Administrative Assistant.
7. Students age 12 and under should not be placed in seats that have air bags (i.e. front passenger seats).
8. Students will be required to wear their seat belts at all times while in the vehicle. Parents are responsible to provide booster seats that comply with state law.
9. Prayer for travel safety before each trip.
10. Approximate departure and arrival (to and from the destination) will be scheduled. Any delays should be phoned in to the Administrative Assistant.
11. Students who do not behave properly while away from school will not be allowed to accompany their class on the next trip.
12. Some field trips require admission fees and tickets, which must be acquired during the scheduling; therefore students that withdraw from the field trip after the scheduling deadline will still be required to pay the admission fee.
13. Parents should **not** bring any children on field trips that are not students of CCA. This includes the younger siblings of CCA students.
14. Students, teachers, and chaperones are required to wear appropriate clothing for the field trips. Chaperones are required to follow CCA dress code standards as well. Clothing may include: CCA uniforms or CCA shirts with jeans (for outdoor activities). (Short shorts, large open armhole shirts, spaghetti strap tops, mini skirts, and such are not permissible.)
15. CCA uses drivers with a current CDLS endorsement to transport children by bus.
16. All riders will comply with posted bus rules or forfeit bus-riding privileges.
17. At present, fees are \$1 per rider for in town field trips and \$5 per rider for out of town field trips

Appendix D

Computer/Internet Use Policy

Clinton Christian Academy

Computer Network & Internet Access

Acceptable Use Policy

Purpose

The primary purpose of the campus computer network is educational. The network serves as a resource for Clinton Christian Academy to enrich teaching and learning objectives. Approved uses of the computer network are intended to enhance the established curriculum. Users are responsible for ensuring that their activities conform to the standards of CCA as an institution of Christian education, in obedience to Biblical commands and values. The network is not for any private, commercial or business, or political use.

Passwords

If a password is assigned to a student, that password should remain secure. Passwords should not be shared or transferred. All users of the network will be held accountable for their use of the computer, including any use of a computer by someone using their password.

Privilege

All use of the computer network is a privilege and not a right. All users assume responsibility--personal, legal, financial, and otherwise--for their actions while using the computer network and while accessing Internet content over the school network. **Inappropriate use can result in cancellation or restriction of access privileges, in addition to disciplinary or possible legal action.**

All users must sign and return a student consent form, which will indicate agreement with this Acceptable Use Policy which must be signed and returned before the student may be allowed access to the network

Prohibited Activities

- Involvement in any activity prohibited by law
- Transfer or storage of large files without permission
- Attempting to establish a commercial venture on the network
- Involvement with online games or gambling
- Storing and/or transferring obscene, pornographic, or sexually explicit materials
- Transferring "chain" type letters
- Sharing passwords
- Leaving a computer open or unattended without approval
- Accessing any area of the school network without permission
- Interfering with normal and proper network operations
- Interfering with normal and proper Internet access/operations
- Refusal to grant access to files or directories used during school hours, regardless of their actual location (this includes personal email accounts, if used at school during school hours)
- Accessing computer files of other students or staff
- Copying protected software without authorization or permission
- Loading software of any kind without approval and permission
- Conduct on the Internet or over the network that is harmful, harassing, or otherwise offensive to others

- Abuse or damage to computer equipment or software, especially if due to direct violation of these rules
- Using the network or Internet access for personal or entertainment purposes without approval or permission
- Downloading any file for any reason without specific approval from the system administrator or teaching personnel
- Any use of outside resources that do not conform to this Acceptable Use Policy or rules. Violators are subject to penalties both at CCA and at the outside resource.

Professional Liability

The system administrator and teaching staff at the school are not responsible for the actions or activities of students while using the computer network. While students will be supervised while using the network, it is impossible for the system administrator or teaching personnel to control or supervise the activities of every student in the lab at all times.

Policy Changes

Interpretation, application, and modification of this Acceptable Use Policy are within the sole authority and discretion of Clinton Christian Academy. Any questions or issues concerning these policies and regulations should be directed to the system administrator at the school office.

Appendix E

Playground Rules

Playground Rules

1. Ask permission to leave fenced-in area.
2. Swings
 - a. One child per swing
 - b. Swing straight only
 - c. No twisting
 - d. Sit with bottom in swing
 - e. No baling out of swing
3. Monkey Bars
 - a. One child at a time, west to east
 - b. No piggy-back rides
 - c. No sitting or climbing on top of the monkey bars
 - d. No backward dismounts
4. Geo-dome
 - a. No horse-play
5. Do not move any of the big equipment
6. Wood Fort
 - a. No jumping off the top
 - b. Stay on platform-not on support beams
 - c. One at a time on the slide-Count to 4 before going down
7. Tornado Slide
 - a. No one older than 2nd grade
8. Teeter-totter
 - a. One per end
 - b. Do not stand on the teeter-totter
 - c. Do not move the boards
 - d. Watch for grease
 - e. Do not walk on the boards
9. Soccer area
 - a. Use care in crossing the soccer field
 - b. Cross near goalie
 - c. Anybody may play
 - d. Ask permission to retrieve the ball
 - e. Playground boundary is 15' inside power lines
10. Basketball area
 - a. Be responsible for the ball
 - b. No dunking or hanging on rim
 - c. No rough play
11. 4-square
 - a. Play by rules supplied by recess teacher

General Rules

- Use appropriate language
- Bring in all equipment after each recess
- Show good sportsmanship
- Report injuries to teacher
- Before recess the teacher must approve anything brought from home
- Stop play when whistle blows
- 3 short whistles blasts means recess is over-line up immediately
- Use appropriate line behavior
- Wipe feet upon entering
- Return all playground toys to proper storage after each recess